

**Brainerd Public Schools Early Childhood Family Education Parent Teacher Organization
(ECFE PTO)**

ECFE Mission Statement: Strengthening and supporting families as they care for, and grow with, young children. The Brainerd ECFE PTO is established to represent expectant and/or parents of children birth to pre-kindergarten as citizens of the Brainerd School District.

The following by-laws are set forth:

By-Laws

Article 1 Name

This organization shall be known as the Brainerd Early Childhood Family Education Parent Teacher Organization for Independent School District 181 (Brainerd ECFE PTO for ISD 181)

Article 2 Purpose

Section 1

To assume responsibility for the development and completion of special projects in the areas of fundraising, outreach, and publicity.

Section 2

To provide input and ideas for the staff in all areas of programming, education, and outreach. To provide recommendations for the staff and administration for consideration in order to provide quality early childhood programs for ISD #181.

Section 3

To advise and assist staff in providing community awareness of the program.

Section 4

To serve as an advocate for ECFE and School Readiness programs in the community and legislature.

Article 3 Membership

Section 1 Applications

All applications to serve in the Brainerd ECFE PTO will be turned into the Director of ECFE and held pending a probationary period.

Section 2 Volunteer Members

Applicants will be considered Volunteer Members until they have attended three meetings. Volunteer Members are not able to vote on ECFE PTO matters, and they do not receive the benefits of Voting Members.

Section 3 Member Approval

After a Volunteer Member attends three meetings their application shall be forwarded to current ECFE PTO members for review and approval. Members are approved by majority vote. If approved, they shall be awarded the status of Voting Member, at which time they must join one of the ECFE PTO Committees.

Section 4 Voting Members

Voting Members can vote on ECFE PTO matters and are rewarded with early program registration privileges and discounts on program events (i.e. open play, dances). Regular attendance at meetings, participation in committees, and attendance of ECFE PTO Events is expected to maintain Voting Member status.

Section 5 Removal from the ECFE PTO

Voting Members can be removed from the ECFE PTO with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article 4 Meetings

Section 1

Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 2 Quorum

Any number of members present at a meeting will constitute a quorum for transaction of business. A majority vote of those present in a quorum shall be necessary to act upon any motion.

Article 5 Officers and their election

Section 1 Positions

Elected positions will consist of President (Chair), President-Elect (year 2), Treasurer, and Secretary with a commitment of 2 years.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the director, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall prepare the agenda and send notices of meetings to the membership.

b. President-Elect. The president-elect shall assist the president and carry out the president's duties in his or her absence or inability to serve and prepare for stepping into the position if president steps down.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2 Nominations and Elections

Elections will be held at the second to last meeting of the school year. The members shall nominate candidates for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Positions will turn over at the final meeting of the school year.

Section 3 Eligibility

Voting Members are eligible for office if they are members in good standing and have been an active member of the PTO for at least one calendar year unless approved by a majority vote.

Section 4 Terms of Office

Officers are elected for a two year term and may serve no more than two (2) consecutive terms in the same office. If there are no Voting Members willing to serve in an executive position, officers can continue to serve in their office for one year terms until a new officer can be elected. Each person elected shall hold only one office at a time.

Section 5 Vacancies

If there is a vacancy in the office of president, the president-elect will become the president. At the next regularly scheduled meeting, a new president-elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6 Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article 6 Executive Board

Section 1 Membership

The Executive Board shall consist of the officers and director of ECFE.

Section 2 Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Article 7 Finances

Section 1

A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3

The board shall approve all expenses of the organization.

Section 4.

Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and director.

Section 5

The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the members.

Section 6

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7

The fiscal year shall coordinate with the school year.