**BYLAWS**

Spanish Immersion Parent Teacher Organization of Saint Paul

**Article I: Name and Purpose**

1. The name of this organization is the Spanish Immersion Parent Teacher Organization of Saint Paul ("the PTO").
2. The purposes of this organization are exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or such other provisions of federal law as may from time to time be applicable, and is registered under Chapter 317A of Minnesota Statutes. **Section 3:** The mission of Los Amigos de Adams/PTO is to enhance educational opportunities for all Adams students by engaging families, teachers, staff and community members in creative problem-solving, community-building and fund development to meet the school’s needs.

**Article II: Membership, Meetings and Governance**

1. Members consist of families, teachers and staff of Adams Spanish Immersion students, and interested community members.
2. Management and governance of this organization shall be by membership meetings held throughout the year, and decisions shall be by majority vote of the members present at meetings. Anyone present at the PTO meeting may submit an issue for consideration.
3. Robert's Rules of Order will be referred to where needed and appropriate for parliamentary procedure, as determined by the Chair or by majority vote of the members present.
4. The officers, acting as an Executive Council, can make decisions on behalf of the organization for situations requiring immediate action, provided that no more than five hundred dollars ($500.00) of the organization's funds are affected.

**Article III: Officers’ Responsibilities, Elections and Terms**

1. Officers of the PTO make up the Executive Council and descriptions of the officers and their duties are as follows:
   1. **Chair**, whose duties are to:
      1. Establish meeting dates, set meeting agendas and conduct the meetings of the PTO and the Executive Council.
      2. Represent the PTO inside and outside of the Spanish Immersion School community, or designate a representative.
   2. **Co-Chair**, whose duties are to:
      1. In the absence of the Chair, assume the duties of the Chair as defined above.
      2. Support the Chair in all matters related to leading the PTO.
   3. **Secretary**, whose duties are to:
      1. Maintain minutes of membership and Executive Council meetings, the bylaws, and other organizational documents.
      2. Conduct correspondence on behalf of the PTO.
   4. **Treasurer**, whose duties are to:
      1. Maintain the financial accounts and records of the PTO.
      2. Deposit and disburse funds as authorized by the PTO.
      3. Ensure timely filing of the organization’s taxes and organizational documents.
   5. **Communications Coordinator**, whose duties are to:
      1. Support the PTO in effectively communicating organization business and events to the entire Adams community.
      2. Regularly evaluate the PTO’s communication with the school community.
   6. **Events Coordinator**, whose duties are to:
      1. Recruit and support key volunteers for all major PTO events.
      2. Act as a liaison between the PTO and volunteers planning and implementing special events.
   7. **Intern Coordinator**, whose duties are to:
      1. Identify and invite Spanish-speaking interns to teach at Adams.
      2. Recruit and support families to host interns and to act as *Tíos* for interns.
      3. Work closely with the treasurer to budget for and support the intern program.
2. Officer nominations shall be open to all PTO members. Nomination procedures shall encourage and facilitate open participation from all members of the staff, parents, students and community. The selection process will be announced annually, publicized, and overseen by the PTO. Nominations from the membership and self-nominations will be accepted up until the time of elections.
3. The officers shall be elected by the membership annually at the May meeting by a majority vote of members present. In the event that there is more than one nominee for any office that office shall be separated from the slate and voting for that office shall be conducted by written ballot. The Chair shall appoint two tellers to oversee the written ballot.
4. In the event of a vacancy in any office, the vacancy may be filled by election at any succeeding membership meeting.
5. The officers' terms shall be one year, and will begin September 1.Officers may succeed themselves in office for as many terms as they are active members and are elected.
6. An officer may be removed by a two-thirds vote at a regular membership meeting. Reasons an officer may be removed are for failure to fulfill the duties, acting adverse to the PTO's interests, or for other cause. Public notice of the motion for removal must be given to the membership at least seven days prior to the day of the meeting at which motion for removal is to be voted on. In addition, an officer may take a temporary leave of absence not to exceed three months at which time the executive board will appoint an interim officer to be voted on at the next general meeting.

**Article IV: Committees**

1. The PTOwill form standing and ad hoc committees as necessary to facilitate the mission of the PTO.
2. Any member of the PTO may serve on any committee.

**Article V: Amendment Process**

1. Proposed changes to these bylaws must be submitted to the Secretary and sent out with the meeting agenda prior to the meeting in which the amendment is considered. These bylaws may be amended by the vote of two-thirds of the members present at the meeting at which the amendment is considered.
2. Technical/legal amendments can be voted on without advance notice and adopted by a simple majority of voting members present at a PTO meeting.

*Bylaws approved January 22, 2002.*

*Amended April 13, 2010*

*Amended April 12, 2011*

*Amended October 11, 2012*

*Amended June 3, 2015*

*Amended March 29, 2016*