

## 2020 Proposed Amendments to the North Grove Viking VIP Bylaws.

The following four (4) amendments are being proposed to update the bylaws to the current practices of the organization and suggestions from the current officers. The first amendment changes the name from North Grove Viking VIP to North Grove Elementary PTO. The second amendment requires officers to have valid background checks, adds a corresponding treasurer and combines the two secretary positions into one secretary position. The third amendment changes the prescribed date of the regular meetings from Monday to Tuesday, sets the elections and the annual meeting to the last meeting of the year. The fourth amendment changes the terms for elected officers from one year to two years and allows officers to serve more than one term if no one else is nominated for that position.

If there is a quorum (7 members), the proposed bylaws will be discussed and voted on at the meeting scheduled for March 10, 2020 at 6:30 PM in the North Grove Library.

The proposed amendments are written as deletions from the Bylaws in ~~striketrough text~~ and additions in **bold text**.

### Amendment 1: Name of Organization

The title of the Document is amended to read as follows:

North Grove ~~Viking VIP~~ **Elementary PTO (Parent Teacher Organization)** Bylaws

Article I-Name, is amended to read as follows:

The name of the organization shall be the North Grove ~~Viking VIP~~ **Elementary PTO (Volunteers In Partnership **Parent Teacher Organization**)**.

### Amendment 2: Officers and Executive Board

Article IV, Section 1, is amended to read as follows:

The officers shall be a president, vice president, treasurer, ~~corresponding treasurer~~ **recording secretary** and ~~corresponding~~ secretary. **Officers shall have a passed background check on file with the school.**

a) President.

The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b) Vice President.

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve, and assists in overseeing the coordination of committees.

c) Treasurer.

The treasurer shall **prepare a tentative budget**, 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. It is recommended that a co-treasurer be installed, to provide continuity each successive year for record keeping and reporting.~~

d) ~~Recording Secretary.~~ **Corresponding Treasurer**

**The corresponding treasurer 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.**

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

e) ~~Corresponding Secretary.~~

**The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.** The secretary will be responsible for providing the membership with all correspondence, minutes, notices and announcements.

Article VI, Section 1, is amended to read as follows:

The Executive Board shall consist of the officers, ~~principal and standing committee chairs.~~

Article VIII, Section 4, is amended to read as follows:

Two authorized signatures shall be required on each check. Authorized signers shall be the president, treasurer, and/or the principal, vice-president, **corresponding treasurer**, ~~co-treasurer~~, secretary.

### Amendment 3: Meetings and Elections

Article IV, Section 2, is amended to read as follows:

Elections will be held at the ~~second to~~ last meeting of the school year. **Nominations for officers shall be made on or before the meeting held one month prior to elections.** ~~The nominating committee shall select a candidate for each office and present the slate to the members one week 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 has been nominated~~ ~~is running~~ for an office, a ballot vote shall be taken.

Article V, Section 1, is amended to read as follows:

The regular meeting of the organization shall be on the second ~~Monday~~ **Tuesday** of each month during the school year at **6:30** p.m., or at a time and place determined by the executive board at

least one month before the meeting. The annual meeting will be held at the ~~April~~ **last** regular meeting **of the school year**. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings on the schools website.

#### Amendment 4: Officer Terms

Article IV, Section 4, shall be amended as follows:

Officers are elected for ~~one year~~ **two (2) years** and may serve no more than one (1) term, unless no other member is nominated, ~~then the maximum limit is two (2) consecutive terms in the same office~~. Each person elected shall hold only one office at a time.