

NEAT – Network of Education Action Teams

BYLAWS

ARTICLE I - NAME

The name of this association shall be NEAT – Network of Education Action Teams.

ARTICLE II - OBJECTIVES

Section 1. The main objective of NEAT is to unify, strengthen and support Saint Paul Public Schools' parents, parent organizations and community members working to improve public education in Saint Paul.

Section 2. NEAT objectives are attained through committees, projects, programs and conferences and are governed by the basic policies set forth in Article III.

Section 3. NEAT is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III - BASIC POLICIES

The following are basic policies of NEAT:

- a. NEAT and its member parent groups shall not be commercial, sectarian or partisan.
- b. NEAT or NEAT members, in their official capacities, shall not endorse a commercial entity or engage in activities that are not related to promoting NEAT's objectives.
- c. NEAT or NEAT members, in their official capacities, shall not participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.
- d. NEAT and its members shall work with member parent groups to promote quality education for students.
- e. NEAT shall cooperate with other organizations and agencies concerned with child welfare provided it makes no binding commitments that bind its member groups.

- f. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted (i) by an organization exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.
- h. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed by the Executive Board to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)3 of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1. Membership in NEAT is open to all Saint Paul Public Schools parents, parent groups and community members.

Section 2. The voting body of NEAT shall consist of the Executive Board and two delegates from each member Saint Paul Public Schools school or program.

Section 3. All NEAT meetings are open to the public.

Section 4. Each member shall pay such annual dues as may be prescribed by the association.

Section 5. NEAT parent groups whose dues are in arrears may participate in the business of NEAT but shall not be able to vote.

Section 6. The NEAT membership year extends from July 1 through June 30.

ARTICLE V - EXECUTIVE BOARD

Section 1. Membership The Executive Board shall consist of the officers of the association, the chairpersons of standing committees or their designees, up to five at-large members and an ex-officio member representative from the Saint Paul Public School's administration. The officers shall elect the chairpersons of the standing committees of the association and the representative from the Saint Paul Public School's administration.

Section 2. The president may appoint a parliamentarian, subject to the approval of the officers of the association. If the parliamentarian is a member of the association, the parliamentarian shall retain all rights of membership including the right to vote.

Section 3. The duties of the Executive Board shall be:

- a. to create the overall workplan of the association, including the mission, vision, and priority objectives of the association
- b. to transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association;
- c. to create standing and special committees;
- d. to approve the workplans of the standing committees;
- e. to present at the regular meetings of the association a report of business undertaken by the Executive Board;
- f. to select an auditor or an auditing committee to audit the treasurer's account;
- g. to prepare and submit to the association for adoption a budget for the year;
- h. to approve routine bills within the limits of the budget.

Section 4. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed at its first meeting of the year. A majority of the Executive Board members shall constitute a quorum for the transaction of business. Special meetings of the Executive Board may be called by the president or by a majority of the members of the Executive Board, five days notice being given.

ARTICLE VI - NEAT OFFICERS AND THEIR ELECTION

Section 1. The officers of NEAT shall consist of a president, 1st vice-president, 2nd vice president, recording secretary, corresponding secretary, treasurer and historian.

Section 2. Officers shall be elected by ballot in the month of May. If there is but one nominee for any office, election for that office may be by voice vote.

Section 3. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of two years or until their successors are elected.

Section 4. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 5. Nominating Committee:

- a. A nominating committee shall be elected by the NEAT membership at a regular meeting at least two months prior to the election of officers.

- b. The nominating committee shall have an uneven number of members with the minimum number being three members.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominations in the notice of the meeting preceding the election, at which time additional nominations may be made from the floor.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all NEAT meetings and executive committee meetings;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. be an *ex officio* member of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the association in order that the Objectives may be promoted;
- e. serve as official spokesperson for NEAT.

Section 2. The vice-presidents shall:

- a. act as aides to the president
- b. perform the duties of the president in the president's absence or inability to serve;
- c. perform such other duties as may be assigned by the association.

Section 3. The recording secretary shall:

- a. record the minutes and attendance of all meetings of the association;
- b. have a current copy of the bylaws;
- c. maintain an up-to-date membership list;
- d. perform other duties as assigned.

Section 4. The corresponding secretary shall:

- a. write and distribute NEAT correspondence as directed by the association;
- b. perform other duties as assigned.

Section 5. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, Executive Board, or association in accordance with the budget adopted by the association
- d. have checks or vouchers signed by two authorized persons (the treasurer and one other);
- e. present a financial statement at every meeting of the Executive Board and at other times when requested by the Executive Board;
- f. make a full report at the meeting at which new officers officially assume their duties in May;
- g. have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members including at least one member not on the Executive Board, who, satisfied that the treasurer's annual report is correct, shall submit a signed statement of that fact at the end of the report to the Executive Board in April or within 6 weeks of initiating the audit review upon change of officers;
- h. when NEAT becomes a 501(c)3, the treasurer shall be bonded. The premium on the bond shall be paid by NEAT.

Section 6. The historian shall compile annually: the names of officers and chairpersons of committees; and an activities report that contains the activities and accomplishments of NEAT including new, continuing and discontinued activities. The historian following the annual meeting shall place this report and a membership roster on file. In the absence of a historian these tasks will be completed by the secretary.

Section 7. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office. An officer who fails to perform the duties of an office may be replaced by a vote of the Executive Board.

ARTICLE VIII – ASSOCIATION MEETINGS

Section 1. Regular meetings of the association shall be held a minimum of two times during the school year.

Section 2. Special meetings of the association may be called by the president or by a majority of the Executive Board, five days notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. The audit committee report shall be reviewed by the Executive Board in April and presented to the membership at the May Annual Meeting.

Section 5. One-third of the voting body of NEAT shall constitute a quorum at association meetings.

ARTICLE IX - COMMITTEES

Section 1. The Executive Board may create or eliminate such standing committees as it may deem necessary to promote the Objectives and carry on the work of the association. The term of each chairperson shall be one year or until the selection of a successor.

Section 2. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. The president shall be an *ex officio* member of all committees except the nominating committee.

ARTICLE X - FISCAL YEAR

The fiscal year of the association shall begin on July 1st and end on the following June 30th.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern NEAT in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XII - SAVINGS CLAUSE

If any clause, section or portion of these bylaws is for any reason judged invalid by a court having jurisdiction, this shall not invalidate the remainder of these bylaws or action of this association while controversy is being resolved and a judgment is rendered.

ARTICLE XIII - AMENDMENTS

The Executive Board may amend these bylaws by adopting a resolution setting forth the amendment. Any amendment must be adopted by the affirmative vote of a majority of at least two-thirds of the Executive Board.