

ARTICLE I – NAME

The organization shall be named the Rum River Association of Families and Teachers. Hereafter it shall be known as RAFT. RAFT is a non-profit 501c3 organization.

ARTICLE II – MISSION STATEMENT

RAFT is organized for the purpose of supporting and enhancing the educational experiences of the Rum River Elementary students by:

1. Providing an organization through which the parents, community members, teachers, and school can work cooperatively together; and
2. Providing approved financial support that enriches the educational experiences of students at Rum River Elementary.

ARTICLE III – POLICIES

Section 1: RAFT shall operate for the charitable, educational, nonpartisan, nonsectarian, and noncommercial purposes and shall not discriminate based on age, sex, creed or national origin.

Section 2: The policies of RAFT are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: RAFT may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 4: No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons.

Section 5: Upon dissolution, after payment of all debts and obligations, the remaining assets shall be distributed to one or more nonprofit organizations which have established their tax exempt status under section 501c3 of the Internal Revenue Code.

ARTICLE IV – FISCAL YEAR

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

ARTICLE V – MEMBERSHIP

Section 1: Membership may be comprised of any parents or guardians of a student(s) at the school, the Principal(s), a community member within Rum River Elementary attendance area, or any staff member currently employed at the school. No dues of membership shall be required.

Section 2: Each individual member shall have one vote. Voting may take place by voice or written ballot.

Section 3: Voting privileges are granted to RAFT members who have attended at least 2 RAFT meetings in their lifetime.

ARTICLE VI – OFFICERS

Section 1: Officers: The officers shall consist of an elected Chair, Vice-Chair/Co-Chair, Secretary, and Treasurer/Co-Treasurer. Officers may serve 2 consecutive terms in the same position. After 2 terms, they may run for a different position. After they have been out of a position for 1 term, they may run for reelection of a previously held position again.

Section 2: Staff Representatives: Staff representatives are chosen by staff. A staff member with a child attending Rum River Elementary can run for office (with the exception of treasurer) like any other parent.

Section 3: Eligibility: Only members in good standing shall be eligible to serve in any Officer position. The Treasurer shall not be an employee of the Anoka-Hennepin School District. Officers must have a student enrolled at Rum River Elementary in the year in which they serve.

Section 4: Nominations & Elections: Nominations for Officers' positions shall be submitted at the March RAFT meeting. At this meeting additional nominations may also be made by the RAFT membership. All nominations must be received by RAFT by May 1st .

Section 5: Term of Service: Voting shall take place by written ballot at the May RAFT meeting. Officers shall be elected for a term of one fiscal year (beginning July 1st and ending the following July 31st) by the general RAFT membership. A person may hold only one Officers' position at a time. An individual may run for additional terms as long as they meet the eligibility requirements.

Section 6: In the event RAFT fails to fill all Officer positions at the May meeting, an election of a new official may take place at any regular meeting.

Section 7: All officers shall act in the best interest of RAFT and Rum River Elementary.

Section 8: No officer shall be compensated by RAFT for their service.

Section 9: Each Officer shall attend all Officer Board meetings and bi-monthly RAFT meetings.

Section 10: Each officer is expected to serve on a minimum of at least one committee.

Section 11: Any Officer can be removed from office, with or without cause, by two-thirds vote at a regular RAFT meeting. Advance notice of the vote shall be given to the RAFT Membership at least one week prior to the meeting.

ARTICLE VII – OFFICERS DUTIES

Section 1. Chair

The Chair shall:

1. Preside over all RAFT meetings.
2. Prepare each meeting's agenda.
3. Represent RAFT at city-wide meetings or other meetings outside the organization.
4. Assist in the total coordination of all committees and RAFT as a whole.
5. Be the main point of contact to the school principals.
6. Prepare communication to Rum River Elementary families about RAFT meetings at least one week in advance of that meeting.
7. Maintain all RAFT records, including transactions, contracts, correspondence, and related documents.
8. Attend and assist with internal audit of the financials.

Section 2. Vice Chair/Co-Chair

The Vice Chair shall:

1. Perform the duties of the Chair in his/ her absence, resignation, or inability to serve.
2. Attend and assist with internal audit of the financials.
3. Coordinate with the chairperson for additional duties.
4. This position should be held by someone who will serve as the chair the following year.

Section 3: Secretary

The Secretary shall:

1. Record the minutes of the RAFT meetings and forward copies to each member of the board within one month.

2. Provide copies of the minutes from the proceeding RAFT meeting at each RAFT meeting.
3. Attend to the official correspondence of RAFT, including, but not limited to, gestures of appreciation and sympathy on behalf of RAFT.

Section 4: Treasurer/Co-Treasurer

The Treasurer/Co-Treasurer shall:

1. Act as custodian of funds and perform all banking activities for RAFT to include authorized signing authority along with the Chair. All deposits and/or withdrawals shall be made by one of the authorized Officers.
2. Maintain up-to-date, accurate financial RAFT records.
3. Receive all RAFT funds; including, but not limited to, donations, fundraising sales, and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each RAFT meeting and at other times upon request of the Officer Board.
5. Approve all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with RAFT policies and budget. Pay all bills and disburse funds in a timely manner.
6. Submit to the accountant a complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining RAFT's 501(3)c status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/ required financial data relating to RAFT operations to the Finance Audit Committee Chair within two weeks of the close of the Fiscal Year, for the purpose of the Treasurer's accounts being audited by the Finance Audit Committee.
9. Prepare an annual budget for the subsequent fiscal year for review by membership at the May Meeting. Budget will be voted on at the September meeting.
10. Organize, attend, and cooperate with internal audits of the financials.
11. Organize and handle all monies including cash boxes.

Section 5: Members at Large

A Member at Large shall:

1. Serve on a committee of their choosing.
2. Coordinate with other officers for additional duties.

ARTICLE VIII – MEETINGS

Section 1: Regular RAFT meetings shall be held bi-monthly, except during December, at Rum River Elementary, on a date and time pre-established by the Officers. Dates and times of the meetings shall be presented by the Chair at the first regular meeting of the school year.

Section 2: The Chair shall be the presiding officer of all meetings. In the absence of the chair, the co-chair shall preside. In the absence of both, the secretary shall preside.

Section 3: Officers meetings shall be held on an as needed basis on a date mutually agreed upon by the Officers.

Section 4: Special RAFT meetings may be called at any time during the school year by the Chair or 3 RAFT officers. The objective(s) and dates of any special meetings must be set forth and presented to RAFT membership at least 14 days prior to the meeting.

Section 5: At least 7 RAFT members shall constitute a quorum or 4 officers. A quorum must be met in order for any vote to take place. If a quorum is not met, the issue shall be held until the next meeting. Staff shall not make up more than 40% of the vote. In the event of a tie, the principal shall have the deciding vote or the vote shall be delayed until the next meeting.

Section 6: The final RAFT meeting of the fiscal year shall take place in May.

ARTICLE IX – FUNDS

Section 1: Use. RAFT funds shall be used for the programs, events, and items that directly benefit the current and former students of Rum River Elementary or approved budget items.

Section 2: Budget: The Treasurer/Co-Treasurer will submit a budget for the subsequent Fiscal Year to the Officers no less than 2 weeks prior to the end of the fiscal year. The proposed budget will be presented to the Membership at the May meeting. The budget will be voted on for approval at the September meeting. Voting on budgeted items will be in accordance with the Conflict of Interest Policy.

Section 3: Income. All documentation of funds raised must be submitted to the RAFT Treasurer/Co-Treasurer within 30 days of receipt. All funds received must be deposited into the RAFT bank account by an authorized Officer within 30 days of receipt.

Section 4: Expenses. Budgeted expenses up to \$2,500 can be made by the Treasurer/Co-treasurer and Chair/Co-Chair. Expenses exceeding \$2,500 must be approved by a majority vote at a RAFT meeting or must have the approval of at least 3 RAFT officers.

Section 5: Reimbursements. Any reimbursements exceeding \$100 must be pre-approved by the RAFT Treasurer and one other Officer (excluding themselves). Reimbursements for all expenses shall be made only after receipts for the expenditures have been approved and documented by the RAFT treasurer/co-treasurer. No reimbursements will be made without receipts. Reimbursement requests should be submitted to the RAFT treasurer within 14 days of

the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Submitted reimbursements will be issued within 30 days of submission. No reimbursements will be made after June 30th.

Section 6: Non-budgeted requests. Monetary requests for non-budgeted items may be submitted at a RAFT meeting by any member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled RAFT meeting. When requesting funds the RAFT member must present their case and may be asked to leave the room during discussion and the voting process because of a conflict of interest. Discussion, voting and records will be in accordance with the Conflict of Interest Policy.

Section 7: Debit Card Usage. The Chair/Co-Chair and Treasurer/Co-Treasurer may be provided with a debit card for RAFT purchases. This card is to be used exclusively for RAFT purchases. Receipts for debit card purchases must be submitted to the Treasurer within 14 days. Failure to submit receipts in a timely manner can result in the revocation of debit card privileges. Anyone with debit card privileges will be subject to a background check by the Volunteer Services Coordinator.

Section 8: Reporting. An updated financial report shall be made available in printed form to each RAFT Member at each RAFT meeting.

Section 9: Carry-Over. RAFT will carry over a minimum of \$5,000 but no more than \$15,000 in undesignated funds.

Section 10: Loans. Loans are prohibited to members under all circumstances.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1: Rules. Robert's Rules of Order Revised shall govern RAFT in all cases in which they are applicable and not in conflict with these bylaws.

Section 2: Bylaws Committee. A special bylaws committee may be appointed to submit a revised set of bylaws by majority vote at a regular meeting.

Section 3: Bylaws Amendment. These bylaws may be amended under the following conditions:

- Members may submit the revision request to the Chair; and
- At least 14 calendar days prior notice shall be given to the RAFT Membership that a vote will be taken at the next scheduled RAFT meeting; and
- A quorum is met at the meeting and the request is approved by a majority vote of those present.

- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XI – DISSOLUTION

RAFT may be dissolved provided prior notice is given to the RAFT Membership, a vote is taken at the next scheduled RAFT meeting (a quorum must be met), and used to pay any outstanding debt and then either:

1. A vote shall be taken by the RAFT Membership to spend the remaining funds on an item or items that benefit the students; or
2. The remaining funds will be held in escrow by the Principal for the use by a future Rum River Elementary PTO. If a PTO is not formed within 24 months, the funds shall revert to the school and be used toward the benefit of the students under the discretion of the Principal.

ARTICLE XII - COMMITTEES

Section 1: Purpose. The Organization's Committees/Activities are charged with the development actions, which fall within their area of responsibility. They will meet independently of the Board and report to the Chair as needed. The Committee must submit a budget with expected expenses before the event. Committees can be formed as needed at RAFT meetings.

Section 2: Membership. All committees, except as specified in the Bylaws, shall be open to all interested persons. Committee leadership will be voted on at RAFT meetings as needed. Committee leaders are responsible for arranging meetings as needed, completing committee assignments, submitting expenses to the RAFT Treasurer/Co-Treasurer, and reporting to the Chair as needed.

Section 3: Funds. All expenses should be submitted to the Treasurer/Co-Treasurer or Chair at least 3 weeks prior to the event or when expensed items are needed. Receipts for reimbursement of expenses under \$100 should be submitted no later than 14 days after the date of purchase.

ARTICLE XIII - CONFLICT OF INTEREST

All members, including board members and designated representatives have the duty to disclose any direct or indirect financial interests of any transaction or arrangement with RAFT. If

a potential conflict of interest arises, the Board shall review applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Official Bylaws of RAFT - Updated 01/17/23

Jackiw Cimenski 3/7/23
Chair Date

Gina R. Calisto 3/7/23
Treasurer Date