

**Bruce Collins Elementary
P.T.O. Bylaws**

Amended March 2014
(Previous version August 20, 2010)

ARTICLE I: NAME

This organization shall be known as the "Bruce Collins Elementary School, Parent Teacher Organization (P.T.O.) of Sterling Heights, Michigan"

ARTICLE II: ARTICLES OF ORGANIZATION

These Bylaws, as from time to time amended, shall be deemed its "Articles of Organization."

ARTICLE III: OBJECTIVES

The objectives of this organization are to foster improved standards of education and improvement of the learning environment for children at Bruce Collins Elementary School; to facilitate communication between parents, students, faculty, staff and building administrators to be active and involved in the Bruce Collins Elementary School community.

ARTICLE IV: POLICIES

SECTION 1

4.1a - The organization shall be a non-profit, non-commercial, nonsectarian, non-partisan and as such, shall not participate in any political campaign.

SECTION 2

4.2a - The organization shall work with administration, faculty and staff to provide the highest quality of education for all students at Bruce Collins Elementary School.

SECTION 3

4.3a - In the event of the dissolution of this organization, the Executive Board in the process of dissolution shall provide for payment of the obligations of the organization, with any remaining assets to be held in the Bruce Collins Elementary School internal account.

SECTION 4

4.4a -The organization is assembled exclusively for charitable, educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 5

4.5a - Upon the dissolution of the organization, assets shall be distributed to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as the said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V: MEMBERSHIP AND DUES

Section 1

5.1a - Membership of this organization is open to all parents, faculty, staff, and building administration of Bruce Collins Elementary.

Section 2

5.1 a - There shall be no membership dues or financial assessments made upon the membership.

Section 3

5.2a - Members have voting privileges, one vote per household.

Section 4

5.4a — Any PTO member in good standing may become an officer of the PTO.

ARTICLE VI: OFFICERS AND ELECTIONS

Section 1: Elected Officers

6.1 a - This organization shall elect no more than one (1) President, no more than seven (7) vice Presidents, one (1) recording Secretary and one (1) Treasurer.

Section 2: Statutory Officers

6.2 a - The Principal of Bruce Collins Elementary School shall serve as a member of the Executive Board and there shall be at least one(1) and no more than three (3) faculty member(s) to serve as a member of the Executive Board.

Section 3: Qualifications and Restrictions

6.3a - All members of the Bruce Collins P.T.O. are eligible for election to any elected office, except as further restricted in this article.

6.3b - No member may serve concurrently in more than one (1) elected office.

6.3c - No member may serve more than two (2) terms consecutively in the same office. This restriction shall be waived in the event that there would not be enough qualified candidates.

6.3d - Faculty and Building Administrator members may not serve as any elected officer.

6.3e - No member may be eligible for the office of President until they have served a minimum of one term as a member of the Executive Board. This restriction shall be waived in the event that there would not be enough qualified candidates.

Section 4: Nominations

6.4a - Nominating Committee

There shall be a Nominating Committee composed of three (3) members to be elected by the membership no later than the last scheduled general meeting prior to the scheduled May general meeting. The committee shall select a presiding member from its membership.

6.4b - The Nominating Committee shall solicit the membership for nominations of candidates through such methods as the school newsletter or through a special notice sent home via students, or by mail, etc.

6.4c - The Nominating Committee shall compile a listing of candidates for office, canvas those candidates to determine their willingness to serve in such office, and report the listing of those candidates willing to serve as nominees for P.T.O. officers to the general membership one (1) week prior to and at the May general meeting.

6.4d - The presiding officer of the May general meeting shall accept the nominating committee's report and entertain further nominations from the floor for each office.

Section 5: Elections

6.5a - Officers shall be elected annually at the May general meeting by the members present at the time of voting. Elections shall be conducted by secret ballot unless such office is uncontested.

Section 6: Terms of Office

6.6 a - Officers shall assume their official duties at the beginning of the fiscal year, July 1 and continue in office until the close of the fiscal year, June 30.

Section 7: Vacancies

6.7 a - A vacancy occurring in any office may be filled for the unexpired term by a majority vote of the general membership at a regularly scheduled general P.T.O. meeting following the occurrence of the vacancy.

ARTICLE VII: DUTIES OF ELECTED OFFICERS

Section 1: Duties of the President

7.1a - The President shall preside at general meetings and Executive Board meetings.

7.1b - The President may call a meeting of outgoing and incoming officers within one (1) month after the May general meeting election to allow for an orderly transition of P.T.O. business.

7.1c - The President shall appoint, with the approval of the Executive Board, an auditor independent of the Executive Board no later than three (3) weeks prior to the May general membership meeting, ensuring auditor's report to be presented on or before July 30.

7.1d - The President shall serve as an ex-officer member of all committees except the nominating committee with voice but without vote. The President is precluded from serving in any capacity on the nominating committee.

7.1e - The President shall perform all duties as prescribed in these bylaws and any such duties as assigned or delegated by the Executive Board.

7.1f - The President, as a member of the Executive Board, is required to serve as a chairperson or co-chairperson of a P.T.O. sponsored social or fundraising event.

7.1g - The President shall serve as a member of the Executive Board with full privilege of voice and vote.

7.1h - The President shall be responsible for all formal communications, exclusive of special committees' correspondence, between the PTO officers and the PTO general membership to include notice of regular and special general meetings and Executive Board meetings, upon approval of the Principal.

7.1i - The President shall notify all Executive Board members of Executed Board meetings, upon approval of the Principal.

7.1j - The President shall notify all Executive Board members of Executive Board meetings in a timely manner.

7.1k - The President shall make copies of these bylaws available to members upon request.

Section 2: Duties of the Vice President(s)

7.2a - The Vice President(s) shall serve as members of the Executive Board with full privileges of voice and vote.

7.2b - The Vice President(s) may serve on any committees of the organization with full privileges of voice and vote.

7.2c - In the event of the absence of the President, one of the Vice Presidents will be selected by the members of the Executive Board present to preside at that particular meeting.

7.2d - The Vice President(s), as members of the Executive Board, are required to serve as a chairperson or co-chairperson of a P.T.O. sponsored social or fundraising event.

Section 3: Duties of the Secretary

7.3a - The Secretary shall keep the official records of all general meetings and all Executive Board meetings of the organization.

7.3b - The Secretary shall report the minutes of the last general membership meeting at the next Executive Board meeting and at the next General membership meeting.

7.3c - The Secretary shall secure all minutes and records of the organization for future reference, to include the minutes of the general meetings and Executive Board meetings and make copies of them available to the general membership.

7.3d - The Secretary shall serve as a member of the Executive Board with full privileges of voice and vote.

7.3e - The Secretary may service as a member of any committee of the organization with full privileges of voice and vote.

7.3f - The Secretary, as a member of the Executive Board, may serve as a chairperson or co-chairperson of a P.T.O. sponsored social or fundraising event.

7.3g - The Secretary shall serve as a member of the Executive Board with full privileges of voice and vote.

Section 5: Duties of the Treasurer

7.4a - The Treasurer shall be responsible for all funds of the organization.

7.5b - The Treasurer shall maintain a full and accurate accounting of all receipts and expenditures of the organization.

7.5c - The Treasurer shall make disbursements within 14 days in accordance with the approved budget and as authorized and documented by the minutes of the general and Executive Board meetings of the organization.

7.5d - The Treasurer shall provide a report of the financial condition of the organization at each general membership meeting at each Executive Board meeting to include copies of the most current budget statement.

7.5e - The Treasurer shall secure all financial records of the organization and make them available for inspection by the general membership in the Treasurer's presence and available to an auditor independent of the Executive Board as instructed by the Executive Board.

7.5f - The Treasurer shall serve as a member of the Executive Board with full privileges of voice and vote.

7.5g - The Treasurer may serve as a member of any committee of the organization with full privileges of voice and vote.

7.5h - The Treasurer, as a member of the Executive Board is required to serve as a chairperson or co-chairperson of a PTO sponsored social or fundraising event.

Section 6: The School Principal's Role in the PTO

7.6a - The School Principal may participate as a member at the general membership meetings with full privileges of voice and vote.

7.6b - The School Principal shall serve, or may designate an administrator or teacher representative to serve in his/her place, as a member of the Executive Board with full rights of voice and vote.

7.6c - The School Principal may serve as an ex-officer member of any committee of the organization except the nominating committee with voice but without vote.

7.6d - The School Principal shall keep the PTO apprised of any Board of Education and/or Utica Community School District's Administrations' policy changes, federal or state law or directive changes that affect the programs or operation of the PTO.

7.6e - The School Principal may serve as a member of any committee of the organization except the nominating committee with full privileges of voice and vote.

7.6f - The School Principal may not serve as an elected officer of PTO.

7.6g - The School Principal, as a member of the Executive Board, may serve as a chairperson or co-chairperson of a PTO sponsored social or fundraising event.

Section 7: The Teacher Advisor(s) Role in the PTO

7.7a - The Teacher Advisor(s) may participate as a member of general Board with full privileges of voice and vote.

7.7b - The Teacher Advisor(s) shall serve as a member of the Executive Board with full privileges

7.7c - The Teacher Advisor(s) shall act as a liaison between the teaching staff and the PTO.

7.7d - The Teacher Advisor(s) may serve as a member of any committee of the organization except the nominating committee with full privileges of voice and vote.

7.7e - The Teacher Advisor(s) as a member of the Executive Board may serve as a chairperson or

co-chairperson of a PTO sponsored social or fundraising event.

ARTICLE VIII: EXECUTIVE BOARD

Section 1: Membership of the Executive Board

8.1a - Membership of the Executive Board is the President, the Vice President(s), the Secretary, the Treasurer, the School Principal or his/her designee and the Teacher Advisor or his/her designee.

Section 2: Executive Board Meetings

8.2a - The Executive Board may hold a transitional meeting with the retiring Executive Board to be called by the current President during the period between their election and the end of the school year to facilitate the smooth transfer of property and information to the newly elected members and to set the time and place of the August organization meeting.

8.2b - The Executive Board shall hold an organized meeting prior to the beginning of the school year, the times and dates to be fixed by the board at the August organizational meeting.

8.2c - Regular meetings of the executive Board shall be held no less than every month during the school year; the times and dates to be fixed by the board at the August organized meeting.

8.2d - Special meetings of the Executive Board may be called by the President allowing for seventy-two (72) hours prior notice. The President shall call a special meeting of the Executive Board at the request of 30% of the members of the Executive Board.

8.2e - Emergency meetings of the Executive Board may be called by the President with less than seventy-two (72) hours notice. The President shall call an emergency meeting of the Executive Board at the request of 30% of the members of the Executive Board.

8.2f - A quorum for the purpose of conducting a regular or special meeting of the Executive Board shall be fifty percent plus one member (50% plus 1) of the Executive Board Membership. Seventy-five percent of the membership (75%) shall constitute a quorum for the purpose of conducting an emergency meeting of the Executive Board. See section 10.2a.

SECTION 3: Duties of the Executive Board

8.3a - The Executive Board shall prepare and submit a schedule of general membership meetings for the consideration of the general membership at the September general meeting.

8.3b - The Executive Board shall prepare and submit a preliminary budget for the fiscal year to the general membership for their approval at the second general membership meeting.

8.3c - The Executive Board has the right of approval of all expenditures of the organization other than those authorized at a general membership meeting.

8.3d - The Executive Board supervises the auditing of the financial records of the organization and shall insure that the audit is completed prior to July 30th.

8.3e - It is the responsibility of the Executive Board to report any and all PTO business conducted by the Executive Board between general membership meetings at the next general meeting.

8.3f -The Executive Board shall transact necessary business of the organization between general membership meetings.

8.3g - In the event of dissolution of this organization, the Executive Board shall supervise the process insuring the assets are distributed according to the objectives and the records of the organization are properly secured.

ARTICLE IX STANDING AND SPECIAL COMMITTEES

Section 1

9.1 a - The President with the approval of the Executive Board and/or the general membership, shall designate any and all committees considered necessary to perform the business of the organization with the exception of the nominating committee.

Section 2

9.2a - All committees are required to report the committees' progress and activities at an Executive Board meeting.

Section 3

9.3a - All committee activities and expenditures must be authorized by the Executive Board or at a general membership meeting.

Section 4

9.4a - Each committee is responsible for its internal communications, which must be approved by the Principal as well as PTO Executive Board.

Section 5

9.5a - All funds or monies garnered from a PTO sponsored activity will be turned in to the Treasurer on the activity date or the following school day.

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1

10.1 - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year at the discretion of the Executive Board.

Section 2

10.2 - Five (5) members shall constitute a quorum at any general membership meeting.

Section 3

10.3 - There shall be general membership meeting held during the first and last full months of the school year and in other months of the school year, no less frequently than every other month. A meeting schedule for the year will be presented at the first general membership meeting.

Section 4

10.4 - The President shall call a special general membership meeting at the request of fifty (50%) of the members of the Executive Board. Notices for special general membership must be issued no less than three (3) days prior to the meeting date.

Section 5

10.5 - The President shall change the date of a scheduled general membership meeting at the request of fifty percent plus one (50% plus 1) of the membership of the Executive Board. Emergencies and extenuating circumstances will be handled on a case by case basis.

ARTICLE XI: ORGANIZATIONAL AUTHORITY

Section 1

11.1a – The Principal of Bruce Collins Elementary School, under the auspices of the Utica Community School District reserves the right of approval of any and all business conducted by any and all committees or boards operating under the authority of the general membership of the PTO.

ARTICLE XII: FINANCES

Section 1-Fiscal Year

12.1a – The fiscal year of the Bruce Collins Elementary PTO begins July 1 and ends June 30 of the following year.

Section 2-Banking

12.2a – All funds shall be kept in a checking account in the name of Bruce Collins Elementary PTO requiring signatures of the President and/or Treasurer and held at a local financial institution.

12.2b – All PTO monies must be deposited into PTO bank account upon receipt, unless otherwise approved by President or Treasurer.

Section 3-Reporting

12.3a – All financial activity shall be recorded in a computer based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4-Ending Balance

12.4a – The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5-Spending

12.5a – If a need arises for the Treasurer to issue a check for an expense prior to a general meeting or Executive Board approval, the amount may not exceed \$25.00. Any additional monies must be approved at either a general membership meeting or an Executive Board meeting; however any approved monies must be detailed in the meeting notes for the approval process at the next meeting.

Section 6-Contracts

12.6a - Authority to sign contracts is limited to the President or School Principal.

ARTICLE XIII: BYLAWS

Section 1

13.1a – These bylaws may be amended at a general membership meeting of the organization by a two thirds (2/3) majority affirmative vote of the members present.

Section 2

13.2 – Bylaws must be reviewed yearly in an effort to their validity current for the PTO organizational needs.

Section 3

13.3 – A copy of the bylaws must be available to any member for review.

ARTICLE IVX: DISSOLUTION

Section 1

14.1a – The process of dissolution of this organization must begin with the unanimous vote of the Executive Board to bring the issue of dissolution to a general membership meeting for consideration.

14.1b – Dissolution of the organization shall require two-thirds (2/3) majority vote of the members at a general membership meeting. A quorum must be present.

14.1c – The Executive Board shall supervise the dissolution of the organization as directed in these bylaws.

14.1d – In the event of the permanent closing of Bruce Collins Elementary, the PTO will be automatically dissolved.

ARTICLE XV - RULES OF PROCEDURE

Section 1

15.1a – Parliamentary procedures not specifically addressed by these bylaws shall be governed by "Robert's Rule of Order" as amended and revised, in all places in which it is applicable, with the intent of providing all members the opportunity to participate in the organization and allow the organization to accomplish its objectives.

Section 2

15.2a – A committee may be appointed by the President with the approval of a general membership meeting or the Executive Board to develop and submit a revised set of bylaws as a replacement for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Changes from previous 2010 version

- 6.1a This organization shall elect not more than two (2) Presidents, not more than seven (7) vice Presidents, one (1) Corresponding Secretary, one (1) recording Secretary and one (1) Treasurer. (Items revised / removed underlined in previous sentence.)
- Removed (s) from designation of President(s) throughout document
- Moved items from Corresponding Secretary to President responsibility
- Section 3: Duties of the Recording Secretary
- Section 8.1a updated to reflect changes above from 6.1a
- Section 10.2 Fifteen (15) members shall be considered a quorum
- Updated the page number system in footer
- Updated / corrected any previous typographical errors