

Erie Elementary PTO
By-Laws

Revised June 19, 2014

Article I
Name

The name of this organization shall be the Erie Elementary Parent Teacher Organization of the Chippewa Valley School District, Clinton Township, Michigan.

Article II
Purposes and Goals

The purposes of this organization are:

1. To join together to provide student and family activities
2. To raise funds to purchase supplementary learning materials and teaching aides to benefit the students of Erie and equipment for the overall enhancement of our school

Article III
Membership

Section 1

The membership of Erie Elementary Parent Teacher Organization will be limited to parents or guardians of children attending Erie Elementary School and members of the staff thereof.

Section 2

Members are entitled to vote on an issue that is brought up for a vote regardless of attendance at previous meetings. To vote for officers, members are required to attend three prior meetings per school year.

Article IV
Policies

Section 1

All expenditures shall be approved by the general membership, with an exception of the petty cash fund. The board members of the organization shall allocate a determined yearly starting balance toward the petty cash fund. If the fund should become depleted, a vote of the general membership is needed to replenish it. A majority vote of the board members is needed to approve expenditures from this fund.

Section 2

All bank accounts established in the name of this organization shall require at least three authorized persons to control such accounts. Authorized persons shall include the organization's President, Treasurer and the Chippewa Valley Assistant Superintendent of Business and Operations/Designee. Checks written by the organization shall require two authorized signatures.

Section 3

All assets of the organization will revert back to the authorizing entity known as Erie Elementary School upon dissolution of this organization. These assets can then be used as deemed necessary by the school to further enhance the student programs at Erie Elementary School.

Section 4

Any special requests for funds from this organization must be made to the Executive Board at a general meeting. Any request made by a teacher to receive funds can be voted on at the same meeting the request is made. All requests from outside sources (non teacher request) can be voted on in the same meeting as that the request is made unless the dollar value exceeds \$200. Non teacher request for more than \$200 will be accepted for consideration in the meeting they are presented and a vote will be conducted in the next scheduled general meeting.

Section 5

No committee shall be formed without the approval of the Executive Board. The name PTO shall not be used in any event without the approval of the Executive Board.

Article V Officers

Section 1

Executive Board may consist of one or two persons in each position or co-position: President(s), Vice-President(s), Treasurer(s), Secretary(s), and if necessary due to the impending graduation of a majority of long term board members, an advisory trustee may be included as a full board member. Advisory trustee must be a returning board member.

Section 2

Officers shall be elected by ballot annually in the month of May. However, if there is but one candidate for any office, upon motion from the floor, the election may be by voice.

Section 3

Officers shall assume their official duties following the close of the regular meeting in June, and shall serve for a term of one year.

Section 4

A person shall be eligible to serve no more than two consecutive terms in the same office, unless there is no opposition at the time of the election.

Article VI Elections

Section 1

There shall be an election committee composed of one person who shall not be seeking an office in the upcoming election. This person shall volunteer or be appointed by the President.

Section 2

The election chairperson shall perform the following duties:

- A. Distribute nomination forms with all forms being returned one week from the date of distribution. No form shall be accepted after set date, unless no one accepted the nomination for a particular office.
- B. Publish names of nominees in Erie PTO Newsletter and announce nominees at the April PTO meeting.
- C. Create ballots to be distributed at the May PTO meeting.
- D. List the names of those persons eligible to vote at the May Election as described in Article III, Section 2. The list shall be available at the May PTO meeting.
- E. Distribution and collection of absentee ballots.
- F. Distribute and tally ballots and announce new officers.

Section 3

A vacancy occurring in any office for an unexpired term shall be filled by special election and handled by the election chairperson as described above.

Article VII **Duties of the Officers**

Section 1

It shall be the duty of all officers to attend the Executive Board meeting and general PTO meetings. If unable to attend, they shall notify a board officer and shall be responsible for submitting any relevant reports in writing to said officer. If an officer is unable to attend three monthly called meetings, he/she shall submit either a valid acceptable excuse or his/her resignation. Follow all duties as described in the Erie Elementary PTO Executive Board and Committee Job Descriptions.

Section 2 President and/or Co-Presidents:

The president shall preside at all meetings of the organization. He shall perform such other duties as may be prescribed in these by-laws or assigned to him by the organization and shall coordinate and preside over the work of the officers and committees of the organization in order that the purposes may be promoted. He/She shall call regular and/or special meetings of the board, giving all members adequate notice of such meetings.

Section 3 Vice-President and/or Co Vice-Presidents:

It shall be the duty of the Vice-President to assist the President and be prepared to take over in his/her absence.

Section 4 Secretary and/or Co-Secretaries:

It shall be the duty of the Secretary to keep a record of all proceedings of all regular and special meetings of this organization. He/She shall provide the President with a copy of the minutes. The minutes shall be presented at the following PTO meeting. When his/her term of office expires, he/she shall deliver all records to his/her successor, so a complete set of records will be available for review.

Section 5 Treasurer and/or Co-Treasurers:

It shall be the duties of the Treasurer to receive all Erie PTO monies collected; issue a receipt of monies collected to committee representative; deposit funds in a separate bank account within three business days of receipt; shall keep accurate records of said funds. The Treasurer shall make disbursements as authorized by the organization. He/She shall prepare a monthly written report of the current financial status of the PTO, which shall include a copy of the original bank statement and be submitted to each member at the next general

meeting. When his/her term of office expires, he/she shall deliver all monies, books and papers to his/her successor upon the order and direction of the Executive Board.

Article VIII Executive Board

Section 1

The Executive Board shall consist of the officers of this organization.

Section 2

The duties of the Executive Board shall be:

- A. To transact necessary business in intervals between general meetings and such other business as may be necessary.
- B. To hold regular meetings of the Executive Board monthly during the school year or when called by the President.

Article IX Quorum

Section 1

Five Executive Board members shall constitute a quorum at any Executive Board meeting.

Section 2

Simple majority of members in attendance shall constitute a quorum at any general meeting of the PTO.

Article X Meetings

Section 1

General meetings of this organization shall be held every other month beginning in September; unless a change is determined to be necessary by the executive board.

Section 2

Executive board meetings may be held on an as needed basis.

Article XI Duties of the Committees

Section 1

It shall be the duty of each committee chairman to keep records of the committee functions performed throughout the year. To include all correspondence, revenues and expenses and other useful information to be passed on to his/her successor. Committee chairmen shall provide a written report at the next general meeting.

Section 2 Hospitality:

It shall be the duty of the Hospitality Committee to purchase all refreshments and supplies, and obtain an adequate number of hostesses for all functions of the organization.

Section 3 Publicity:

It shall be the duty of the Publicity Chairman to prepare a newsletter for parents regarding the organizations news briefs, synopsis of events and dates, etc to be published monthly.

Section 4 Room Parent Committee:

There will be two chairpersons for this committee, one for lower level grades and one for upper level grades, unless only one person volunteers. It shall be their duty to act as liaison between the board members and the room parents. They will establish a means of communication through which important programs and issues can be relayed, and assistance obtained.

Article XII
Parliamentary Procedure

Section 1

The New Robert Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Article XIII
Agenda

Section 1

Meetings of this organization shall be conducted in this order of business:

- A. Call to order/Approval of minutes
- B. Introduction of new members
- C. Principal Report
- D. Treasurer Report
- E. Teacher Report
- F. Old Business
- G. New Business
- H. Correspondence
- I. Open Forum
- J. Adjourn

Article XIV
Amendments

Section 1

Any member or group of members may file with an officer such amendments as he/she deems advisable. The proposed amendment shall then be submitted to the Executive Board at the next scheduled meeting. After due and thorough consideration, the Executive Board will submit the proposed amendment to the organization at its next scheduled meeting, together with the Board's recommendations for or against the proposed amendment, or any alterations. A two-thirds vote of the membership present shall be required for the adoption of any amendment.