

JAMES MONROE PTO BYLAWS (2011-2012)

Revised: September 9, 2011

ARTICLE I – NAME

The name of this organization is James Monroe P.T.O. It is a local Parent-Teacher group organized at the James Monroe Elementary School in the City of Wyandotte, Michigan.

ARTICLE II – ARTICLES OF ORGANIZATION

The Articles of this Organization shall be deemed to be part of its policies of organization.

ARTICLE III – GOALS

- A. To develop between educators and the general public such united efforts will secure for every child the highest advantages in education.
- B. To bring into closer relationship the home and the school so that parents and educators may cooperate intelligently in the education of the child.

ARTICLE IV – BASIC POLICIES

- Section 1. This Organization shall be noncommercial, non-sectarian, non-discriminating and non partisan.
- Section 2. The name of this Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the goals of the Organization.
- Section 3. This Organization shall not directly or indirectly 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 to devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.
- Section 4. This Organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decision has been delegated by the people to the Board of Education. The P.T.O. shall not interfere with the administration of the school and shall not seek to control its policies.

- Section 5. This Organization may cooperate with other organizations and agencies concerned with child welfare but persons representing the Organization in such matter shall make no commitments that bind the Organization.
- Section 6. All requests for monetary reimbursements or allocations will be approved by following the guidelines as stated in Article IX, Section 3.
- Section 7. This Organization will continue its support and representation with the City Wide Parent-Teacher Organization
- Section 8. P.T.O. money can be allocated for a volunteer appreciation even in which all known volunteers are invited; however, PTO money cannot be allocated solely for an Executive Board Event
- Section 9. Any permanent item purchased by PTO money must be approved by the Superintendent of Schools, and comply with Board of Education policies.
- Section 10. Any PTO Member or Officer found guilty in a court of law for a crime against a PTO and/or its members, may be grounds for expulsion from the PTO membership and all that it entails. Expulsion requires a two-thirds vote from membership.

ARTICLE V – MEMBERSHIP

- Section 1. Any parent and/or guardian, or school personnel/staff interested in bettering the education of the Monroe Elementary School students may be deemed a member of this Organization.
- Section 2. Membership dues will not be assessed nor collected in the Organization.

ARTICLE VI – VOTING BODY

- Section 1. Any member attending General Membership meetings will be allowed one vote per person pertaining to each issue brought to the general membership.
- Section 2. Membership voting rights to elect PTO Officers may only be acquired by attending a minimum of two PTO meetings during the school year prior to the election. Voting eligibility must be validated by the sign-in attendance sheets.

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 1. The Officers of this Organization shall be:

President
Vice President
Secretary
Treasurer
Trustees (2)

- A. Any office may be shared by Co-Officers with the mutual consent of both parties.
- B. No two members of the same household may be nominated and/or elected to the Executive Board during the same year, except when no other candidates are nominated.
- C. Nominations for officers will be taken annually at the April General Membership meeting. Only those who have signified their consent to serve, if elected, shall be nominated for or elected to such office. If there is only one (1) nominee for any office, the election for that office may be by voice vote.
- D. Any person nominated for the Executive Board position must have attended two PTO general membership meetings prior to the March meeting. Sign-in sheets will be used to verify meeting attendance. In the event there are no nominees meeting the attendance requirements, this requirement may be waved.
- E. Officers will be elected by secret ballot annually in the month of May. Voting will take place at the General Membership Meeting.
- F. In the event of a tie vote for office there will be a notice of a second election between the same candidates. In the event of a second tie for the same office, the candidates will be given the choice to opt out or share the position as Co-Officers.
- G. Officers shall assume their official duties at the close of the General Membership meeting in June, shall serve for a term of one year, and shall remain in office until their successors assume office. The newly elected officers shall assume their duties except for the Treasurer whom will assume responsibilities after the yearly audit is complete.
- H. A person shall not be eligible to serve more than two consecutive terms in the same office, with the exception of Article VII, Section 3. If a nomination is not made for an office, then the person holding the position may be eligible to run another term.
- I. The Executive Board will be filled by parents and/or guardians of current students at Monroe Elementary School. If any offices or chairs remain open, then any staff member may run for this position.
- J. There shall be no campaigning for offices within the school building.

Section 2. Any member of the Organization can nominate another member for office if Article VII, Section 1 requirements are met. A motion is required.

- Section 3. A vacancy occurring in any office shall be filled for the remaining term using this process:
- Any open position will first be offered to current Board Officers in the order of Article VII, Section 1.
 - Remaining vacancies shall be filled by Executive Board nominations with accordance to Article VII, Section 1, and will be elected by a majority vote of the General Members.
- Section 4. Voting for officers is limited to the members of this Organization, who are actually present at the time the vote is taken at a legal meeting.

ARTICLE VIII - DUTIES OF OFFICERS

- Section 1. The President shall:
- A. Preside at all meetings of the Organization and of the Executive Board
 - B. Act as an ex-officio member of all organized committees.
 - C. Coordinate the work of the officers and committees in order that the goals of the PTO may be promoted.
 - D. Be the PTO representative or may appoint a designee to district wide events.
 - E. In the case of a tie vote, the President will cast the deciding vote.
 - F. Be responsible for sending in approved By-Laws to the Central Board Office no later than October.
 - G. The President of the Executive Board shall examine the Treasurer's accounts monthly, who satisfied that the Treasurer's monthly report is correct, shall sign a statement of the fact at the end of each monthly report.
- Section 2. The Vice-President shall:
- A. Preside in absence of the President.
 - B. Serve as an aide to the President.
 - C. Work in conjunction with the principal in coordinating PTO events with the school calendar.
 - D. Coordinate Fundraisers.
- Section 3. The Secretary shall:
- A. Keep current records to the proceedings of this Organization and of the executive committee.
 - B. Keep an accurate roster of the names of the members in attendance at the PTO meetings.
 - C. Maintain a master copy of the meeting minutes in the PTO office.
 - D. Disperse the minutes of the prior month to all present at the PTO Membership meetings and post them on the PTO bulletin board within the school.
 - E. Read the minutes of the previous meeting when called upon to do so.
 - F. Conduct the correspondence delegated to him/her.

- Section 4. The Treasurer shall:
- A. Have custody of all funds of the Organization.
 - B. Keep a full and accurate account of receipts and expenditures.
 - C. Make disbursements as authorized by the Organization or the executive committee.
 - D. Give a detailed written report of all PTO deposits and expenditures at PTO meetings each month, and post the approved report on the PTO bulletin board. The report will include monthly transactions, account balances and unpaid PTO commitments.
 - E. Deposit all income from fundraisers, scrip, box top labels and any other PTO money to the bank and record as income.
 - F. Require all chairpersons of fundraisers to give a copy of the agreement from the company detailing what the PTO's profits will be, allowing the treasurer to monitor all funds from each fundraiser. Each chairperson of every fundraiser is accountable to the executive board for all money received.
 - G. Require all expenditures have proper receipts.
 - H. Have all accounts ready for audit prior to the end of the school year and provide incumbent treasurer with final report of all accounts.
 - I. All checks will be signed by the treasurer, plus require one other signature designated by the President.
 - J. When counting incoming money, the Treasurer and another PTO officer designated by the President must be present to verify the amount collected and sign the "Monroe PTO Funds Received Summary" Form (See Appendix B). The officers should verify the deposit on the Treasurer's next monthly report.
 - K. All money shall be deposited in the bank within five (5) working days of each collection. Undeposited funds shall be kept locked in the school safe.
 - L. Make a yearly final report to the General Membership in June.

Section 5. The Treasurer's account shall be examined annually by the auditor from the Wyandotte Board of Education.

- Section 6. All Officers shall:
- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these policies and those assigned from time to time.
 - B. Deliver to their successors all official material not later than ten (10) days following the expiration of their term of office.
 - C. Each member of the Executive Board will receive a copy of the Bylaws, read and sign off the proper form acknowledgement that they have read them by the last day of the school year.

- D. Any officer who fails to perform their duties will be held accountable, resulting in suspension, until it can be voted on at an Executive Board meeting, in which revoking membership/title may result.
- E. All officers/trustees may serve as a chairperson of formed committees.

ARTICLE IX – EXECUTIVE BOARD

Section 1. Members of the Executive Board will include all Officers listed in Article VII, Section 1

Section 2. Executive Board Meetings

- A. The executive Board shall conduct any transaction deemed necessary between PTO meetings and such other business as may be referred to it by the PTO. It shall create standing committees and shall give direction and guidelines for these standing committees, and shall fill vacancies in office.
- B. Meetings of the executive Board may be called by the President or a majority of the members of the Board. All members must be given 72 hours notice of such meeting. A Quorum must be met to proceed with the meeting. A report of such meetings shall be presented to the General Membership at the next regularly scheduled monthly meeting.
- C. A majority of the members of the executive Board shall constitute a quorum.

Section 3. Monetary Disbursements

- A. The Executive Board may at their discretion allocate funds up to and including a total of one-hundred dollars (\$100.00) for a particular item or event between meetings using the “Monroe PTO Payment Request Form“ (see Appendix A). This form will require one approval signature from either the President or Treasurer and a second approval signature from an Executive Officer holding a different position. Any expenditure will be reported at the following Monthly PTO meeting.
- B. The Executive Board, with a majority vote at an Executive Board meeting, may at their discretion, allocate funds up to and including a total of five-hundred dollars (\$500.00) for any particular item or event. Any expenditure will be reported at the following Monthly PTO meeting.
- C. No expenditure of an amount over \$100.00 will be made without a detailed presentation to the Executive Board, during a scheduled PTO meeting. A majority vote is required by either the Executive Board or General Membership, or a vote by both if the expense is over \$500.
- D. All requests for monetary reimbursement or allocations will be approved by submitting a completed “Monroe PTO Payment Request Form” (See Appendix A) following the approval requirements stated in Article IX, Section 3 above.

Section 4. Executive Board Limitations

- A. No board members shall enter into any contract that exceeds the length of his/her one-year term.

- B. No personal benefits shall be granted to the Executive Board without the approval of the general membership at a General Membership meeting.

ARTICLE X – GENERAL MEMBERSHIP MEETINGS

- Section 1. This Organization shall hold regular monthly meetings from September to June unless otherwise ordered by the Executive Board.
- Section 2. At the August Executive Board Meeting, they will decide the yearly meeting schedule.
- Section 3. The following agenda will be used for each meeting:
Principal's report
Treasurer's Report
Old business
New business
Committee Reports
Correspondence
Teacher's Report
Open Discussion
Adjournment
- Section 4. Any executive member or committee chairperson shall forward reports and agenda items to the President no later than 3 days prior to meeting.

ARTICLE XI – STANDING AND SPECIAL COMMITTEES

- Section 1. The Executive Board may create such standing committees, as it may deem necessary to promote the goals and carry on the work of this Organization. The term of the Chairperson(s) for such committees shall be one (1) year.
- Section 2. The Chairperson of each standing committee shall...
A. Present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
B. Shall work with the Treasurer and other Officers to plan for the handling of all funds in an approved manner.
C. Make sure any volunteers dealing with funds understand the process.
D. Ensure all PTO funds are to be counted with 2 people present, each initialing the "Monroe PTO Funds Received Summary" form (See Appendix B).
- Section 3. Special committees may be formed by:
A. The action of the Executive Board
B. In case of a tie from the Executive Board, the authorization of the General Membership by a motion and a second, then by a majority voice vote of the General Membership.
- Section 4. The Principal shall be a member ex-officio of all committees.

Section 5. All committee Chairpersons will be required to maintain the necessary financial records and present the membership with a detailed financial report.

Section 6. The quorum of any committee shall be a majority of its members. All members having been notified of the meetings.

ARTICLE XII – PARLIMENTARY AUTHORITY

Robert's Rules of Order as revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these policies. All Executive Members will assume the responsibility for implementation for *Robert's Rules of Order*.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended at any General Membership meeting of the Organization by a two-thirds vote of the members present or by a majority of the Executive Board. Revisions are limited to one time per year, unless special permission is granted by the Board of Education to wave this limit.

Section 2. A committee to submit a revised set of Bylaws as a substitute for the existing Bylaws may be appointed by a majority vote of the Executive Board or by a majority vote at a General Membership meeting of the Organization. The requirements for adoption of revised bylaws shall be the same as in the case of the amendment.

ARTICLE XIV – STANDING RULES

Section 1. Standing rules may be adopted from time to time, as needed to supplement the policies of this Organization. They may be adopted without previous notice by a majority vote at any meeting (Membership or Executive). However, no standing rule, resolution, or motion is in order that conflicts with the policies of this Organization.

Section 2. The following standing commitments will be in place each year if funds are available. The amounts can be changed by a vote of the membership. Priority will be given for:

- A. Fifth Grade Scholarship Fund
- B. Assemblies

Section 3. The standing commitments will be funded as soon as possible in each school year.

- Section 4. Money not used within the fiscal year from any commitment is to be returned to the general fund.
- Section 5. The PTO general account balance shall not go below \$100.00.
- Section 6. The PTO savings account shall not go below \$3000.00.

ARTICLE XV - DISSOLUTION

In the event that the James Monroe PTO shall cease to exist, all properties shall become property of James Monroe Elementary school. The dissolution shall be resolved by a date determined through a general membership vote. All monies generated and existing funds shall be used for the benefit of the children attending James Monroe Elementary School, to be overseen by the then current Executive Board of Officers.

ARTICLE XVI - ADOPTION

These bylaws shall be reviewed and/or adopted at the first General Membership Meeting of each new school year. Upon adoption, the Executive Board will sign and date below.

Revised September 2011

Executive Board Members

_____	_____
President	Date
_____	_____
Vice President	Date
_____	_____
Secretary	Date
_____	_____
Treasurer	Date
_____	_____
Trustee	Date
_____	_____
Trustee	Date

Appendix A: **Monroe PTO Form**
“Payment Request”

The Requester

Your name: _____ phone number: _____

Project Details

Project Name _____

Description of Expenses: _____

Form of Payment

Check or Cash Advance or EFT -- Amount \$ _____ (attach receipts)

PAYEE NAME: _____

DELIVERY:

Check will be picked up

Mailing address: _____

Approval (as required by Monroe PTO BYLAWS, Article IX, Section 3)

Money withdrawn from Special Fund: Special Savings # _____

Vote by General Membership--(date of meeting) _____

Majority vote at Executive committee Meeting--up to \$500 (date of meeting) _____

Signature Procedure -- Two signatures required (up to \$100 only):

1st PTO PRESIDENT or TREASURER _____

2nd PTO OFFICER _____

(Appendix B) **Monroe PTO “Funds Received” Summary**

To be filled out by Chairperson/Project Coordinator

Your name: _____ phone number: _____

Project Name _____

Details - Source of Funds: _____

All funds will be counted by two (2) people present, each initialing the totals.

	Cash	Total \$ Amt		Check #	Check \$ Amt
	\$100's	\$			
	\$50's				
	\$20's				
	\$10's				
	\$5's				
	\$1's				
	Quarters				
	Dimes				
	Nickels				
	Pennies				
	Other				
Totals	Counted by (Initials) 1. 2.	\$		Counted by (Initials) 1. 2.	\$

Two Officers Receiving & Verifying Incoming Funds - PLEASE SIGN & DATE

1st PTO PRESIDENT or TREASURER (sign) _____ (date) _____

2nd PTO OFFICER (sign) _____ (date) _____