

Miller Elementary School - Parent Teacher Organization Bylaws

ARTICLE I. Name

The name of this organization shall be the Miller Elementary School Parent Teacher Organization (PTO).

ARTICLE II. Mission Statement

The organization is formed exclusively for the charitable purpose of supporting and enhancing the educational experience of the students at Miller Elementary School and doing all things reasonably in furtherance of or incidental to that purpose. In furtherance of this purpose, we will strive to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all students; and support a safe learning environment for the children, staff and educators.

ARTICLE III. Basic Policies

Section 1. This organization shall be non-commercial, non-sectarian and nonpartisan and shall adhere to the Open Meetings Act as amended by the 76th Legislature - effective September 1st 1999, § 551.001. (Non-commercial means that the PTO's name shall not be used to promote a private business). The Open Meetings Act can be found on the internet at the following website: https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf

Section 2. This organization may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 3. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this organization without previous approval of the membership.

Section 4. Upon dissolution of the corporation, assets shall be distributed as determined by the members, but only for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV. Membership

Section 1. All parents or legal guardians of Miller Elementary students, teachers and staff are included as members of the Miller Elementary PTO.

Section 2. The principal of Miller Elementary shall be an ex-officio member of the Miller PTO. He/She shall attend General Membership meeting, communicate ideas from the administration and make necessary recommendations on behalf of school staff.

ARTICLE V. Officers

Section 1. The following officers shall be elected and serve on the Executive Board:

- a. President
- b. Vice-President
- c. Recording Secretary

d. Treasurer

***The officer positions of this organization may be co-chaired at the board's discretion by no more than two people. In the event a position is co-chaired by two people, each person will have individual voting privileges.

Section 2. Officer Duties

A. President: The president shall:

- a. Be the principal executive officer of the organization and subject to the counsel of the Executive Board and the direction of the organization.
- b. Supervise all of the activities of the organization.
- c. Preside at all meetings of the organization and all meetings of the Executive Board.
- d. Be an ex-officio member of all committees except the nomination committee.
- e. Coordinate, with the Vice President, the establishment of the Committees in order that the PTO objectives and mission may be promoted.
- f. Establish ad hoc committees as needed to fulfill the objectives and mission of the PTO.
- g. Develop agenda for all General membership and Executive Board meetings and provide to the recording secretary at least three days in advance of any meeting.
- h. Perform such other duties as prescribed in these bylaws or assigned by the organization.
- i. President shall have a minimum of one year experience on the Executive Board (Miller PTO Board)

B. Vice President: The Vice President shall:

- a. Act as aid to the president and perform the duties of the president in their absence or inability to serve.
- b. Work with the president to coordinate the listing of volunteers for each committee, and work with the committee chairs to make sure they understand their duties, PTO objectives, and the PTO mission.
- c. Be an ex-officio member of all committees except the nominating committee.
- d. Perform such other duties as assigned by the president or the executive board.

C. Secretary: The Recording Secretary shall:

- a. Attend all PTO meetings and keep and maintain minutes of the proceedings of the general membership and the executive board. This shall include posting them on the website within one week of a meeting.
- b. See that all notices are fully given in accordance with these bylaws.
- c. Keep a current copy of the bylaws available at all meetings.
- d. Distribute copies of the minutes to the members of the organization.
- e. Keep a copy of Robert's Rule of Order available at each meeting for reference.
- f. Prepare and post the agenda at least 48 hours prior to the meeting, for all meetings.
- g. Perform all duties incident to the office of secretary and such other duties as may be assigned by the president or the executive board.
- h. Serve as PTO representative in writing to the General Public.

- i. Be responsible for all written correspondence i.e. donation thank you notes, answers to inquiries, condolences, congratulations, as directed by the executive board.
 - j. Work with committees or coordinators specifically addressing Communications, such as, website and School sign.
 - k. Be responsible for creating and Publishing the PTO newsletter.
 - l. Be responsible for editing all printed materials.
 - m. Perform all duties incident to the office of communications secretary and such other duties as may be assigned by the president or the executive board.
- D. Treasurer: The Treasurer shall:
- a. Have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such Banks as selected by the executive board.
 - b. Make disbursements as authorized by the membership in accordance with the budget adopted by the organization.
 - c. Keep an accurate record of receipts and expenditures and present a financial statement at every meeting and at other times when requested by the executive board.
 - d. As the outgoing treasurer, make a full financial report at the first executive board meeting at which new officers officially assume their duties.
 - e. Have the accounts examined annually or upon change of officer by an auditor or auditing Committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, she'll sign a statement of such at the end of the report. The executive board shall select the auditor or auditing committee at least two weeks before the meeting at which new officers assumed their duties.
 - f. Treasurer prepares and presents the preliminary PTO budget, as prescribed in Article IX, Section 1, at the first general membership meeting and prevent any adjustments to the budget thereafter.
 - g. Be responsible for creating and publishing the monthly report of income and expenses.
 - h. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the president or the executive board.
- E. All Officers: All Officers shall:
- a. Attend PTO meetings. If an officer fails to attend three consecutive General membership meetings or three consecutive executive board meetings he/she may be removed from office.
 - b. Select and appoint the chairpersons of all standing and special committees.
 - c. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her.
 - d. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the president, without delay, and in good order, all records,

books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Section 3. Nominations and Elections

A. Nomination Committee

- a. A Nomination committee consisting of 4 individuals, including one teacher representative, if possible, shall be appointed by the general membership no later than the February meeting. The nomination committee shall communicate to the general membership the officer positions that will be elected and solicit potential candidates to fill those positions.
- b. The nomination committee will present a slate of officer candidates at the April meeting. Following the report from the nomination committee, an opportunity shall be given for nominations from the floor. No nominations will be accepted after the April meeting, unless a board position does not have a nomination.
- c. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Those nominated must be present at the meeting unless written notice is provided by the nominee. A ballot shall be prepared by the nomination committee consisting of all individuals nominated, by either the committee or from the floor.
- d. The nomination committee shall coordinate the absentee ballot process with the office of the principal.

B. Elections

- a. Elections will take place at the May meeting of the PTO and will be conducted by secret ballot, unless there are no challenges to the board positions presented by the nomination committee and no floor nominations occur for positions, the presented candidates will become the Board and a separate election will not be held.
- b. Absentee ballot request must be submitted in writing to the office of the principal at least two weeks prior to the election and the absentee ballot must be signed and returned in a sealed envelope at least one week prior to the election.
- c. Ballot shall be counted by the principal and a non-running member of the PTO.
- d. All members of the PTO are eligible to vote in the election of officers.

C. Term of Office

- a. The term of Office shall be one year or until their successors are elected. Official duties will begin at the general membership meeting held during the last week of the school year.
- b. A person shall be eligible to serve two full consecutive terms in the same office. No person shall serve more than two consecutive terms in the same office, except in the case of filling a partial term. In the event a candidate cannot be found for a particular officer position, the previous officer may temporarily fill the position until a candidate is found.

ARTICLE VI - General Membership Meetings

Section 1. General membership meetings of the organization shall be held monthly, September through June, with the president preparing and posting the agenda prior to the meeting.

Section 2. All members shall have the right to hold office, unless disqualified under Article V, Section 3, item C(b), make motions and vote.

Section 3. Six (6) or more members, including a presiding officer and at least two additional officers, shall constitute a quorum.

Section 4. Adequate notice of all General membership meetings shall be announced to all members of the organization as posted by the communications secretary on the PTO website (or similar electronic media) and on the PTO bulletin board outside the main office, if available, at least 48 hours prior.

Section 5. Agenda items requiring a vote will be based on votes for all members present at the general membership meeting in which the agenda item is presented, with the exception of absentee ballots allowed in executive board elections, as prescribed in Article V, Section 3, part B.

ARTICLE VII - Executive Board

The executive board is a representative group of the organization and shall consist of the officers of the organization. The executive board members are team members. No one of them has a greater importance than another. The individual board members are not intended to function independently nor in a state of isolation from one another. Instead, they relate to each other on a regular basis through the PTO. Board members should communicate directly and collaborate on common projects.

- A. Duties of the executive board shall be to transact necessary business as may be referred to by the organization or committee requiring or needing assistance, to approve the plans of work of the standing committees, to select an auditor or auditing committee to audit the treasurer's accounts, etc.
- B. The executive board shall hold regular monthly meetings as scheduled at the start of the school year. One mandatory summer meeting, for the purpose of goal/objective formulation and budget formulation will be held. The goals / objectives and budget will be presented at the first general membership meeting in the fall.
- C. Special meetings of the executive board shall be held during the year as called by the president or by a majority of the executive board.
- D. Adequate notice of all meetings shall be announced to all members of the executive board and the organization, and in the absence of an emergency, at least three (3) days in advance. All members of the executive board will be contacted by phone or email.
- E. Any member of the organization may attend the meeting of the executive board, but cannot vote and does not have voice unless recognized by the executive board.
- F. The executive board may recommend the removal of any officer not performing duties or abusing their office as outlined by the bylaws.
- G. Removal of an officer for any reason must receive majority vote during a regular or special General membership meeting.
- H. In the event an officer resigns from his / her position, a written notice must be submitted to the PTO president or in the event the president resigns, the PTO vice president.

ARTICLE VIII - Expenses:

- A. All expenses of the PTO must be presented and approved by the Organization as presented in the budget. All grant request amounts must be in the agenda prior to the meeting. Any increases to the amount written in the agenda must be resubmitted and held for a vote at the next general membership meeting.
- B. The executive board shall have the authority to spend up to \$100.00 on items not specified within the budget and without bringing the purchase before the full organization for approval, only if there is not adequate time to do so. In the event of an emergency the executive board can increase an expenditure of a pre-approved budget item in the amount not to exceed \$500. (An emergency is defined as having less than 48 hours to act upon the item).
- C. Any disbursements approved by the Executive Board must be reported to the organization at the next regularly scheduled meeting.
- D. The Audit Committee will conduct a quarterly audit, at minimum, of the financial expenditures, deposits and records.
- E. The Treasurer will withdraw funds from the account(s) by check only. No cash withdrawals will be permitted.
- F. No loans shall be made by the organization.
- G. All monies must be deposited by the treasurer in a Federal or State chartered bank as approved by the Board.
- H. All deposits and/or disbursements shall be made within a maximum of fourteen (14) days from the receipt of the funds and/or orders of payment.
- I. At the close of the fiscal year, a minimum of \$7,000 shall remain in the combined bank accounts to provide a starting point for the next fiscal year.

ARTICLE IX - Budget

Section 1. A fully balanced budget shall be prepared to include all known expenses for the fiscal year.

Section 2. The budget will be passed by a majority vote of a quorum.

ARTICLE X - Parliamentary Authority

Robert's Rules of Order, latest revision or modified version, will be the Parliamentary authority of the PTO, and shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws. Copy of Robert's Rules of Order shall be kept by the PTO.

ARTICLE XI - Fiscal Year

The fiscal year will run from July 1st to June 30th.

ARTICLE XII- Amendments

These bylaws will be reviewed by the executive board on an annual basis to meet changing conditions in the school and community. Amendments must be presented to the organization;

proposed amendments are tabled immediately and then discussed and voted on at the next general meeting. Approval of amendment requires a majority vote at any regular or special organization meeting.

Bylaws as re-written on June 8, 2018 to include all approved amendments.

Amendments:

Article II Mission Statement - Voted and approved on 8/1/2009

Article III Section 4 - Voted and approved on 8/1/2009

Article VII Section 5 Deposits - Voted and approved on 1/17/2013

Article VIII Expenses - Voted and approved on 1/9/2014

Name change from Gallimore PTO to Miller PTO- Voted and approved on 9/16/2015

Article IX Budget and additional administrative amendments - Voted and approved on 5/2/2018

Article V Officers, Section 2, Part A, subset (i) added - Voted and approved on 3/5/2020

Approved by the board on _____20_____

Approved by:

Name(Print):

Signature:

Title:

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