

Bylaws of the Shawnee Elementary School Parent Teacher Organization

I. Name: The name of the organization shall be the Shawnee Elementary Parent Teacher Organization (“the PTO”) of the Chippewa Valley School District, Macomb Michigan.

II. Purpose: The purpose of the organization shall be to aid the students of Shawnee Elementary School by providing support for their education and recreational needs and to promote open communication between the administration, teachers and parents.

III. Membership:

A. Regular Membership: The Regular Membership of the PTO shall include all parents and legal guardians of the children attending Shawnee Elementary and Members of the staff thereof.

B. Voting Membership: All Regular Members shall be designated as Voting Members. Voting Members shall have right to vote on all issues before the membership, to elect officers and to hold office.

IV. Basic Policies:

A. This organization shall be non-commercial, non-sectarian, and non-partisan.

B. Persons representing the organization in such matters shall make no commitments that bind the organization, the school or the Chippewa Valley School District.

C. This organization shall not seek to direct or control school policies.

V. Meetings:

A. Regular Meetings: Regular meetings of the organization shall be held monthly or every other month during the school year unless otherwise directed by the organization.

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B. Quorum: The quorum for voting at any meeting shall be those present. A simple majority of all members present is needed to approve and / or pass all proposals.

C. Voting: A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization.

VI. Officers:

A. Positions: The Executive Committee shall be President, Vice President, Secretary, Treasurer and Event Coordinator. If the interest exists during the election process, the membership could decide to elect two (2) Co-Vice Presidents, Co-Treasurers, or Co-Secretaries. Candidates seeking a “Co” office cannot be related to each other. Spouses cannot hold a board position at the same time in the same school year. The principal shall serve as an ex-officio member of the Executive Committee. The duties of the Executive Committee shall be to transact necessary business of the PTO and to preside at all meetings.

B. President: The president shall be the principal executive officer of the organization. The duties of the president shall be:

1. To preside over the meetings of the organization and the Executive Committee.
2. To serve as the primary contact for the principal.
3. To be a member ex-officio of all committees of the organization.
4. To call special meetings and appoint all special committees.
5. To sign checks and pay out funds as authorized by the organization.
6. To keep a record of all activities for the year in an organized manner so information may be passed on to a successor.

C. Vice President(s): The Vice President(s) shall be a member of the Executive Committee. The duties of the Vice President(s) shall be

1. To act as an aide for the President.

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2. To perform the duties of the President in his/her absences or inability to serve.

3. To complete the required school district paperwork whenever fundraisers or events occur.

D. Secretary(s): The Secretary(s) shall be a member of the Executive Committee. The duties of the Secretary(s) shall be:

1. To keep accurate records of all meetings of the organization.

2. To provide a summary of the minutes posted at the school within one week of the PTO meeting. A copy must be kept in the PTO file as a permanent record.

3. To provide newsletters and correspondence.

4. To oversee the school directory and the PTO website.

E. Treasurer(s): The Treasurer(s) shall be a member of the Executive Committee. The duties of the Treasurer(s) shall be:

1. To receive all fund of the organization.

2. To pay out all funds as authorized by the organization.

3. To keep accurate records of receipts and expenditures.

4. To present a statement of account at every meeting of the organization and at other times as requested by the committee.

5. To present to the Membership at the September meeting a line-by-line budget to be reviewed and approved by the membership.

6. To sign checks with other authorized signers.

7. To reconcile the bank accounts.

8. The Treasurer(s) is not eligible to chair any committees.

F. Event Coordinator: The Event Coordinator shall be a member of the Executive Committee. The duties of the Event coordinator shall be:

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1. The Event Coordinator shall act as a liaison between the event chairperson and the Executive Committee.
2. The Event Coordinator shall provide information to the chairperson regarding the procedures of the Shawnee PTO.

VII. Transition of Officers:

- A.** The checkbook must be reconciled by June 30th. All new officers must be signed on the account by July 1st.
- B.** The books will be reviewed by an independent auditor on a yearly basis by the existing Executive Committee. Auditors cannot have any relation to a PTO Executive Committee Officer or school employee.
- C.** All financial records shall be turned over to the incoming Treasurer(s).
- D.** The President's binder from the previous year shall be turned over to the incoming president and shall remain the property of the PTO.

VIII. Elections:

- A. Procedure:** Members of the Executive Committee shall be determined each year in the following manner:
 1. An announcement and request for all intentions to run for office shall be sent to the general membership (including, if possible, those of incoming kindergartners) in March.
 2. All potential candidates must verify their intent to run in writing no later than April 1. Failure to do so will exclude a candidate from the slate.
 3. The final list of intentions to run will be presented at the regular meeting in April and/or included in the April newsletter. The Executive Committee will be elected by ballot election, held at the regular May meeting.
 4. Votes will be counted by the Elections Committee and the Principal will agree on the final vote count.

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B. Term of Office: The term of each office shall be one year. A person may be elected to the same or other office positions for more than one term but not to exceed more than two (2) years in one position unless there is no opposition at the time of the election.

C. One Candidate: If there is only one candidate up for office, upon a motion from the floor, election may be voice.

D. Vacancies: Any vacancies in the office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President(s) shall immediately assume the office. Should a vacancy occur in the office of the Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

IX. Executive Committee:

A. General Powers: The affairs, activities and operations of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create standing and special committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities.

B. Membership: The membership of the Executive Committee shall consist of the officers and two (2) faculty representatives, selected by the faculty. The Principal shall serve as an ex-officio member and shall be entitled to vote.

C. Meetings: Regular meeting of the Executive Committee shall be held during the school year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all

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Executive Committee members and in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings shall be announced to all Regular Members of the organization. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote.

D. Quorum: A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting: The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

F. Removal of Officer: An Officer of the PTO may be removed from office for the following reasons: 1) three (3) or more unexplained absences from regular PTO meetings; 2) any type of inappropriate conduct which interferes with activities of the PTO. A request for removal of officer may be brought to the attention of the Executive Committee by any regular member. This request shall be in writing with a signed copy sent to the PTO Executive Committee and to the Shawnee Elementary Principal. The Executive Committee will then hold a special meeting to inform the regular membership of the request of removal of the Officer and open issues for discussion. At the next regular PTO meeting a vote will be held and 2/3 majority of the vote will decide for removal or not. The Officer in question will be suspended from all duties until the vote has taken place.

X. Committees:

A. Event Committee:

1. All event committees shall operate as sub-committees of the PTO and shall be regulated by the PTO Bylaws.
2. The President shall for all committees appoint the Chairperson(s).
3. The President shall be an ex-officio member of all committees.
4. The Chairperson(s) shall recruit the members of his/her committee.

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5. A list or guidelines will be provided to the Chairperson(s) at the beginning of each school year. The Chairperson(s) will agree to abide by all stated operating procedures.

6. Instructional manuals outlining the plan of work, time line, expenses, required documents and other duties required to complete the event shall be composed by the Chairperson(s) of each committee.

XI. Financial Procedures:

A. Budget: The Executive Committee shall present at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Shawnee Elementary School or the Chippewa School District, nor should they hold themselves out as having such authority.

C. Loans: No loans shall be made by the organization to its officers or members.

D. Commercial Paper: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by any member of the Executive Committee. Dual signatures are required for all checks written by the Organization.

E. Deposits: The Treasurer(s) shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of three (3) days from the receipt of the

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funds and/or orders of payment. Deposits receipt must be initialed by an Executive Committee member within three (3) days of receipt.

F. Financial Report: The Treasurer(s) shall present a financial report at each general membership meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or informal audit committee who, if satisfied that the Treasurer(s) annual report is correct, shall sign a statement of that fact at the end of that report.

G. Transactions:

1. All expenditures are to be presented at the next PTO meeting and voted on by all members in attendance. If purchases up to \$350 must be made before the next meeting an approval is needed from the Principal, PTO President and the PTO Treasurer(s).
2. Any cash that is collected for a fundraiser or event shall be counted by two (2) individuals. Money must be counted in the PTO office and then deposited into the PTO safe with necessary documentation. No money at anytime will be taken from the school property.
3. The safe shall be accessible to the President and the Treasurer(s). If necessary the safe shall also be accessible to the assigned Vice President. Opening of the safe requires two keys, which shall not be duplicated. Once one of the officers vacates the position any and all keys shall be returned to the PTO.
4. Requests for payment forms are to be filled out completely with original receipt(s) attached. Check requests are then submitted to the President for approval. Chairperson(s) are responsible for keeping copies for their records. Once reviewed, the President will forward the check request to the Treasurer(s) for payment. Checks will not be payable to "cash".
5. Every check must have two (2) signatures on it. Authorized signers on the account; President, Vice President(s), and Treasurer(s), unless

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an employee of the Chippewa Valley Schools. These positions are bonded.

XII. Amendments

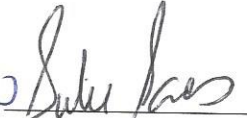
- A. These Bylaws may be altered, amended or repealed and new laws adopted by the voting members at any regular or special meeting.
- B. Upon dissolution of the PTO, remaining funds shall be used to pay any outstanding bills and the balance will be transferred to Shawnee Elementary until such time a new Executive Committee is elected.

The Shawnee Elementary Parent Teacher Organization Bylaws were adopted by the Membership by a majority vote during a meeting properly called to order April 11, 2016, and shall take effect July 1, 2016.

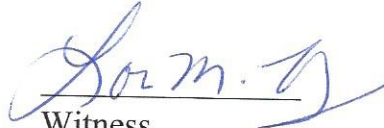
Date: 5/9/16



School Principal



PTO President



Witness