

# BY-LAWS

## Brown Elementary School Parent-Teacher Organization

25485 Middlebelt Road New Boston, Michigan 48164 734-782-2716

(Adopted at General Membership Meeting: October 14, 2009)

### ARTICLE I (NAME):

This organization shall be known as the **F.W. Brown Elementary School Parent-Teacher Organization**, hereafter referred to as **Brown Elementary PTO, or PTO**

### ARTICLE II (PURPOSE & GOALS):

**Section 1:** The **purpose** of this organization shall be:

- a. To help provide student activities, materials, and equipment that will promote student intellectual, social, personal and physical growth.
- b. To help provide support to and communication with parents, teachers, students, administrators, and the surrounding community.

**Section 2:** The **goals** of this organization shall be:

- a. To work to improve and to expand opportunities for all children.
- b. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- c. To encourage family participation within the school.
- d. To encourage families to volunteer in school and/or on special committees.
- e. To plan and carry out special events, of which all monies raised, will be used to directly benefit the school and students.
- f. To keep informed about the school's educational programs and district strategic goals.
- g. To respond to family concerns.
- h. To respond to F.W. Brown teachers/staff concerns.
- i. To communicate with the Principal.
- j. To encourage community awareness.
- k. To encourage communication between the school and the citizens of the community.

### ARTICLE III (GENERAL MEMBERSHIP - ELIGIBILITY, VOTING, and RESPONSIBILITIES/DUTIES):

**Section 1:** To **become a member** of the Brown Elementary PTO, you must be:

- a. A parent or guardian of a F.W. Brown Elementary School student. You are then automatically eligible for active membership and shall have voting rights in the PTO while your child is enrolled at Brown.
- b. The principal, any teacher and support staff that is employed at F.W. Brown Elementary School. You are then automatically eligible for active membership and shall have voting rights in the PTO.

**Section 2: Voting Rights** of a member of the Brown Elementary PTO are:

- a. Each voting member has the right to one vote.
- b. Each voting member has the right to propose motions.
- c. Motions are passed by a quorum vote.
- d. Propose amendments to the approved by-laws.

**Section 3: General Member's responsibilities/duties** are as follows:

- a. To attend General Membership monthly meetings during the school. Special meetings may be called by the president, or the Executive Board.
- b. Hear and act upon reports from the Executive Board, the officers, and the committees of the organization.
- c. Pass upon and approve an annual budget.
- d. To provide input and vote on expenditures of funds earned by the PTO.
- e. To share ideas and concerns relating to PTO sponsored events.
- f. Formulate policies.
- g. Initiate programs of activity.
- h. To review and approve the by-laws at the first meeting of each year.
- i. To nominate and elect PTO officers.
- j. To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.

## **ARTICLE IV (OFFICERS, ELECTIONS, and RESPONSIBILITIES/DUTIES):**

**Section 1:** The **officers** of the F.W. Brown Elementary PTO shall be a president, vice president, recording secretary, treasurer, communication secretary, and principal.

**Section 2: Elections and Terms of Office** shall be as follows:

- a. The elected offices of the Brown Elementary PTO Executive Board shall consist of/rank as follows:

1. President
  2. Vice President
  3. Recording Secretary
  4. Treasurer
  5. Communication Secretary/Public Relations
- b.** Non-elected position is the Principal.
  - c.** The term of each elected office shall be for one year, and shall coincide with the school districts fiscal year (July 1 through June 30).
  - d.** All elected officers must have a child currently enrolled in F.W. Brown Elementary School.
  - e.** Nominations will be accepted for all the above listed positions prior to the election of office at the April PTO General Membership meeting.
  - f.** No person shall be elected to an office without his or her consent.
  - g.** Election of the officers shall be conducted by written ballot or voice vote at the May PTO General Membership meeting by a simple majority vote.
  - h.** Any active member of the PTO who cannot attend the May PTO General Membership meeting may request an absentee ballot.
  - i.** Results of the election will be announced at the May PTO General Membership meeting.
  - j.** Newly elected officers of the F.W. Brown Elementary PTO shall assume the responsibilities of their offices at the beginning of the next school districts fiscal year. (July 1 through June 30)

**Section 3: Removal from Executive Office** is as follows:

- a.** An Executive Board Member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- b.** Removal shall take place only after the Executive Board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.
- c.** Removal from office may occur by a majority vote of the Executive Board (including the Principal).
- d.** In the event any current elected officer no longer has a child enrolled at F.W. Brown Elementary School, for any reason, said officer will be considered to have resigned, and the Executive position will be considered vacant.
- e.** If any vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

**Section 4: Responsibilities/Duties of the Executive Board** are as follows:

- a.** All officers are expected to attend monthly PTO Executive Board and monthly General Membership meetings.

- b.** One Executive Board member shall be present at one Teacher/Staff meeting per month.
- c.** The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- d.** The Executive Board may vote to allocate funds of \$100.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- e.** All Executive members have the right to propose motions.
- f.** All officers have the right to one vote.
- g.** To review and approve the budget and by-laws at the first General Membership meeting of each year.
- h.** To collaborate with active committees working within the school.
- i.** The Executive Board shall identify persons(s) to perform a yearly examination (audit/review) of PTO financial records and said person shall prepare written, signed results to the PTO Board.
- j.** No Executive Board member shall be allowed to perform said examination (audit/review) of the PTO financial records; it must be independently prepared.
- k.** Upon completion of term, Executive members will provide all relevant documents and information to incoming Board members.

### **1. PRESIDENT**

- a.** Conduct PTO Executive Board and General Membership meetings.
- b.** Confer with the Principal prior to all meetings.
- c.** Prepare agenda prior the meetings.
- d.** Work with the teachers to assess their needs.
- e.** Create upcoming school year calendar with Principal and Board members.
- f.** Coordinate elections of Board members.
- g.** Prepare an annual budget, along with the Treasurer, to be submitted to the Executive Board for recommendation to the General Membership at the first General Membership meeting of each fiscal year.
- h.** Coordinate summer budget meeting.
- i.** Shall represent the organization before the public.
- j.** Shall be responsible for all activities, expenditures, and communication involving this organization.
- k.** Shall participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.

### **2. VICE PRESIDENT**

- a.** Conduct PTO Executive Board and General Membership meetings in the absence of the PTO President.

- b. Assist the President with duties as needed.
- c. Shall participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PTO.

### **3. RECORDING SECRETARY**

- a. Record minutes of the Executive Board meeting and distribute to Board members.
- b. Record minutes of the General Membership meeting and distribute to all members present at the meeting, place in mail boxes of all teachers and staff of F.W. Brown Elementary School, and place extra copies in the PTO wall unit to make available for all families of F.W. Brown Elementary School.
- c. Sort through PTO Mailbox and pass along items to the correct people.
- d. Update Bobcat Volunteer Booklet and pass along volunteer information to committee chair people.
- e. Maintains a file copy of all minutes, by-laws, membership list, and any other necessary supplies, and brings them to each meeting.
- f. Shall participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PTO.

### **4. TREASURER**

- a. Responsible for checking/savings accounts for the PTO and teachers of F.W. Brown Elementary School.
- b. Receive and deposit all money in a timely fashion.
- c. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- d. Present current financial reports to the Executive Board and General Membership meetings for approval each month.
- e. Prepare an annual budget, along with the President, to be submitted to the Executive Board for recommendation to the General Membership at the first General Membership meeting of the fiscal year.
- f. Keep an accurate record of all assets, receipts, expenditures, accounts receivable, and accounts payable of the organization.
- g. Prepare year-end financial statements for audit.
- h. Monitor and renew tax-exempt status.
- i. Shall participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PTO.

### **5. COMMUNICATION SECRETARY/PUBLIC RELATIONS**

- a. Coordinate information for monthly school newsletter and calendar.

- b. Provide information to Webmaster or individual(s) responsible for maintaining and updating the school website, as is pertains to PTO General Membership meeting minutes, news, information, and events.
- c. Coordinate media coverage of PTO sponsored events.
- d. Prepare and distribute PTO promotional flyers.
- e. Update and take care of the “PTO News” bulletin board at the school.
- f. Take and distribute meeting minutes when the Recording Secretary is absent.
- g. Send “Thank You” cards.
- h. Shall participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.

### **6. PRINCIPAL**

- a. Serve as an Advisor to the PTO.
- b. Prepare a Principal’s Report for each Executive Board and General Membership meetings.
- c. Confer with PTO President prior to all meetings.
- d. Work with teachers and staff to express needs and concerns.
- e. Shall participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTO.

## **ARTICLE V (SPECIAL COMMITTEES):**

The Executive Board of the PTO may form special committees, as necessary, to carry on the work of the PTO organization.

**Section 1:** These **Special Committees** will include, but are not limited to:

- a. Fund-raising committees, working to raise money for PTO expenditures/accounts.
- b. Community building committees, whether they are raising money or not.
- c. Service-oriented committees, which may or may not work to build PTO funds.

**Section 2:** The **Committees** shall:

- a. Coordinate special events/projects (i.e. PTO Fall Fund-raiser, Family Events, Bake Sales, Assemblies, school activities, etc.).
- b. Be lead by a committee chairperson.
- c. Recruit volunteers for the event/project.
- d. Work within budget set for event/project.
- e. Report progress at General Membership meetings, as requested by the Executive Board.

- f. Work with Communication Secretary/Public Relations to advertise event.
- g. Submit reports to Executive Board and General Membership meetings upon completion of the event/project.

## **ARTICLE VI (FINANCE)**

**Section 1:** The **fiscal year** of the PTO for all matters of business, finance, and membership shall be from July 1 through June 30.

**Section 2:** An **annual budget** shall be prepared by the President and the Treasurer and be submitted to the Executive Board for recommendation to the General Membership at the first General Membership meeting of the fiscal year.

**Section 3:** A written **Treasurer's report**, consisting of present budget and current financial standing, shall be given at each monthly General Membership meeting.

**Section 4:** The Executive Board shall identify persons(s) to perform a **yearly examination** (audit/review) of PTO financial records and said person shall prepare written, signed results to the PTO Board.

## **ARTICLE VII (GENERAL MEMBERSHIP MEETINGS)**

**Section 1: General Membership Meetings** – Meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: Motioning** – A motion may be proposed by any member of the PTO and must be supported (seconded) by another member. Then it should be discussed by the group and voted on.

**Section 3: Voting** – Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed with the exception of the Election of Officers.

**Section 4: Quorum** – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

("Quorum" is the official minimum number of members needed to be present and voting in order for the PTO to conduct business.)

**Section 5: Order of Business:**

- Call meeting to order.
- Pledge of Allegiance
- Secretary's Report
- Treasurer's Report
- Principal's Report
- Teacher's Report
- Up-Dates on Events/Programs
- Up-Coming Events/Programs
- On-Going Fund-Raising Programs
- Questions & Answers – Comments & Ideas
- Allocations
- Adjournment

## **ARTICLE VIII (BY-LAWS)**

**Section 1: By-Laws** shall be reviewed, amended, and approved at the first or second General Membership meeting of each school year.

**Section 2: Amendments to approved by-laws** may be proposed by any PTO member. Amendments presented at a PTO General Membership meeting shall be considered for voting at a subsequent meeting. A simple majority vote is required to adopt an amendment to the by-laws.

## **ARTICLE IX (DISSOLUTION)**

In the event of **dissolution** of the Brown Elementary PTO, any funds remaining shall be donated to F.W. Brown Elementary School.

## **ARTICLE X (PARLIAMENTARY AUTHORITY)**

The **authority** for this organization shall be Robert's Rules of Order.

(See the following attached page.)