

**BYLAWS OF THE PARENT-TEACHER ORGANIZATION OF
BLOOMFIELD HILLS HIGH SCHOOL
BLOOMFIELD HILLS SCHOOL DISTRICT**

ARTICLE I – NAME

The name of this organization shall be the Parent-Teacher Organization of BLOOMFIELD HILLS HIGH SCHOOL (“PTO”), Bloomfield Hills School District, Michigan.

ARTICLE II – PURPOSE

The PTO is organized for the purpose of supporting the education of children at BLOOMFIELD HILLS HIGH SCHOOL by fostering relationships among the school, parents, and teachers. Its objectives are:

1. To act as a liaison between families and the school in an effort to enhance the growth and education of the students.
2. To cooperate with and assist the administration and the teachers in upholding the policies of the school.
3. To communicate all activities of the PTO among the teachers, administrators & families of the school.
4. To plan and implement fund-raising events for the benefit of the students and the school.
5. To promote, assist and communicate with the Bloomfield Hills PTO Council (PTOC), school district administration and members of the school community at large.
6. To promote outstanding and enriching opportunities for all students in the school.

ARTICLE III – POLICIES

Section 1. This organization shall be non-sectarian, non-partisan and non-commercial. Neither the name of the organization nor the names of its officers in their official capacities shall be used in the endorsement of any political candidate or commercial enterprise.

Section 2. This organization shall not seek to direct the administrative or curriculum activities of the school or to control its policies.

Section 3. This organization shall refrain from using PTO funds for the sole purpose of donating them to a charitable organization.

- A. This does not include PTOC sponsored events
- B. The PTO may raise separate funds for an approved charity, an approved charity is defined as a charity chosen by a simple vote at a general meeting.
- C. Article X of this document is an exception to this policy.

Section 4. This organization may cooperate with other organizations or agencies active in child/student welfare; provided these organizations/agencies make no commitments which bind this PTO organization.

Section 5. This organization shall be charged with the responsibility for accurately reporting information, communication, and policies of the PTO Council.

ARTICLE IV – GENERAL MEMBERSHIP

Section 1. Any parent or guardian of a registered student attending Bloomfield Hills High School may become a member. Payment of annual dues is encouraged, but in the spirit of inclusion, not mandatory.

Section 2. The teachers and administrators of Bloomfield Hills High School shall be members of this organization, in a non-voting capacity, without payment of dues.

ARTICLE V - DUES

Section 1. The annual dues shall be determined by the incoming PTO Executive Board (as defined in Article VI below). In the absence of any specific determination of dues, the amount in effect for the preceding year shall be the dues for the new year.

Section 2. Dues shall be collected on a per household basis.

Section 3. In accordance with PTOC policy, a portion (determined by PTO Council) of the PTO dues shall be paid each year as dues to PTO Council, within 30 days as invoiced by the PTOC.

Section 4. All PTO Board members, including special and standing committees, must be paid members of the PTO for the year in which they are serving.

ARTICLE VI – EXECUTIVE BOARD AND ITS DUTIES

Section 1. The Executive Board shall consist of, but not limited to, the following officers: President(s), President(s)-Elect, Secretary(ies), Treasurer(s). Other board members may include, but are not limited to; Past-President(s) and Treasurer-elect, Social Media, Hospitality, Leadership Liaison, Community Service.

Section 2. Duties of the Executive Board shall be:

- A. To attend a majority of regularly scheduled meetings of the Executive Board.
- B. To submit and approve for adoption a budget for the fiscal year.
- C. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization, including simple majority authorizing of non-budgeted expenditures not exceeding \$350.00.
- D. To approve routine bills within the limits of the budget.

- E. To create standing committees and appoint their chairpersons.
- F. To review and act upon plans of the standing committees.
- G. To appoint an audit committee, at the Executive Board's discretion, to examine the books of the PTO, on an annual basis.

Section 3. Executive Board Meetings:

- A. Meetings of the Executive Board may be called by the President(s) or by a majority of the Executive Board. The purpose of the meeting shall be stated in the notice.
- B. Each individual Executive Board member shall have one (1) vote and voting shall only take place during an Executive Board meeting. All votes must be cast in person or via telephone conferencing or by electronic voting. A majority of executive board members constitute a quorum. The President shall not vote except in the case of a deadlock.

Section 4. Budget Committee

- A. The Budget Committee shall consist of at least three people drawn from the following positions: the President(s), President(s)-Elect, Past President, Treasurer and Treasurer-Elect.
- B. The Budget Committee shall review the previous year's budget and develop a proposed budget for the following year. The proposed budget shall be presented to the PTO for approval at or prior to the first regularly scheduled PTO meeting of the school year. Any expenditures exceeding \$250 that are not approved in the current budget shall be voted on and approved by a simple majority at monthly meetings.
- C. The PTO fiscal year shall align with the school year.

Section 5. The duties of the individual officers shall be:

- A. The President(s) shall: preside at all monthly meetings of the PTO, call special meetings, set meeting times, appoint special committees, serve on the budget committee, and attend general PTO council meetings. The President may sign orders drawn on the treasury, if needed. The President shall serve as the primary contact for the principal. The President shall represent the organization at meetings outside the organization, serve as an ex-officio member of all committees and coordinate the work of all the officers and committees in order that the purpose of the organization is served. The President shall serve a term of no more than (2) years. The President(s) shall make available a copy of the current Bylaws to the Executive Board at the commencement of every school year.
- B. The President(s)-Elect shall: act as aid(s) to the President(s), perform the duties of the President(s) in the absence of that officer, serve on the Budget Committee, serve on the Nominating Committee, and attend monthly General PTO Council meetings, in absence of the President. The President-Elect shall serve a term of one (1) year.

- C. The Secretary shall: keep an accurate record of all meetings of the PTO and the PTO Executive Board. The secretary shall prepare and publish typed minutes of all regular meetings. The secretary shall present minutes to the membership for approval at each regular meeting. The secretary shall perform all duties of correspondence on behalf of the PTO. The secretary shall serve a term of no more than two (2) years.
- D. The Treasurer shall: collect all dues and receive all monies of the organization, keep an accurate record of receipts and disbursements of the PTO, serve on the Budget Committee, and prepare a written report for each PTO meeting. Reimbursements and expenses shall be paid out in a timely manner in accordance with the budget. The Treasurer shall present a proposed budget for the following year at the May or September meeting. The Treasurer shall serve a term of no more than two (2) consecutive years.
- E. The Past President(s) shall act as an advisor to the PTO Executive Board, may attend monthly General PTO Council meetings and may serve on the Budget Committee. The treasurer-elect, if applicable, shall act as an aide to the treasurer and perform duties of the treasurer in the absence of that officer. The Treasurer-elect shall be responsible for record-keeping as assigned by the treasurer. The Treasurer-elect shall serve a term of no more than three (3) consecutive years total as Treasurer and Treasurer-Elect.
- F. No board member shall receive compensation for their service. No one person shall serve in two officer positions at the same time (President, Secretary, and Treasurer.)
- G. The President/Co-Presidents shall actively counsel with the principal.

ARTICLE VII – GENERAL MEETINGS

Section 1. A minimum of five **general** meetings of the organization shall be held during the school year.

Section 2. The Annual Meeting for elections shall be held each year in May.

Section 3. Special General Meetings of the organization may be called by the President, or upon the written request to the president of at least ten (10) members. This request must state the purpose of the meeting and a notice to that effect must be issued. Notice of any special meeting shall be made not less than forty-eight (48) hours prior to said meeting.

Section 4. The order of business of the meetings will be substantially as follows:

1. Call to order
2. Review and approval of minutes
3. Statement of Treasurer
4. Reading of Communication
5. Reports and their disposal
 - a. Principal's Report
 - b. Student Leadership Report
 - c. President's Report
 - d. President - Elect's Report

- e. Standing Committees
- f. Special Committees
- 6. Unfinished Business
- 7. New Business
- 8. Announcements
- 9. Adjournment

Section 5. In a general meeting each paid household membership is entitled to one (1) vote. This refers both to the general membership and the Executive Board.

Section 6. The presiding officer at any general meeting, special meeting or Executive Board meeting shall not vote except in the case of a deadlock.

Section 7. Motions shall be passed by a simple majority of members present.

ARTICLE VIII – NOMINATIONS AND ELECTIONS OF THE EXECUTIVE BOARD

Section 1. Nominations

- A. A Nominating Committee shall be appointed by the President(s). It shall consist of the President(s)-Elect and at least two (2) other members of the organization, in addition to the Principal. This committee shall present the slate in writing at a regularly scheduled meeting at least thirty (30) days prior to the general meeting set for elections (the “Annual Meeting”).
- B. The Nominating Committee shall select at least one (1) nominee for each office. The consent of all nominees must be secured before such name is placed in nomination.

Section 2. At the Annual Meeting, the President or President-Elect shall present the slate of nominees for election. Additional nominations may be made from the floor at this time with the nominee’s consent.

Section 3. Elections shall be determined by a simple majority vote of those members present.

Section 4. A vacancy of one Co-President shall be filled by the Co-President. If there is only President, it shall be filled by the Secretary. Other vacancies on the Executive Board shall be filled by an appointment presented by the President at a regularly scheduled PTO meeting and confirmed by a vote of the members present at the next regularly scheduled meeting. The new office holders shall remain until the end of the original term of office.

Section 5. Newly elected Executive Board members shall take office at the Annual Meeting.

Section 6. Removal of an officer of the Executive board can be performed with, or without cause by the following procedure:

- A. Commencement of a special meeting as set forth in Article VI Section 3A
- B. Prior notice shall be given to the Board Member whose status is questioned.

- C. Removal can occur by a vote of a simple majority.

ARTICLE IX - STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees

- A. Standing Committees are permanent committees constituted to perform a continuing function.
- B. The chairperson/co-chairperson(s) of each standing committee shall be appointed annually by the Executive Board.
- C. The chairperson or co-chairpersons of each standing committee shall comprise the General PTO Board.
- D. The chairperson(s) of all standing committees shall present work plans to the Executive Board for approval, and no committee's work shall be undertaken without the approval of the Executive Board.

Section 2. Special Committees

- A. A special (or *ad hoc*) committee is a committee appointed, as the need arises, to carry out a specified task, at the completion of which (or presentation of its final report) it automatically ceases to exist.
- B. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.
- C. The Executive Board shall appoint special committees as deemed necessary to carry out the work of the organization and shall determine the number of members on such special committees.
- D. The President(s) shall be an ex-officio member of all special committees except the Nominating Committee.

ARTICLE X – CONFLICT OF INTEREST

The purpose of this conflict of interest policy is to promote transparency within the Parent Teacher Organization (PTO) of BHHS, when it is contemplating entering into a transaction or arrangement that might benefit the financial or personal interest or concern of an officer or board member. The terms 'interest' and 'concern' include any entity or person other than this organization.

All Board Members will fully disclose any conflict of interest in any matter before the board.

All Board Members that disclose a conflict of interest will withdraw from any lobbying. Once a motion is presented, all Board members that disclose a conflict of interest will withdraw from any discussion and voting.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of the PTO, all PTO funds should be used to pay any outstanding bills and, with membership's approval, gifted for the benefit of the school. Any remaining funds beyond that must be used for the benefit of an organization with tax-exempt, non-profit status, as voted on by a simple majority at a PTO meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws.

ARTICLE XIII - AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the organization by a 2/3 (two-thirds) vote of the eligible voting members present, provided that notice of the proposed amendment shall have been given at least 25 days prior to the meeting at which action is to be taken, and provided that the amendment is not in conflict with the Bylaws of the Bloomfield Hills PTO Council.

Section 2. The President shall appoint a Bylaws Committee to review and/or revise these Bylaws not less than once every four (4) years.

ARTICLE XIV - ADOPTION OF BYLAWS

Section 1. These Bylaws were adopted by the Parent Teacher Organization of BLOOMFIELD HILLS HIGH SCHOOL on May, 2012 (original date), and replace any and all previous Bylaws of the PTO.

Section 2 Amendments or additional adoptions of these Bylaws shall state, as a section of the text of such changes or additions, the date of adoption.

Section 3. These Bylaws were amended September 24, 2020 (revision date).