

**BYLAWS OF THE PARENT TEACHER ORGANIZATION OF
WEST HILLS MIDDLE SCHOOL
BLOOMFIELD HILLS SCHOOL DISTRICT**

Draft October 16, 2013

ARTICLE I NAME

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

ARTICLE II PURPOSE

The PTO is organized for the purpose of supporting the education of children at West Hills Middle 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.
7. To plan and implement fundraising for community service projects in compliance with Article III, Section 4.

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 be charged with the responsibility for accurately reporting information, communication and policies of the PTO Council.

Section 4. Any funds raised to be donated to existing charitable organizations, or to those entities deemed necessary, must be approved by a majority vote of members present at a general meeting or a special general meeting.

ARTICLE IV GENERAL MEMBERSHIP

Section 1. Any parent or guardian of a registered student attending West Hills Middle School may become a member upon payment of annual dues.

Section 2. The teachers and administrators of West Hills Middle 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). 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 family basis. Parents/guardians living in different households are entitled to one membership per household.

Section 3. All PTO Board members, including special and standing committees and chairpersons, 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 may consist of, but not limited to, the following officers: President(s), President(s)-Elect, Co-President, Secretary, Treasurer, Treasurer-Elect and Past President(s).

A. The principal (s) shall serve as non-voting member of the executive board

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 authority as established in Article VI, Section 2, C.
- E. To create committees and appoint their chairpersons.
- F. To review the plans of the standing committees, for compliance with the role of the PTO.
- G. To appoint an audit committee, at the Executive Board's discretion, to examine the books of the PTO, as needed.
- H. Has the responsibility of appointing those positions necessary to carry out the duties of the PTO, included, but not limited to, vice-presidents.

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. Notice of any special meeting shall be made not less than twenty-four (24) hours prior to said meeting.
- 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, via electronic communication, or via telephone conferencing. The President(s) shall not vote except in the case of a deadlock.

Section 4. Budget Committee

- A. The Budget Committee shall consist of at least 2 people drawn from the Executive Board, including Treasurer and President(s) or President-elects
- 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 regularly scheduled PTO meeting, no later than October of the current year. Any expenditure not approved in current budget shall be voted on and approved by a simple majority at monthly meetings.

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 monthly 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) consecutive years**. The President(s) **or designee** shall make available to PTO members and the Executive Board a copy of the current bylaws 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 **no more than (1) one 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.
- 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 an updated 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, may serve on the Budget Committee, and may fulfill the role of the President in the case there is no President-elect.

F. The Treasurer-elect 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 one (1) year.

G. The Principal shall be available for counsel to the executive board upon request.

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 election of Officers shall be held each year in the spring.

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 fifteen percent (15%) of the 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 twenty-four (24) hours prior to said meeting.

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

1. Call to order
2. Reading and approval of minutes
3. Statement of Treasurer
4. Reports and their disposal
 - a. Principal's Report
 - b. President's Report
 - c. Committee Reports
5. Unfinished Business
6. New Business
7. 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.

CONFLICT OF INTEREST (ADD #)

Section 1. Any Board or General member of this organization that has a conflict of interest, shall make the conflict known and shall abstain from voting on any motion whereas the conflict is present. This shall be recorded in the meeting minutes.

A. a conflict of interest is defined as any interest secondary to the primary interest of this organization that could reasonably affect the judgment of an individual in regards to this organization. This includes, but is not limited to, financial or personal gain.

ARTICLE VIII NOMINATIONS AND ELECTIONS OF THE EXECUTIVE BOARD

Section 1. Nominations

A. The President(s) shall appoint a Nominating Committee. It shall consist of one officer and at least two (2) other members of the organization. This committee shall present its slate in writing at a regularly scheduled meeting at least twenty-five (25) days prior to the general meeting set for elections.

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 Election Meeting, the Officer 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 on the Executive Board shall be filled by an appointment presented by the President(s); or in the absence of a president, president-elect, in the absence of a president-elect, past president; at a regularly scheduled PTO meeting and confirmed by a vote of the members present.

Section 6. Newly elected Executive Board members shall take office at the last meeting of the year.

ARTICLE IX STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees

A. Standing Committees *exist* to perform a specific function.

- B. The chairperson/co-chairperson(s) of each standing committee shall be appointed annually by the Executive Board.
- C. Committees shall report their progress at regular PTO meetings.

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 DISSOLUTION

In the event of the dissolution of the PTO, all PTO funds should be used to pay any outstanding bills and reimbursements. All funds remaining prior to dissolution will be dispersed prior to dissolution in compliance with Article II, Article VII, Section (s) 3,6, 7 and Article VI, Section 2, and Article IX, Section 2.

ARTICLE XI PARLIAMMENTARY 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 XII AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the organization by a 2/3 (two-thirds) vote of the members present and voting, 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.

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 XIII ADOPTION OF BYLAWS

Section 1. 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 2. These Bylaws were adopted by the Parent Teacher Organization of West Hills Middle School on February 9, 1998, and replace any and all previous Bylaws of the PTO.

Section 3. These Bylaws were amended on October 12, 2009.

Section 4. Article VII, Section ? Amended November 8, 2010

Section 5. These bylaws were reviewed and adopted by the Parent Teacher Organization of West Hills Middle School on _____ and replace any and all previous bylaws of the PTO.