

January 14th, 2019

BARNARD ELEMENTARY PARENT TEACHER ORGANIZATION
CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

This organization shall be called the Barnard Elementary Parent Teacher Organization or the Barnard PTO

ARTICLE II - MISSION

The mission of the Barnard PTO shall be to enhance the Barnard Community and to assist the school in providing the best educational opportunities for our children.

ARTICLE III - MEMBERSHIP

The membership of the Barnard PTO shall consist of:

- A. Any person with a child enrolled in Barnard Elementary School
- B. All Barnard Elementary staff

ARTICLE IV - OFFICERS, ELECTIONS AND DUTIES

Section 1 - The officers of the PTO shall be: two co-presidents, one vice president, two co-treasurers and one secretary. However, if nominations are not sufficient to elect a board of 6, the board may operate with no less than a president, secretary and treasurer; ensuring that there are a minimum of 3 individuals on the board. This minimum number should only be used in circumstances to prevent the board from dissolution, and the board should be able to demonstrate that every attempt was made to recruit a full board. In cases where the board votes and there is a tie, the co-presidents break the tie. If that results in a further tie, the school principal shall be the tiebreaker. All listed position responsibilities can be delegated to other board members if the majority of the board agrees, as long as all responsibilities are being handled by someone on the board. The officers will assume their responsibilities on August 1st. Their term shall continue to July 31st of the following year.

A. CO-PRESIDENTS

1. The Co-Presidents shall preside at all meetings of the PTO and Executive Board and shall have overall authority over the work of the PTO and will provide agendas at scheduled PTO meetings.
2. It shall be the responsibility of the Co-Presidents to secure a qualified individual, independent of the Executive Board, to review the financial records of the PTO in a timely manner at the end of the school year.

B. VICE-PRESIDENT

1. The Vice-President is responsible for obtaining reports from the committee chairpersons and overseeing all committee activities.
2. The Vice-President shall reconcile the financial records of the PTO and serves as head of the nominating committee.

C. CO-TREASURERS

1. The Co-Treasurers will maintain the bank balance and will file any

- necessary tax documents.
2. The Co-Treasurers will oversee the deposit of monies from PTO projects.
 3. The Co-Treasurers will pay all bills. Either of the Co-Treasurers or the Co-Presidents may sign checks.
 4. The Co-Treasurers, or designated substitute, will present a Treasurer's Report at each meeting.
 5. At the end of the school year, the Co-Treasurers will be responsible for a financial statement, a budget proposal for the following school year and provide assistance to the reviewer.

D. SECRETARY

1. The Secretary is responsible for: bringing the agenda to the meetings, keeping the minutes of the PTO meetings, maintaining a list of action items, presenting typed minutes at each PTO meeting and posting the typed minutes on the PTO bulletin board/social media page. The Secretary will also maintain a record of all minutes from PTO meetings.
2. The Secretary shall inform the PTO of the results from the election of officers.

Section 2a - EXECUTIVE BOARD

- A. The Executive Board shall consist of the officers of the PTO. Board members are requested to attend all PTO functions.
- B. A board meeting may be called by the President or at the request of a member of the board. There will be no minutes taken at board meetings.
- C. If any officer resigns for any reason, he/she forfeits his/her position on the Executive Board.

SECTION 2b - REMOVAL OF AN EXECUTIVE BOARD MEMBER OR CHAIRPERSON

- A. Any member can make a motion to remove an executive board member, chairperson or subcommittee chairperson due to any of the following causes:
 - i. Absenteeism: Absent from three (3) or more consecutive meetings (pre-arranged absences can be excused if approved by a majority vote of the Executive Board excluding the Executive Board member who is having the pre-arranged absence).
 - ii. No confidence: Due to a person's failure to fulfill duties, a perceived diminished ability to fulfill duties, or conduct which the PTO determines to be distracting or harmful to their position, the school, the students, or the PTO organization and its purposes.
- B. The motion of removal of a person from office can be made at any regular or special meeting called for that purpose, however the vote on the motion must be held at a subsequent regular or special meeting.

- C. Any person subject to a motion of removal shall be entitled to written notice (via U.S. Mail using Certified Mail), at least five (5) calendar days prior to the meeting date at which such motion is to be voted upon, and shall be entitled to appear before and be heard by the members present at that meeting.
- D. The motion of removal will either pass or fail with a 2/3 majority vote from the Executive Board members with the Barnard Elementary Principal voting in the place of the named board member who is being voted on.
- E. If a motion passes resulting in a person being removed from office all records, binders, and other materials pertaining to the position shall be turned over to an Executive Board member at that time.

SECTION 3 - ELECTION OF OFFICERS

- A. The Vice-President in March shall present a slate of officer candidates for the coming year.
- B. Nominations will be accepted from the floor in April. Nominees from the floor must be present to accept. Nomination will be closed after the April PTO meeting.
- C. All nominees shall have stated they are willing to serve, if elected.
- D. Officers shall be elected annually by ballot, only when there are sufficient nominees to merit an election for a specific role(s).
- E. Officers shall be elected by ballot in April. One ballot will go home with each student enrolled at Barnard Elementary, as well as one per staff member at Barnard Elementary. These ballots will be given to each students teacher and will be the responsibility of the teacher to distribute accordingly. Online voting systems can be utilized if agreed to by a 2/3 majority vote from the Executive Board. If an online voting system is used, one ballot will be sent via e-mail to every parent/staff member with a listed e-mail address supplied by the front office at Barnard Elementary School.
- F. The Vice-President will send out results of voting in a timely manner.
- G. The Vice-President, along with at least one other board member, and one teacher representative (if available) shall count the votes. Until such time as votes are counted, all ballots are to remain sealed in a manner consistent with the voting procedures.
- H. Nominees may not be spouses or two adults residing in the same household.
- I. One week before the nominees present themselves at the April PTO meeting, the Vice-President shall announce the nominees. If any nominees choose to withdraw from the election during that week period resulting in a vacant role, other nominees may be asked to fill in that vacant role. No additional nominees shall be accepted after the announcement has been made.

SECTION 4 - VACANT POSITIONS

- A. In the event that an elected position is left open, due to a lack of nominees in April, such office shall be filled upon a majority vote of the Executive Board.
- B. When a vacancy occurs in an elected office, the unexpired term of such office shall be filled upon majority vote of the Executive Board.

ARTICLE V - TEACHER REPRESENTATIVE(S)

- Section 1 - The Teacher Representative(s) shall be chosen by the Barnard Staff.
- Section 2 - The Teacher Representative(s) shall report to the PTO the educational needs of the school.
- Section 3 - The Teacher Representative(s) shall report to the staff, the decisions and recommendations of the PTO.

ARTICLE VI - PARLIAMENTARY PROCEDURE

- Section 1 - Anything to be voted upon shall follow parliamentary procedure.
- Section 2 - In cases where issues need to be voted on between PTO meetings, the Co-Presidents may elect to call an Executive Board meeting or to use the telephone/e-mail tree voting method.

ARTICLE VII - PTO MEETINGS

The meetings of the PTO shall be held on a regular basis throughout the school year.

ARTICLE VIII - BY-LAWS

The By-laws must be amended or revised as follows:

Amendments or revisions must be presented as new business at a regular PTO meeting and then must be posted on the PTO bulletin board/social media page. The proposed amendment will be voted upon at the next PTO meeting as old business. Amendment or revision of the by-laws requires a two-thirds ($\frac{2}{3}$) majority vote of the members present at the PTO meeting.

ARTICLE IX - STANDING RULES

- Section 1 - PTO member shall conduct themselves in a courteous and respectful manner during PTO meetings.
- Section 2 - Any PTO member requesting reimbursement for budgeted PTO expenses must present a receipt or have the PTO billed directly.
- Section 3 - Any request for the disbursement of funds, outside the budget, shall be presented for a vote by any PTO member at a PTO meeting. In case where the disbursement needs to be made between PTO meetings, the Co-Presidents may elect to call an Executive Board meeting or to use the telephone tree/e-mail tree voting method. All such disbursements will be reported at the next PTO meeting.
- Section 4 - Any surplus monies, from whatever source, belonging to the PTO shall revert to the general fund for reallocation to the PTO budget for the following school year.

- Section 5 - Liability insurance is required to be maintained by the board unless otherwise covered by a district policy.
- Section 6 - Any expenditure over \$500 requires dual signatures from one Co-Treasurer and one co-signer on the bank account.

ARTICLE X - COMMITTEES

- Section 1 - Each committee chairperson shall submit in writing, to the Vice-President, a report outlining the activities of their committees.
- Section 2 - Committees will be established and abolished by the Executive Board.

ARTICLE XI - DISSOLUTION

In the event that BARNARD ELEMENTARY PARENT TEACHER ORGANIZATION is dissolved for any reason, all assets including any real and/or personal property shall be distributed to the general operating fund of the Barnard Elementary School 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. Any assets not so disposed of shall be distributed to another public school in Troy, Michigan to be used exclusively for educational purposes under exempt purposes within the meaning of section 501(c)(3) or the corresponding section of any future federal tax code. Such school shall be determined by a 2/3 majority vote of the general membership of the Barnard School Parent Teacher Organization. If such determination cannot be made by said membership, the Troy School Board shall have jurisdiction to determine which public school in Troy will receive the remaining assets to utilize accordingly.

ARTICLE XII - CASH HANDLING POLICY

Section 1 - Paying with Cash

- i. Barnard Elementary PTO does not maintain a petty cash account and cannot pay cash for PTO purposes.

Section 2 - Accepting Cash Payments

- i. Barnard Elementary PTO does accept cash for payments made to the PTO.
- ii. Barnard Elementary PTO does accept checks made payable to Barnard Elementary PTO.
- ii. When possible, two people should be present when cash is being handled or counted.
- iii. A PTO Deposit Form should accompany any and all deposits. The form should be filled out completely. The form should indicate the applicable committee/project/group benefiting from the fundraiser.
- iv. Deposits should be kept secured in the school front offices or PTO safe until they are processed and deposited. Cash is not to leave the premises, unless by a Co-Treasurer taking the money to be immediately deposited into an offsite bank account. In the event that money is collected at an offsite event not on Barnard Elementary property, the money is to go home with a Co-Treasurer or other co-signer on the bank account, to be deposited into PTO bank account on the next available business day.
- v. Funds received are to be fully deposited and not used for any other purpose to ensure appropriate accounting for all transactions.