

# **SIEBERT ELEMENTARY SCHOOL PARENTS TEACHERS ORGANIZATION (PTO) BYLAWS**

## **ARTICLE I – Name**

The name and location of this organization shall be the Siebert School Parents/Teachers Organization (herein after “Siebert P.T.O.” or “P.T.O.”)

## **ARTICLE II – Purpose**

This organization shall be a non-profit organization. The purpose shall be to provide a channel of communication for closer cooperation between parents, teachers and the school administration. It will provide a forum wherein understanding may be found and problems related to PTO concern may be debated.

This organization shall promote positive school/community relationships that enhance our children’s educational environment. We will promote the welfare of all children attending Siebert Elementary School by speaking on behalf of its members to school administrators and representing its constituency, as necessary, to municipal officials and agencies.

The policies shall be developed through meetings, conferences, and committees and shall not direct or control the administrative activities of the school.

## **ARTICLE III – Membership**

All parents and legal guardians of students attending Siebert Elementary School, teachers and teaching staff of the school are members of this organization. Parents/guardians of students and staff have voting privileges.

## **ARTICLE IV – Administration**

The management of this organization shall be vested in a board of directors to be elected by the members of the PTO.

The organizational year shall coincide with the school year. Elected officers will begin their term on June 1 for the following school year.

The fiscal year shall begin on July 1 and end on June 30, which is consistent with the fiscal year of the Midland Public Schools.

Roberts’s Rule of Order, Newly Revised, shall govern this organization in all cases to which they are applicable.

All board of directors meetings shall be open to all members.

In the event of the dissolution of this organization, any assets of the PTO shall be turned over the administration of Siebert Elementary School (or its successor) for such disposal as the said school shall determine.

## **ARTICLE V – Fundraising**

The Siebert Elementary PTO has traditionally sponsored activities which generate money used by the PTO to provide programs, equipment, assemblies, field trips, or other activities for the benefit of the students and faculty of Siebert Elementary School. Fundraising activities to support said activities may be conducted from year to year based on the consensus of the board of directors. The executive board must approve of all fundraising activities, and be informed before the submission of grant proposals.

## **ARTICLE VI – Board of Directors**

### **Section 1 – Membership**

The board of directors shall be composed of not more than 20 members consisting of up to 17 parents, 2 teacher representatives, and the school principal.

Four of the members shall be elected as the executive officers at an annual meeting of the membership as provided below. The remaining parents will be appointed by the president to chair the standing committees and such other committees as may be determined by the president from time to time, or to serve as “at large” members.

### **Section 2 – Meetings**

Regular meetings of the PTO Board, open to all members; the frequency and the time to be fixed by the current PTO Board during the school year. These meetings shall be open to all members. At these meetings the board shall: discuss problems brought to its attention by parents or faculty, review finances, discuss programs which may be of benefit to the students, parents, or faculty of the school, and handle such other business as shall properly come before the meeting. Special meetings of the PTO Board may be called by the president or by a majority of the PTO Board.

The executive board will designate the number of people required to have quorum at board meetings based upon the average number of attendees at all PTO meetings during the previous school year. This number will be announced at the first meeting of each school year. The designated number of PTO Board Members shall constitute a quorum at any given organization meeting provided written notice of such meeting has been given. Any vote requires that a quorum of the PTO Board be present.

### **Section 3 – Executive Board of Directors**

The elected President, Vice-President, Secretary and Treasurer shall comprise the Executive Board of Directors for the Siebert Elementary PTO.

### **Section 4 – Nomination for Executive Board of Directors**

Any member of the PTO can make the nomination of officers. Nomination should be communicated to the current President and/or Principal. Only those nominees who have consented to serve, if elected, shall be placed on the ballot. There shall be only one member nominated per family.

#### Section 5 – Electing Executive Board of Directors

The membership will elect and approve the executive officers at the April or May meetings. Elections may be conducted by a voice vote, show of hands, or written ballot at the discretion of the president. An unopposed slate shall be presented to the membership for approval by voice vote at the April or May meeting. Newly elected officers shall take office on June 1.

Officers elected or appointed shall serve a term of one year unless prevented by a reason deemed necessary by the board. No person elected or appointed shall serve more than two consecutive terms in the same office unless approved by vote of the board. The Board may fill, by appointment, any vacancy occurring during the year.

#### Section 6 – Committees

Standing committees for this organization shall be as follows:

- Accelerated Reader Coordinator
- Purchase Incentive Coordinator
- Focus Project Coordinator
- Fundraising Coordinator
- Hospitality Coordinator
- Parent Information Committee
- School Improvement Parent Representative
- Volunteer Coordinator
- Yearbook Coordinator

Additional committees may be appointed by the president from time to time at his or her discretion and all committee chairpersons shall be approved by the president

#### Section 7 – Office Vacancies

In case a vacancy occurs in the office of the president, the vice-president shall assume the office of president, and a vice-president shall be appointed by the new president with the approval of the board of directors. In the event any other vacancy occurs on the board of directors during the year, the same may be filled by appointment of the president.

### **ARTICLE VII – Duties of Officers**

#### Section 1 – President

The president shall preside at all meetings of the organization and of the PTO Board and shall be a member, ex-officio, of all committees. The president or a designated alternate

shall represent the Siebert Elementary PTO to other groups in the community. The president shall perform all other duties pertaining to the office.

#### Section 2 – Vice-President

The Vice-President shall act as an assistant to the president and shall perform the duties of the president in the absence of that officer. The vice-president also organizes any special programs for the general membership (i.e. spring clean-up, spring event or other events), and family fun events.

#### Section 3 – Secretary

The Secretary shall keep an accurate record of all meetings of the organization and of the PTO Board and shall perform such other duties as may be delegated. The Secretary shall be responsible for written correspondence on behalf of the PTO. The secretary shall assume custody of all communications, papers, and documents belonging to the organization.

#### Section 4 – Treasurer

The Treasurer shall receive all monies of the organization, shall keep accurate records of the receipts and expenditures, and shall pay out funds only as authorized by the PTO Board of the organization. The Treasurer shall present a statement of accounts to every meeting of the Board.

The Treasurer shall be responsible for preparing or having prepared all required filing with the State of Michigan and the Internal Revenue Service in accordance with non-profit organization status. This includes, but is not limited to, annual reports, and Form 990 (or its replacement). Treasurer and all members of the PTO will abide by MPS money handling protocols.

### **ARTICLE VIII – Amendments**

These Bylaws may be amended by a majority of all voting members present at the April or May meeting when elections are held for executive board members, provided the amendments have been present in writing at least 14 days prior to the vote. Voting may be conducted by a voice vote, show of hands, or written ballot at the discretion of the president.

### **ARTICLE VI – Effective Date**

These restated bylaws shall become effective upon an affirmative 2/3 vote of the members present and voting at a general meeting of the membership, providing that notice of the proposed adoption and copies of these restated bylaws have been provided members at least two weeks prior thereto and have been reviewed and approved by the board of directors at a meeting prior to the sending of such notice.

Revised and Approved by the PTO Board on September 2017.