

# **By-Laws for the Walter R. Bemis Elementary School Parent-Teacher Organization**

*These bylaws were amended and approved on November 10, 2023.*

## **ARTICLE I: NAME**

The name of this organization is the Walter R. Bemis Elementary School Parent-Teacher Organization (the "PTO").

## **ARTICLE II: ARTICLES OF ORGANIZATION**

The PTO exists as an unincorporated association of its members and is governed under the Internal Revenue Code Section 501(c)3. Its "Articles of Organization" comprise these bylaws, and may be amended from time to time.

## **ARTICLE III: DEFINITIONS**

Section 1. Executive Board shall consist of all elected officers.

Section 2. Executive Council shall consist of all elected officers, the chair-person(s) of all standing committees, the Principal, and not more than two (2) staff member liaisons, appointed by the Principal.

Section 3. Standing Committees shall be determined as needed by the Executive Board, and shall be announced to the PTO membership.

Section 4. The Fiscal Year of the organization shall begin on July 1 and end on the following June 30.

## **ARTICLE IV: OBJECTIVES**

Section 1. The objectives of the PTO are:

- a. To promote the welfare of students at school, in the community and at home.
- b. To work collaboratively with teachers, students and staff to enhance the educational and community experience of every student.

Section 2. The objectives of the PTO are achieved through meetings, programs, events, committees, and projects and are governed and qualified by the basic policies set forth in Article V.

## **ARTICLE V: BASIC POLICIES**

The following are the basic policies of the PTO:

- a. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the PTO or the names of any members in their official capacities shall not be used in connection with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the PTO.
- c. Upon majority vote, the PTO may engage in activities which influence legislation and matters which affect the welfare and education of the children. However, the PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
- e. The PTO may cooperate with either organizations and/or agencies concerned with child and youth welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless authorized by the Executive Board.
- f. In the event of the dissolution of the PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(C)(3) of the Internal Revenue Code of 1954, as amended, and all assets will revert to the Walter R. Bemis Elementary School.
- g. The PTO incorporates all provisions of the Michigan Compiled Law Section 450.2209 (Act 162 of 1982) that limits the liability of directors or volunteer officers of the PTO except those acts of said directors or volunteer officers that are intentional criminal acts, or acts that violate these organizational Bylaws.

## **ARTICLE VI: MEMBERSHIP AND DUES**

Section 1. Any current Bemis Parent/Guardian, Principal and/or Teacher is a member of the PTO, subject to compliance with the provisions of these bylaws.

Section 2. Membership in this organization shall adhere to the Michigan Elliot Larsen Civil Right Act (PA 453 of 1976), prohibiting discrimination.

Section 3. Members of the PTO shall be eligible to vote at its regularly scheduled meetings or to serve in any of its elected or appointed positions.

Section 4. Any nonmember guest must introduce themselves to the President prior to the start of the meeting. If time allows a nonmember guest may be recognized to speak.

Section 5. Any handouts must be presented to, and approved by the President in advance of the meeting.

Section 6. Membership in the PTO is free. No dues shall be required for membership in the PTO.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

Section 1.

a. The officers of the PTO shall consist of a President, no more than three (3) Vice-Presidents, Secretary, Treasurer and Assistant-Treasurer, hereinafter referred to as the Executive Board.

b. Officers shall be elected annually at a regularly scheduled PTO meeting in May or June, but no later than the end of the school year. Notice of the PTO Elections shall be announced at the prior regularly scheduled PTO Meeting.

c. Officers shall assume their official duties on July 1. All officers shall serve for a term of one year or until the election of their successors.

d. A person shall not be eligible to serve on the Executive Board more than two consecutive terms in the same office.

Section 2.

a. Any PTO member wishing to seek membership on the Executive Board may be nominated from the floor at the scheduled election meeting referred to in Section 1(b) of this Article. Individuals may also self nominate for the Executive Board.

b. Only those persons who have signified their consent to serve if elected shall be nominated for/or elected to such office.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the remaining members of the Executive Board. If a vacancy occurs in the office of President, the Secretary shall call an Executive Board meeting for the purpose of filling this vacancy from the Board for the remainder of the term. All appointees shall be approved by a majority vote of the Executive Board.

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the PTO, the Executive Board and the Executive Council. The President shall perform such other duties as may be prescribed in these bylaws or as assigned by the PTO or by the Executive Board or Executive Council.

Section 2. The Vice-President(s) shall act as aide(s) to the President. The specific duties of the Vice-President(s) shall be designated by the President. In the absence of the President, one of the Vice-Presidents shall be designated by the President to preside over any meetings.

Section 3. The Secretary shall record the minutes of all meetings of the PTO, of the Executive Board and of the Executive Council and shall perform such other delegated duties.

Section 4. The Treasurer shall have custody of all of the funds of the PTO. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget or as authorized by the PTO or the Executive Board. The Treasurer shall present a financial statement at every other regularly scheduled PTO meeting of the PTO and at other times when requested by the Executive Board and shall make a full report at the end of the fiscal year. In meetings where financial statements are not presented, material changes to the income statement shall be shared. Material is defined as any dollar amount greater than \$500. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of these by-laws. The Treasurer's accounts shall be examined periodically by an auditor. The auditor shall be appointed by the Executive Board and/or the President. The Treasurer may have a co-treasurer(s) support their role as the executive board sees fit.

Section 5. The Assistant Treasurer shall collect all monies and complete the deposit form and deposit all funds into an interest-free checking account at the PTO Banking Institute. The Assistant Treasurer shall assist the Treasurer at the Treasurer's discretion. An appropriate segregation of duties between the treasurer and assistant treasurer shall exist.

Section 6. All officers shall:

- a. Perform the duties in accordance with Robert's Rules of Order and as outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material on the day following the last official school day except that the Treasurer shall deliver all official material to her/his successor during the first week of July.

## **ARTICLE IX:STANDING AND SPECIAL COMMITTEES**

Section 1. The Executive Board may create such additional committees to those listed in Article III, Section 3 as it may deem necessary to promote the objectives and carry on the work of the PTO. The Executive Board shall consider recommendations for Chair-persons but may appoint, at its discretion, the Committee Chair-person(s). The term of each Chair-person(s) shall be one year or until the selection of her/his successor.

Section 2. No committee work shall be undertaken without the consent of the President of the Executive Board.

Section 3. The power to form special committees and appoint their members rests with the Executive Board.

Section 4. The President shall be a member ex-officio of all committees.

**ARTICLE X: EXECUTIVE BOARD**

Section 1. The duties of the Executive Board shall be:

- a. To transact the necessary business in the intervals between regularly scheduled PTO meetings and such other business as may be referred to it by the PTO.
- b. To create Committees.
- c. To approve the plans and work of the Committees.
- d. To prepare and submit a budget to the PTO for approval for the Fiscal Year.
- e. To approve expenditures up to \$500 by a majority vote of the Executive Board.

Section 2. Meetings of the Executive Board shall be held periodically. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

**ARTICLE XI: MEETINGS**

Section 1. Regularly scheduled meetings of the PTO shall be held as designated by the Executive Board. Ten (10) days advance notice shall be given.

Section 2. Ten (10) members present at a regularly scheduled meeting shall constitute a quorum for the transaction of business in any meeting of the PTO.

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Revised shall be used to guide the President in all cases in which they are applicable and in which they are not in conflict with these by-laws.

**ARTICLE XIII: AMENDMENTS**

These bylaws may be amended at any regularly scheduled meeting of the PTO by a two-thirds vote of members present and voting, provided that a copy of the proposed amendment(s) shall be presented at the prior regularly scheduled meeting of the PTO, and shall be made available upon request. A special committee may be appointed to revise and present the new proposed bylaws.