

**Brighton High School
Parent Teacher Organization (PTO) Bylaws
Established – March 2003**

Mission

The purpose of the Brighton High School Parent Teacher Organization is to promote an enriched educational environment for all students, encourage parental involvement, assist administration, faculty and staff where needed to help broaden the students' potential for educational attainments.

Article I. - Name of Association

This Association shall be known as the Brighton High School PTO (Parent Teacher Organization).

Article II. - Purposes

- A. This organization shall serve as the parent involvement organization of Brighton High School.
- B. It shall seek to promote an enriched educational environment.
- C. It shall encourage parents' involvement in their children's education.
- D. It shall offer support to the staff, principals, teachers and others in the building involved in education in a variety of ways.
- E. It shall seek to facilitate good communication between staff, parents and students at Brighton High School.
- F. The organization is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax

code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article III. - Membership

- A. Any person having students attending Brighton High School shall be considered a member having the right to vote at the general membership meetings.
- B. General meetings of this organization shall be held monthly during the school year. The meeting schedules for the upcoming year shall be determined by the Executive Board and presented at the beginning of each school year.
- C. Special meetings of the members may be called by the Board or by the president. Such meetings shall also be called by the president or secretary at the written request of not less than 20 members.
- D. All membership meetings shall be held at the organization's principal's office or at any other place determined by the Executive Board and stated in the notice of the meeting.
- E. Except as otherwise provided by statute, written notice of the time, place and purposes of a membership meeting shall be given not less than ten days before the date of the meeting. Notice may be published in the organization's newsletter or on the organization's website, a newsletter or a calendar published and distributed by the Brighton High School in its normal course.
- F. Unless a greater or lesser quorum is required by statute, members present in person or by proxy shall constitute a quorum at the meeting.
- G. A member entitled to vote at a membership meeting or to express consent or dissent without a meeting may authorize other persons to act for the member by proxy. A proxy shall be signed by the member or the member's authorized agent or representative and shall not be valid after the expiration of 60 days, unless otherwise provided in the proxy. A proxy is revocable at the pleasure of the member executing it except as otherwise provided by statute.
- H. Each member is entitled to one vote on each matter submitted to a vote. A vote may be cast either orally or in writing. When an action is to be taken by a vote of the members, it shall be authorized by a majority of the votes cast by the members present either in person or by proxy.
- I. A member may participate in a membership meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

Article IV. – Officers

- A. The Officers shall consist of the President, Vice-President, Secretary and Treasurer. Two persons may be nominated and elected to fill any positions. In this instance, both people shall be given all the rights and responsibilities of the office. For the purpose of this document, any time an officer position is mentioned, it may also mean co-officer.
- B. The PTO Board shall consist of the President, Vice-President, Secretary and Treasurer.
- C. Duties and Responsibilities:
 - 1. All officers shall:
 - a. Represent the PTO at the area-wide Parent Advisory Committee Meetings (at least one officer shall attend).
 - b. Recommend appointment and dismissal of chairpersons of all Standing Committees to the PTO Board.
 - c. Submit to a background check to be performed by BAS.
 - d. Upon expiration of their term of office or in the case of resignation each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.
 - 2. The President shall:
 - a. Provide leadership for the PTO.
 - b. Preside over all meetings of the PTO.
 - c. Prepare the agendas for PTO meetings.
 - d. Serve as ex-officio member of all committees and fundraisers, except the Nominating Committee.
 - e. Maintain communication with the principal.
 - 3. The Vice-President shall:
 - a. Assume the duties and responsibilities of the President in his/her absence.
 - b. Serve as chairperson of the Nominating Committee.
 - 4. The Secretary shall:
 - a. Keep the minutes of proceedings of the PTO and provide copies for distribution to all PTO Board members at least two weeks prior to each meeting.
 - b. Handle all correspondence for the PTO.
 - c. Receive and file all minutes, financial records and reports from committees and fundraisers.
 - 5. The Treasurer shall:
 - a. Maintain a bank account in the name of the PTO with signatures of the President and Treasurer.
 - b. Receive and deposit all funds collected in the name of the PTO.

- c. Pay all bills and disbursements as directed by the PTO. If an item is in the budget the Treasurer is authorized to pay that bill without a vote.
 - d. Keep a complete, detailed record of all donations, deposits and disbursements.
 - e. Supply a written report (Income/Expense Statement) at each meeting of the PTO, giving amounts received and paid out during the period since the last meeting, a present balance, as well as balances left in budgeted line items. A copy of the monthly bank statement that is provided by the bank shall be presented to the President, Vice President and Secretary at the monthly PTO meeting.
 - f. With the PTO Board, prepare a proposed budget in April of a given school year for the following school year. This proposed budget will then be presented at the May PTO meeting for discussion, adjustment and approval.
 - g. Open the financial records for inspection at all meetings of the PTO and upon request of any member.
 - h. Keep all records, receipts, and supporting documents (income and expenses) for five (5) years.
 - i. Insure that the current year's donations are held in reserve for the next year's budget.
 - j. Submit the required federal and state of Michigan forms to maintain legal and tax exempt status: IRS 990-N or 990-EZ by 11/15/XX and Michigan Annual Report by 10/01/XX and/or other mandated forms.
 - k. Request the PTO account be examined annually or upon change of officer by an auditor or auditing committee of not fewer than three members, not including any signers on the accounts. There should be a mid-year audit performed in January, and the final yearly audit should be completed by August.
6. The Principal shall:
- a. Attend all PTO meetings.
 - b. Serve in a consultant capacity.
 - c. Assist with communication to PTO members.
7. The Teachers' Representatives shall:
- a. Attend PTO meetings.
 - b. Serve as liaison between teachers and PTO.
 - c. Coordinate obtaining nominations for the PAWS Breakfast.
- D. Nominations, Elections, Terms of Office, Vacancies
- 1. A slate of nominees for the offices of President, Vice-President, Secretary and Treasurer will be prepared by the Vice President during the month of March each year.

2. In each category there shall be an opportunity for write-in candidates to be selected.
3. To be elected, candidates must receive a plurality vote of the members casting ballots.
4. The newly elected Officers will act with the departing Officers to prepare a budget for the coming year. This budget will then be presented for approval at the May meeting.
5. Terms of office begin July 1 and are for (1) year.
6. An office or committee chair position cannot be held for more than two (2) years in succession by any one person. An exception may be made if attempts to fill the position are unsuccessful.
7. Any Officer who is not in attendance for three (3) consecutive meetings may be asked to resign.
8. To be nominated/elected as an officer of the PTO, you must have been a BHS parent for at least one year and have been an active member.
9. Should the Presidency become vacant, the Vice-President shall become President for the remainder of the year.
10. Vacancies in the offices of the Vice-President, Secretary or Treasurer shall be filled by appointment of the President with the approval of the PTO Board with the Principal.

Article V. – The Executive Board

- A. The Executive board shall consist of the PTO Board and Principal
- B. The Executive Board shall:
 1. Be the governing body of the PTO.
 2. Assist the President in conducting the business of the PTO.
 3. Establish a yearly program of activities and fundraisers for the PTO and appoint committee heads for same.
 4. Recommend priorities for use of the funds raised by the PTO, final determination to be by vote of the attending membership.
 5. Act upon recommendations for appointments and dismissals made by the President.
- C. Special meetings of the Board may be called by the president or any two Board members at a specified time as determined by those persons authorized to call special meetings. Notice of the time and place of special meetings shall be given to each Board member in any manner at least three days before the meeting.
- D. The attendance of a Board member at a Board meeting shall constitute a waiver of notice of the meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. In addition, the Board member may submit a signed waiver of notice that shall constitute a waiver of notice of the meeting.

- E. A Board member may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.
- F. A majority of the Executive Board members then in office constitutes a quorum for the transaction of any business at any meeting of the Board. Actions voted on by a majority of Executive Board members present at a meeting where a quorum is present shall constitute authorized actions of the Executive Board.
- G. Any action required or permitted to be taken pursuant to Executive Board authorization may be taken without a meeting if, before or after the action, all Executive Board members consent to the action in writing or via email. Written consents shall be filed with the minutes of the Board's proceeding meeting or with Treasury notes, whichever is more appropriate.

Article VI. – Committees

- A. The Board, by resolution adopted by a vote of a majority of its members, may designate one or more committees, each committee consisting of one or more members for such purposes as the board deems appropriate. A committee designated by the Board may exercise any powers of the Board in managing the corporation's business and affairs, to the extent provided by resolution of the Board.
- B. Committees shall meet as necessary, as determined by the Committee or as directed by the Board.
- C. Any action required or permitted to be taken pursuant to authorization of a committee may be taken without a meeting if, before or after the action, all members of the committee consent to the action in writing. Written consents shall be filed with the minutes of the committee's proceedings.
- D. Vacancies of a Committee Chairperson shall be filled by the Executive Board, without resolution required.
- E. Standing Committees are those committees that the PTO will strive to sustain year to year. They are:
 - 1. AP Testing Snacks and Volunteers,
 - 2. State Testing Snack Coordinator,
 - 3. Registration,
 - 4. Staff Appreciation,
 - 5. Student Recognition-PAWS,
 - 6. Student Recognition- Academic Letter
 - 7. Volunteer List Coordinator, and
 - 8. Mock Accident.
- F. Each Committee Chairperson shall submit a report to the President of the committee's activities for the prior year; this will be presented at the

general meeting and be filed by the Secretary in the minutes, by June 30 of each school year.

Article VII. – Document Procedure

All corporate documents shall not be signed by any officer, designated agent, or attorney-in-fact unless authorized by the board or by these bylaws. These obligations to include: agreements, insurance and annuity contracts, checks, notes, and disbursements of funds.

This organization shall not enter into any contract or loan for the purpose of borrowing funds from any banking or commercial institution.

Article VIII. – Fiscal Year

The fiscal year of the corporation shall begin July 1st and end June 30th of each year.

Article IX. - Amendments

These By-Laws may be amended at any meeting of the PTO with a two-thirds (2/3) simple majority vote of the members present.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called on April 1993 and shall take effect immediately.

Revised:

March 2003

May 2005

May 2008

March 2011

April 2015

February 2019

May 2020