

**ORION OAKS ELEMENTARY SCHOOL**  
**Orion Oaks PTO**  
**By-Laws**

**ARTICLE I – NAME, & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Orion Oaks Elementary PTO. The PTO is a registered nonprofit corporation located at Orion Oaks Elementary School 1255 Joslyn Road Lake Orion, MI 48360

**Section 2: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at Orion Oaks Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Orion Oaks Elementary through volunteer and financial support.

**Section 3: ARTICLES OF INCORPORATION** - The articles of incorporation of this association were filed with the Michigan Department of Regulatory Affairs on August 1, 2018 and hereby incorporated as a non-profit organization and are adopted in their entirety as part of the by-laws of the association.

**ARTICLE II – MEMBERSHIP/COMMITTEES**

**Section 1: MEMBERSHIP** -Any parent or guardian of a student at Orion Oaks Elementary School may be a member and shall have voting rights. The principal and any staff member employed at Orion Oaks Elementary School may be a member and have voting rights. Membership shall be automatically granted to all parents and guardians of Orion Oaks Elementary students, plus all staff at Orion Oaks Elementary. There are no membership dues. Members have voting privileges, one vote per household.

**ARTICLE III – OFFICERS/ELECTION**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. Officer positions can be shared with the exception of the president.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, and may serve no more than three (3) consecutive terms in the same office.

**Section 3: ELECTIONS-** Anyone interested in running for office must submit their names for nomination to the Executive Board in April. Election to be held at an open meeting during the month of May.

**Section 4: DUTIES –**

Executive Board – The duties of the Executive Board shall be to transact business between regular meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

President – The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees except the nominating committee, and coordinate work of all the officers and committees so that the purpose of the organization is served.

Vice President – The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the action teams of this organization.

Secretary – The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other necessary supplies and brings them to meetings.

Treasurer – The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report by the end of the year. Assist with correspondence as needed.

**Section 5: REMOVAL** – Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 6: VACANCY** –If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will

be elected. If there is vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. If a position is not filled, it may remain vacant until next election, with the exception of treasurer, in which the position must be filled. Any exceptions must be clearly documented in meeting minutes.

#### **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – The regular meeting of the organization shall be on the same day and at the same time at least every other month, to be determined by the executive board unless there is a conflict in school schedule or notice given.

**Section 2: BOARD MEETINGS** – Regular meetings shall be held at least monthly, to be determined by the board.

**Section 3: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 4: QUORUM** – Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

**Section 5: Notification of Meetings-** A Board Member will provide reasonable notice of upcoming meetings via email or social media.

#### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: BUDGET-** A tentative budget shall be drafted in spring for the following school year and approved by the executive board.

**Section 2: BANKING** - All funds shall be kept in a checking/savings account in the name of Orion Oaks PTO, requiring two signatures for any check written over \$100, of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly

and report all financial activity monthly. Annual state and/or federal taxes will be filed by the treasurer as required.

**Section 4: ENDING BALANCE** - The organization shall leave a minimum of \$6600.00 in the treasury at the end of each fiscal year to cover field trip costs for the following year.

**Section 5: CONTRACTS** - Contract signing authority is limited to the officers of the executive board following discussion and approval at a board meeting.

### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at the current or subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

### **ARTICLE VII - DISSOLUTION**

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

**These bylaws were adopted on \_\_\_\_\_.**