Berkshire Middle School

PTA

everychild. onevoice.

General Board Meeting Agenda

Wednesday, October 14, 2026, 7:00 pm

Berkshire MS Media Center, 21707 W Fourteen Mile Road, Beverly Hills, MI 48025

7:02 – Welcome and Introductions- Lauri Spencer

Jason Clinkscale was unavailable for this meeting.

7:07 – Principals report- Jason Clinkscale/Alana Purnell

- Thanks to the PTA for supporting half day pizza sales. The kids were engaged and happy.
- Ms. Kacin held two town hall meetings discussing bully prevention. It was very engaging. The premise was for the kids to protect themselves with a figurative shield to combat what comes at you and to be able to stand by and stand up for others who are being bullied. To defend themselves and others in a positive way. The meetings went well.
- Multi-Tiered System of Support (MTSS) meeting on Monday 10/19 similar to a peer review of students looking at behavior/social/cognitive/academic aspects of the students to work together to support the students. it is a district initiative and BMS has already been doing this.
- Spelling Bee Club started by Annalou 10/14 – Ten 6th graders were in attendance.
- Snow club starts 10/19
- Forensics Club starts (run by counselor Gole) 10/19. Parent meeting 10/20
- Girls in STEM – took a field trip to the Amazon Distribution Center recently.
- Proud Dads Club is meeting Halloween morning to complete fall cleanup of the garden and environmental areas 10am-12pm
- Thank you to the Pta for the many different ways that support the community.

Introductions

President report – Lauri Spencer

- Birmingham Council meeting
    - Discussion heavily focused on the bond. The Board of Education has information regarding the bond listed on their website. There will not be a tax increase if it passes. There could be a tax decrease if it doesn't. the bond supports fundamental updates such as roofing, staffing and bathrooms.
    - Screenagers will be at Groves auditorium for Middle schoolers 11/11. Mn

- Halloween Dance
    - Bethany will pick up waters and snacks
    - Sign up will go out this week for volunteers for chaperoning, security and setup.
    - FREE EVENT sponsored by the PTA. there is NO CHARGE.

VP – Volunteers – Bethany Finnerty

- School Store and Pizza sales are going well.
- Working with Liz to transfer funds to the treasury
- Pizza Sales fund the 8th grade End of the year ceremony
- Next Pizza Sale is October 30th

Memberships

- 10 faculty memberships
- we have exceeded last year by $1000. We are at $17685 for memberships.

Treasurer's Report – Liz Shesko

- Membership toolkit is delayed in the treasurer's report
- Our current budget is high and we are trying to budget it down
- We do not fund the dads club but we hold the money.
- Goal- $13K in start up
- We encourage the staff to use the PTA money that is allotted to them for the year ($10K)
- Working
- with a Berkshire mom (new vendor) to provide Berkshire T-shirts for the staff
- 8th grade Cedar Point Trip - $1500 for T-shirts – they did not wear the t-shirts last year. Maybe have Student government take the lead to maybe have the students design it and vote on them. Or give them all groves' t-shirts. Discussion tabled.
- Forensics team has money earmarked at their disposal.
- Budget was presented By Liz Shesko. In effect for the next 30 days. Vote to approve budget will be at the next meeting.

7:39pm – New Business

- Teacher Grants
    - Goeman – Supplies for the 8th grade Class Pet Snake – reptile food (mice) - $100 – All voted YES
        - **UPDATE – amended request for $150 – all voted YES (10/21/2026)**
    - Takenaga – Detroit French Festival Field trip- private screening at Birmingham Theatre includes lunch/drink/popcorn - $270 – All voted YES

- School Grants
    - Baldridge – Salmon Tank (part of the curriculum) and supplies (2 grant requests) - $1500 – All voted YES
        - Action – look into if this should be a part of the budget every year instead of using grants.
- PTA By-laws
    - Membership year is July 1-June 30
    - Must have a minimum of 10 members
    - BMS dues are variably priced (not set at $50)
    - There must be 7 day notice to change the meeting time.
    - By-laws were presented By Lauri Spencer. In effect for the next 30 days. Vote to approve updated bylaws will be at the next meeting.
    - Audit of the finances should be completed before the new exec board starts. The Plan is to have this completed before the end of the membership cycle. There is no budget for an auditor, we intend to have a volunteer from one of our Berkshire families.

- Parent Teacher Conferences – we will provide dinner for the staff November 11 (Wednesday)
-

Action- let the staff know that if there is anything that the staff needs that the PTA is approved to purchase, let us know because we are tax free.
8:04pm – Meeting adjourned

2026-2027 PTA CALENDAR

10/29 – HALLOWEEN DANCE (3:30-5pm)
10/30 – HALF DAY PIZZA SALE
11/11 - HALF DAY PIZZA SALE (conferences)
11/18 – PTA MEETING (7pm)
11/25 – NO SCHOOL
NO DECEMBER MEETING
01/13 – PTA MEETING (7pm)
02/10 – PTA MEETING (7pm)
03/10 – PTA MEEETING (7pm)
4/14 – PTA MEETING (7pm)
5/12 – PTA MEETING (7pm)

Berkshire Middle School PTSA Bylaws vs. the Michigan PTA Template

Overall finding: The Berkshire Middle School PTSA bylaws follow the same general 17-article structure as the template, but the Berkshire document appears to use an older version of the Michigan PTA sample bylaws (it contains references to a 2018 template). The newly supplied template includes updated requirements and procedures that are missing or different in the Berkshire version. The most important areas to review are membership dues, annual reporting, officer information, banking controls, disbandment, and amendments.

This is a document comparison, not a determination that the bylaws have been approved or that every difference violates a current Michigan PTA requirement. The new template should be treated as the reference document for the revision, with Michigan PTA confirming any required changes.

1. Most important differences

Topic	Berkshire bylaws	New template	Recommended action
Membership dues	National portion is $2.25; Michigan portion is $3.25; local dues are $50.	National portion is $3.25; Michigan portion is $3.25; local dues are left blank for the unit to complete.	Update and confirm the dues amounts. Review the local dues amount and total membership charge.
Membership year	October 1–September 30.	July 1–June 30.	Change Berkshire's membership year to match the template, subject to Michigan PTA confirmation.
Standards of Affiliation	Uses older general language about good standing and liability insurance.	Specifies officer and chair information, a minimum of 10 members in Givebacks, monthly dues remittance, annual documents, insurance, and a December 1 deadline.	Replace or revise the older provisions to reflect the current template.

Annual financial reporting	Refers to an annual audit and budget.	Requires an annual financial review and budget, and also specifies Form 990 and insurance-related reporting through Givebacks.	Align the reporting language with the current template and confirm exactly which documents Berkshire must submit.
Officer and chair information	Calls for the president's name and address immediately following election.	Requires names and contact information for all officers and chairpersons annually by June 30 through Givebacks.	Update Article VI to include all officers and chairs, the annual deadline, and the current submission method.
Bank account signers	Names the treasurer, president, and secretary as bank signers; two of the three signatures are required.	Names the treasurer, president, and another executive board member; requires two signatures and says signers cannot be related or live at the same address.	Revise Article X, Section 4(j) to match the template's signer rules.
Disbandment vote	Requires a two-thirds vote with a quorum.	Also requires a two-thirds vote and quorum, but additionally says a Michigan PTA board member must be present.	Add the board-member attendance requirement and review the other notice and disbandment provisions.
Amendments and submission	Refers to postal mail or MemberHub for submitting adopted bylaws and minutes.	Requires submission of the bylaws and membership-meeting minutes to Michigan PTA through Givebacks.	Update Article XVII to use the current submission process.

Sources: Berkshire Articles VI–VII, IX–X, XVI–XVII; template Articles VI–VII, IX–X, XVI–XVII.

Pasted markdown.md
Pasted text.txt

2. Article-by-article comparison

Article I — Name

The documents use the same basic naming provision. Berkshire identifies the organization as the Berkshire Middle School PTSA in Beverly Hills, Michigan. Confirm that the city wording is consistent with the unit's official records.

Articles II–IV — Organization, Purposes, and Principles

- Article II: Substantially similar.
- Article III: Berkshire includes an additional purpose, clause (f), advocating fiscal responsibility regarding public tax dollars in public education funding. That clause does not appear in the new template's list of five purposes. Berkshire's Awareness section also uses older wording that focuses on an educational program for parents, teachers, and the public; the new template refers to advocacy and education in collaboration with parents, families, educators, students, and the public.
- Article IV: Substantially similar, including the noncommercial, nonsectarian, and nonpartisan principles and the commitment to inclusiveness and equity.

Recommendation: Compare Article III with the current template and ask Michigan PTA whether Berkshire's additional purpose should be retained or revised.

Pasted markdown.md
Pasted text.txt

Article V — Policies

Berkshire includes an additional dissolution provision requiring remaining assets to go to qualifying tax-exempt organizations. The new template does not include that clause in Article V, although it addresses disbandment and asset transfer in Article XVI.

Recommendation: Have Michigan PTA review this provision alongside Article XVI to ensure the asset-distribution language is consistent and does not conflict with the required process for voluntary disbandment or charter withdrawal.

Pasted markdown.md
Pasted text.txt

Article VI — Relationship with National PTA and Michigan PTA

This is one of the most significant differences. The new template specifies current affiliation procedures, including:

- Registering officers and committee chairs through Givebacks.
- Maintaining at least 10 members in Givebacks.
- Remitting dues monthly by the 28th.
- Uploading the annual budget, financial review, and Form 990.
- Reviewing or revising bylaws every three years and submitting them with membership-meeting minutes.
- Obtaining liability insurance and meeting annual standards by December 1.

Berkshire's version contains older wording and different submission procedures. It also refers to submitting the president's information immediately following election rather than requiring annual contact information for all officers and chairs by June 30.

Recommendation: Bring Article VI into alignment with the new template, paying particular attention to Sections 1, 17, and 18.

Pasted markdown.md
Pasted text.txt

Article VII — Membership and Dues

The national dues amount and membership year differ, while the state dues amount is the same. Berkshire also has a separate $40 annual unit-dues provision that does not appear in the supplied template's corresponding membership article.

Recommendation: Confirm all three financial amounts—the national portion, state portion, and local dues—as well as the treatment of unit dues. Remove or revise the $40 unit-dues provisions only after confirming the current Michigan PTA requirements.

Pasted markdown.md
Pasted text.txt

Article VIII — Officers and Their Election

Berkshire identifies a president, president-elect, vice president of membership, vice president of volunteers, secretary, and treasurer. The template leaves the number and titles of vice presidents to be completed by the unit and does not prescribe a president-elect in its standard officer list.

Berkshire specifies May elections, a May transition, and April reporting of the nominating committee's nominees. These are unit-specific choices, whereas the template leaves some dates blank.

There is also a potential ambiguity in the vacancy provision: it says the first vice president gives notice of an election if the presidency becomes vacant, while Berkshire separately identifies a president-elect and two vice presidents.

Recommendation: Confirm the officer structure with Michigan PTA and clarify who performs presidential duties and how a vacancy is filled. Preserve unit-specific dates if they remain appropriate and approved.

Pasted markdown.md
Pasted text.txt

Article IX — Duties of Officers

The overall responsibilities are similar, but Berkshire's document has editing and reporting differences:

- The secretary's membership-list duty reads “PerformMaintain a membership list of meeting attendees”, which is a clear editing error.
- The new template requires the secretary to submit newly elected officers' names and addresses through Givebacks immediately after the election; Berkshire does not include that specific duty.
- Berkshire's treasurer provision refers to Article VI, Section 6 for keeping state and national dues separate, but the corresponding dues-separation provision is in Article VII, Section 10.
- Berkshire refers to an annual audit; the new template uses the term financial review and includes current submission requirements.
- Berkshire's vice president of volunteers duties contain grammatical inconsistencies (“Coordinates” and “Responsible for”).

Recommendation: Correct the cross-reference and editing errors, add the current officer-reporting duty, and align financial-review language with the template.

Pasted markdown.md
Pasted text.txt

Article X — Executive Board

Both documents provide for an executive board and substantially similar responsibilities. The main substantive difference is the bank-signature provision: Berkshire specifies the secretary as the third signer, while the template calls for another executive board member and expressly prohibits signers from being related or living at the same address.

Recommendation: Revise the bank-signature provision to match the template's requirements.

Articles XI–XIII — Meetings, Committees, and Council Membership

Berkshire specifies its meeting schedule, notice periods, annual meeting month, quorum of five, and Birmingham PTSA Council representation and dues. The template leaves these details blank for units to complete, and it notes that Article XIII may be omitted for units that are not part of a council.

These are generally local choices rather than discrepancies requiring automatic changes. Verify that the current schedule, quorum, delegate selection, and $200 council dues remain accurate.

Articles XIV–XV — Fiscal Year and Parliamentary Authority

These provisions are substantially aligned. Both specify a July 1–June 30 fiscal year and use the current edition of Robert's Rules of Order Newly Revised, subject to the bylaws and governing PTA documents.

Article XVI — Disbandment

Berkshire requires consultation, advance notice, a two-thirds vote, and a quorum. The new template additionally specifies that a Michigan PTA board member must be present for the disbandment vote and explicitly addresses surrender of assets and records following either charter withdrawal or voluntary disbandment.

Recommendation: Add the missing attendance requirement and confirm that Berkshire's notice, voting, and asset-transfer provisions match the current template.

Article XVII — Amendments

Both documents require a two-thirds vote of members present and voting, advance notice, and Michigan PTA approval. However, Berkshire refers to postal mail or MemberHub for submission, whereas the new template specifies Givebacks and submission of the membership-meeting minutes. Berkshire also has an additional section on automatic incorporation of Michigan PTA bylaw amendments that does not appear as a separate section in the new template.

Recommendation: Update the submission method and ask Michigan PTA whether the additional automatic-amendment provision should be retained.

Bylaws of the Berkshire Middle School PTSA

Michigan ID #402001
Region D
Date Approved by Membership _____
City Birmingham
County Oakland
Council Birmingham PTSA

FORENOTE: Portions of these Bylaws designated with a number symbol (#) are requirements for all units affiliated with Michigan PTA.

Article I: Name

The name of this organization is the Berkshire Middle School Parent Teacher Student Association (PTSA) Beverly Hills, Michigan. It is a local PTSA unit organized under the authority of the Michigan Congress of Parents and Teachers (Michigan PTA), a branch of the National Congress of Parents and Teachers (National PTA).

#Article II: Articles of Organization

The articles of organization of a PTSA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Article III: Purposes

Section 1. The Purposes of this PTSA, in common with those of the National PTA and the Michigan PTA are:

a. To promote the welfare of children and youth at home, school, community, and place of worship.
b. To raise the standards of home life.
c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
d. To promote the collaboration and engagement of families and educators in the education of children and youth.
e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and

Section 2. **Awareness:** The Purposes of the National PTA, the Michigan PTA and this PTSA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic principles set forth in Article IV and V.

Section 3. Federal Status: The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article IV: Principles

The following are basic Principles of this PTSA in common with those of the National PTA and the Michigan PTA:

a. The organization shall be non-commercial, non-sectarian, and non-partisan.
b. The organization shall work to engage and empower children, families, and educators within schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
c. The organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in National PTA.

Article V – Policies

The following are basic Policies of this PTSA in common with those of the National PTA and the Michigan PTA:

a. The organization shall not enter membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors.

b. No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

c. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities which are not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

d. The bylaws of all PTSAs shall prohibit voting by proxy, unless proxy voting is specified by applicable state law.

e. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.

f. A PTSA representative shall make no commitments that bind the group they represent.

Article VI: Relationship with National PTA and State PTA

 # Section 1. This PTSA shall be organized and chartered under the authority of the Michigan PTA in the area in which this PTSA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Michigan PTA may in its bylaws prescribe. The Michigan PTA shall issue to this PTSA an appropriate charter evidencing the due organization and the completion of the standards of affiliation.

A PTSA must meet these Standards of Affiliation:

a. Adhere to the Purposes and basic policies of the PTA.

b. Elect and Register officer and committee chair names, email addresses, phone numbers, and full mailing addresses with Michigan PTA via Givebacks.

c. Have a minimum of 10 members input into Givebacks.

d. Remit membership dues to Michigan PTA by the 28th of each month via Givebacks, as provided in Article X.

e. Upload a copy of their annual budget, financial review and Form 990 to Michigan PTA via Givebacks

f. Review and/or revise bylaws every three (3) years and submit them to the Michigan PTA for approval. A copy of the minutes from the meeting in which the bylaws were approved by the general membership must be included with the submission via Givebacks.

g. Obtain liability insurance for the PTSA to protect the assets of the unit.

h. Units must meet the Standards of Affiliation requirements by December 1st annually.

 # Section 2. This PTSA shall adopt such bylaws for the government of the organization as may be approved by the Michigan PTA. Such bylaws shall not conflict with the Bylaws of the National PTA or the Bylaws of the Michigan PTA.

 # Section 3. Bylaws of each PTSA shall include an article on amendments.

 # Section 4. Each officer or board member of a PTSA shall be a member of a local PTSA within its area.

 # Section 5. Each officer, board member, or chair of this PTSA shall be a member of this PTSA.

 # Section 6. This PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the number of dues remitted to the Michigan PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Michigan PTA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

 # Section 7. The charter of this PTSA shall be subject to withdrawal, and the status of such organization as a PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Michigan PTA.

 # Section 8. This local PTSA is obligated, upon withdrawal of its charter by the Michigan PTA:

a. To yield up and surrender all its books and records and all its assets and property to the Michigan PTA or to such agency as may be designated by the Michigan PTA, or to another local PTA/PTSA organized under the authority of the Michigan PTA.
b. To cease and desist from further use of any name that implies or connotes association with the National PTA or the Michigan PTA or status as a constituent organization of the National PTA; and
c. To be carried out promptly, under the supervision and direction of the Michigan PTA, all proceedings are necessary or desirable for the purpose of dissolving this PTSA.

 # Section 9. This PTSA shall collect dues from its members and shall remit a portion of such dues to the Michigan PTA as provided in Article VI hereof.

 # Section 10. Only members of a local PTSA who have paid dues for the current membership year may participate in the business of that association.

 # Section 11. Bylaws of each PTSA shall include a provision establishing a quorum.

 # Section 12. Members of the nominating committee for officers of a PTSA shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

 # Section 13. Voting by proxy shall be prohibited.

 # Section 14. Each local PTSA shall include in its bylaw provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a number sign (#).

 # Section 15. The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTSA to amend correspondingly the bylaws of each local PTSA. Notwithstanding the automatic character of the amending process, the local PTSAs shall promptly incorporate such amendments in their respective bylaws.

 # Section 16. Each local PTSA shall include in its bylaw provisions corresponding to the provisions of such of the Bylaws of the Michigan PTA as are identified herein by a number sign (#).

 # Section 17. A local PTSA shall be organized and chartered under the authority of the Michigan PTA in any geographical area within the State where no local unit for the college, high school, junior high/middle school, elementary school, preschool, special education group, or similar community-based unit exists.

The PTSA shall be known as Berkshire Middle School Parent Teacher Student Association (PTSA), in membership with the Michigan PTA and National PTA and conform with such rules and regulations, not in conflict with the bylaws of the National PTA as the Michigan PTA may in its Bylaws prescribe. The PTSA shall be organized by the Michigan PTA President, President-Elect, VP for Unit Development or any qualified member of the Board of Directors, as appointed by the President, and shall be self-governing in accordance with the Bylaws of the Michigan PTA and the National PTA.

Local PTSAs become Michigan PTA units upon adoption of bylaws which have been approved by the Michigan PTA Committee on Bylaws and payment of Michigan PTA and National PTA dues. **Ten (10)** or more members are required to organize a local unit.

a. The bylaws of a local PTSA shall be deemed to be part of its articles of organization, and its bylaws shall so provide. Upon approval of bylaws, a charter shall be issued.

b. Local PTSAs shall review/revise their bylaws every three (3) years and submit one digital copy to Michigan PTA via Givebacks, along with a copy of the meeting minutes where membership approved the changes to the bylaws.

 # Section 18. The name and contact information of all the officers and chairpersons of each local PTSA shall be submitted to Michigan PTA annually in Givebacks no later than June 30th.

 # Section 19. There shall be one person serving in any elected office.

Article VII: Membership and Dues

 # Section 1. Every individual who is a member of this PTSA is, by virtue of that fact, a member of the National PTA and of the Michigan PTA by which such local PTSA is chartered and is entitled to all the benefits of such membership.

 # Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

 # Section 3. This PTSA shall conduct an annual enrollment of members but may admit people to membership at any time.

 # Section 4. Each member of this PTSA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Michigan PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

 # Section 5. The national portion of each member's dues shall be three dollars and twenty-five cents ($3.25) per annum.

 # Section 6. The Michigan PTA portion of each member's dues shall be three dollars and twenty-five cents ($3.25) per annum.

Section 7. Each member of this PTSA shall pay annual dues of $50 to the organization. The amount of such annual dues shall include the portion payable to the Michigan PTA and the portion payable to the National PTA.

 # Section 8. The State and National PTA portions of the dues paid by each member of this PTSA shall be set aside by this PTSA and remitted to the Michigan PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay the National PTA the amount of the national portion of dues paid by all members of local PTA/PTSAs in its area.

 # Section 9. The membership year to the Michigan PTA shall be from the first day of July through the thirtieth (30) day of June of the following year.

 # Section 10. The local PTSA treasurer shall keep the record of the National PTA and the Michigan PTA portions of the membership dues separate from the record of the general funds of the local PTSA.

 # Section 11. The Michigan PTA and the National PTA dues shall be remitted by the treasurer of the local PTSA to the Michigan PTA on a monthly basis by the 28th of each month. The remittance to the Michigan PTA shall be either (a) submitted through Givebacks, or (b) mailed to Michigan PTA, accompanied by a remittance report, showing the name, address and unit number of the PTSA, the amount of dues collected and the number of members submitted during the period covered by the report.

 # Section 12. Privileges of making motion, debating, voting, holding office, serving as chairperson of standing or special committees or serving on committees shall be reserved for members.

 # Section 13. Each local PTSA shall submit a copy of their annual financial review and budget to the Michigan PTA via Givebacks by December 1st of each year.

Article VIII: Officers and Their Election

 # Section 1. Each officer shall be a member of this PTSA.

Section 2.

a. The officers of this organization shall consist of a president, president-elect, 2 vice president(s): VP of membership and VP of volunteers, a secretary, and a treasurer.

#b. There shall be one person serving in any elected office.

c. Officers shall be elected by ballot in the month of May. However, if there is one nominee for any office, the election for that office may be by voice vote.

c. Officers assume their official duties at the close of the meeting in May, and shall serve for a one-year term year and shall remain in office until their successors assume office.

c. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 3. Nominating committee:

a. There shall be a nominating committee consisting of three to five members, one of whom shall be selected by the executive board from its body, and the balance elected by the association at a regular meeting prior to December 1st. This nominating committee shall select its own chairman immediately following the election.

b. The nominating committee shall nominate one or more eligible people for each office to be filled and report to its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.

c. Only those people who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

Article IX: Duties of Officers

Section 1. The president shall:

a. Preside at all meetings of the association.

b. Perform such other duties as may be prescribed in these bylaws or assigned by the association.

c. Be a member of the *ex-official* of all committees except the nominating committee.

d. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

e. Attend meetings called by the Council, when in membership with Council, or arrange for their duly elected alternate to attend.

f. In the event of consolidation, change of name, or disbandment of this unit, notify the Michigan PTA.

Section 2. The president-elect shall:

a. Act as aide(s) to the president.

b. (In their designated order) perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The vice president of membership shall:

a. Make membership growth and retention a prioritized goal of the PTA;

b. Collect and reconcile membership dues with financial officers;

c. Provie regular membership reports

d. Maintain the electronic system for membership management

Section 4. The vice president of volunteers shall:

a. Coordinate recruitment of volunteers for all PTA-sponsored programs and events

b. Responsible for providing direction and expectations to volunteers.

Section 5. The secretary shall:

a. Keep an accurate record of the minutes of all meetings of the association and of the executive board.

c. Have a current copy of the bylaws.

c. Maintain a membership list of meeting attendees

c. Perform other delegated duties as assigned.

c. Conduct the correspondence delegated to him/her.

#g. Immediately following the election, submit the name and address of the newly elected officers to Michigan PTA via Givebacks.

Section 6. The treasurer shall:

a. Keep a full and accurate account of receipts and expenditures.

b. Make the disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association.
c. Have checks or vouchers signed by two people, the treasurer and one other authorized person;
d. Present a financial statement at every meeting of the association and at other times when requested by the executive board.
e. Make a full report at the meeting at which new officers officially assume their duties (usually at the annual meeting).
f. Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws Article VI, Section 6.
g. Submit the books annually for a financial review by an auditor or a committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.
h. Forward National and State portions of dues monies to the Michigan PTA on a monthly basis by the 28th of each month.
i. Submit copies of the annual financial review, budget, and proof of insurance via Givebacks by December 1st of each fiscal year.

Section 7. The treasurer's accounts shall be examined annually by a professional auditor or a committee of not less than three members, who are non-signers on the bank account, and who are satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The committee shall be appointed by the executive board at least two weeks before the annual meeting.

Section 8. All officers shall:

a. Perform the duties prescribed by the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
b. Deliver to their successor all official material not later than ten days following the expiration of their term of office.

Article X: Executive Board

Section 1.
a. The executive board shall consist of the officers of the association, the chairs of standing committees, and the principal of the school or a representative appointed by them. The chairs of standing committees shall be selected by the officers of the association.
b. The president may appoint a parliamentarian, subject to the approval of the officers of the association.
c. The members of this board shall serve for a term of one year and shall remain in office until their successors assume office.

Section 2. All of the executive board members shall be members of this PTSA.

 # Section 3. A PTSA member shall not serve as a voting member of a PTSA's board on the local, council, district, region, State or National level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4. The duties of the executive board shall be:

a. To transact necessary business in the intervals between association meetings and such other business as may be referred to by the association.

b. To create standing and special committees.

c. To approve the plans of work of the standing committees.

d. To present a report at the regular meetings of the association.

e. To appoint an auditor or an auditing committee at least two weeks before the annual meeting to conduct a financial review of the treasurer's accounts.

f. To prepare and submit to the association for adoption of a budget for the fiscal year.

g. To approve routine bills within the limits of the budget.

h. To determine the method of selecting delegates and alternates to represent the unit at council meetings, if unit is in membership with a council.

i. To obtain a fidelity bond for the treasurer and all persons authorized to handle funds and securities.

~~j.~~ Register the signature of the Treasurer, the President and another Executive Board member for all accounts at the bank. ~~All checks shall bear two (2) of the three (3) signatures registered with the bank. Signers must not be related to each other or reside at the same address.~~

k. To determine the method of selecting delegates and alternates to represent the unit at the convention of Michigan and National PTA.

Section 5. Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. 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 members of the board.

Article XI: Meetings

Section 1. Regular meetings of the association, in person and/or online, shall be held on a Wednesday of each month during the school year, unless otherwise provided by the association or by the executive board, seven days' notice having been given of change of date.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, five days' notice having been given.

Section 3. The annual meeting shall be held in May.

Section 4. Five members shall constitute a quorum for the transaction of business in any general, annual or special meetings of this association.

Article XII: Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chair shall be one year. No member shall serve as chair of the same committee for more than two consecutive terms.

Section 3. The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4. The power to form special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the president or the executive board).

Section 5. The president shall be a member ex officio of all committees except the nominating committee.

Article XIII: Council Membership

Section 1.

a. The association shall be represented in meetings of the Birmingham PTSA Council by its president or alternate, ~~the principal or alternate, and by one delegates or their alternates.~~ All representatives to the council must be members of a local unit.

b. Delegates and their alternates shall be chosen by selection at the September meeting.

c. Delegates to Birmingham PTSA Council shall serve for a term of one year.

Section 2. This association shall pay annual dues of $200 to the Birmingham PTSA Council as provided by the council bylaws.

Article XIV: Fiscal Year

The fiscal year of this PTSA shall begin on **July 1st** and end on the following **June 30th.**

Article XV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National PTA and its local PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Bylaws of the Michigan PTA, and the Bylaws of the National PTA, or the Articles of Incorporation.

Article XVI: Disbandment

Section 1. If a local PTSA unit is considering disbandment, the local unit executive committee shall meet with 2 – 3 members of the Michigan PTA Board of Directors, prior to formal action.

Section 2. After meeting with the Michigan PTA, written notice stating the recommendation of the local unit executive board shall be given to each member entitled to vote at such meeting, to the council (if a member of a council), and to the President and appropriate directors of the Michigan PTA, at least thirty (30) days prior to the date of such a meeting.

Section 3. Only those people who were members in good standing thirty (30) days prior to the date of the vote of disbandment shall be entitled to vote. Membership enrollment shall be available at any time. (See Article IX – Membership, Section 2 of Michigan PTA Bylaws.)

Section 4. Approval of disbandment of a local unit shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting; a quorum being present. A member of the Michigan PTA board of directors must be present at the vote. The secretary shall notify their council president, if part of a council, Michigan PTA Vice President of Unit Development and the Michigan PTA Office of the decision.

Section 5. Each PTSA is obligated upon withdrawal of its Charter by the Michigan PTA or voluntary disbandment to:

a. Surrender all of its books and records and all of its assets and property to the Michigan PTA or to such agency as may be designated by the Michigan PTA or to another Local Unit organized under the authority of the Michigan PTA.

b. Cease and desist from the further use of any name that implies or connotes association with the Michigan PTA or National PTA or status as a constituent organization of the National PTA.

c. Carry out promptly, under the supervision and direction of the Michigan PTA, all proceedings necessary for the purpose of dissolving such PTA.

Article XVII: Amendments

Section 1.

a. These bylaws may be amended at any regular meeting of the association by two-thirds (2/3) vote of the members present and voting, if notice of the amendment has been given at the previous regular meeting and the proposed amendment shall be subject to approval of the Michigan PTA.

b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

#c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the Michigan PTA.

#d. After adoption of these bylaws or any amendments to these bylaws, a copy of the bylaws with the minutes from the meeting in which they were adopted shall be sent for approval to the Michigan PTA via Givebacks.

 # Section 2. The adoption of an amendment to any provision of the bylaws of the National PTA identified by a number signs (#) shall serve automatically and without the requirement of further action by the local PTSA to amend correspondingly the bylaws of each local PTSA. Notwithstanding the automatic character of the amending process, the local PTSAs shall promptly incorporate such amendments in their respective bylaws.

Copy and paste the meeting minutes from the membership meeting where bylaws have been approved.
Convert to PDF and upload to Givebacks for Approval.

- **Make sure to put date presented to Membership and date approved by membership in footer of bylaws**