

BY-LAWS OF THE OTTAWA ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION (PTO)

Approved October 2013

Amended April 2017

ARTICLE I - Name:

The name of this organization shall be the Ottawa Elementary School Parent-Teacher Organization of the Chippewa Valley School District, Clinton Township, MI.

ARTICLE II - Purpose:

The purpose of the PTO shall be to:

- Promote the welfare of children and youth in home, school, and community.
- Promote adequate laws for the care and protection of children and youth.
- Bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the training of the child.
- Develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.
- To fund-raise for supplemental educational experiences, or to support school and family interaction.

ARTICLE III - Membership:

Section 1. The membership of the Ottawa Elementary Parent Teacher Organization will be limited to parents or guardians of the children attending Ottawa Elementary School and members of the Ottawa Staff thereof.

Section 2. Membership entitles that person to attend general meetings, offer suggestions, express opinions, and participate on committees established by the Executive Board.

Section 3. Members are entitled to vote on all matters up for discussion with the exception of issues that were tabled at a previous meeting in which they were not in attendance. To vote for officers at the May PTO meeting, members must attend three or more meetings during the school year, prior to the board elections to be eligible to vote. In order to vote in board elections, teachers must be present and have attended one meeting prior to the election meeting.

ARTICLE IV - Policies:

Section 1. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Section 2. This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 3. Voting for and on issues can be verbal. A motion for a secret ballot can be made when voting on controversial issues. Members in good standing may vote. Executive board members that cannot attend the regularly scheduled meeting may vote on an issue as long as it is received before the meeting.

ARTICLE V - Officers and Elections:

Section 1.

A. The officers of this organization shall be a President, two Vice Presidents, a Treasurer, a Secretary, two Hospitality, a T-L-C representative and two Publicity.

B. The principal shall serve as an ex-officio member of the Board. The duties of the Board shall be to transact necessary business of the PTO and to preside at all meetings.

C. Officers shall be elected by ballot annually in the month of May; however, if there is but one candidate for any office, upon motion from the floor, the election may be by voice.

D. Officers shall assume their official duties at the close of the school year, one week after the last day of school and shall serve until one week after the last day of the next school year.

E. To qualify for a position on the Executive Board (President, Vice-President(s), Treasurer, Secretary) you must be a member in good standing and have Chaired or Co-chaired at least one PTO sponsored event during the current school year.

F. To qualify for a position of Hospitality, Publicity or T-L-C you must be a member in good standing.

G. If any elected position is unfilled at the conclusion of the May election, a second election will be held at a scheduled June PTO meeting. During the interim between the May and June elections, anyone interested in holding the president's position as well as any other open positions, regardless of whether or not three meetings were attended, may submit a notice of intent to Ottawa's principal for the position desired. These individuals will then be listed on the ballot as eligible for the specified positions for the June election.

Section 2. Nominations may be made to the President during the April meeting or any time prior to the May meeting. Individuals may nominate themselves or be nominated by someone else.

Section 3. A vacancy occurring in an office shall be filled by a Special Election at the next regular meeting.

Section 4. If an officer misses (2) consecutive meetings without notification to the Board President, or misses a total of 3 meetings throughout the year, their position will be considered vacant.

ARTICLE VI - Duties of Officers

Section 1. Offices of President, Co-vice Presidents, and Treasurer are to be bonded positions.

Section 2. All officers are required to attend training sessions set forth by the District and must adhere to all District policies and guidelines before conducting PTO business matters.

Section 3. Officers must make all District guidelines and procedures available to all members.

Section 4. The duties of the **PRESIDENT** shall be

- A. To preside at all meetings of the organization and board.
- B. To be a member ex-officio of all committees of the organization.
- C. To call special meetings and appoint all special committees.
- D. To sign checks with the Treasurer when deemed necessary.
- E. To monitor the PTO Manager financial section for the PTO checking and PTO savings accounts.
- F. To coordinate appreciation gifts for the school employees throughout the school year.

Section 5. The duties of the **CO-VICE PRESIDENTS** shall be

- A. To aid the President, and to perform the duties of the President in the absence of that officer.
- B. To chair or co-chair a fundraiser.
- C. To organize the Room Parents and prepare the Room Parent packet.
- D. To sign checks with the Treasurer when deemed necessary.
- E. To acknowledge students, parents or staff in death or with extended illness.

Section 6. The duties of the **TREASURER** shall be

- A. To receive all funds of the organization.
- B. To pay out funds as authorized by the organization.
- C. To keep accurate records of receipts and expenditures.
- D. To present a statement of account at every meeting of the organization and at other times as requested by the board.
- E. To sign checks with the President or other appointed signers when deemed necessary.
- F. To present to membership at September meeting a line by line budget to be reviewed and approved by membership.
- G. To make deposits within 30 days of an event.
- H. To submit the financial reports needed for an audit which will be done annually or at the discretion of the executive board.
- I. To reconcile the online PTO Manager software program by the 20th of every month.
- J. Unable to Chair, but may co-chair, an event.
- K. Able to collect money at an event, but not count funds for deposit.
- L. Supply event chairperson with cash boxes and the necessary amount of start-up funds. All funds from events should be deposited.

Section 7. The duties of the **SECRETARY** shall be

- A. To keep all accurate records of all meetings of the organization.
- B. Post a copy of the meeting minutes on the PTO bulletin board. Provide a copy to the Principal to be placed in the School PTO file as a permanent record and school secretary to be added to the monthly newsletter.
- C. To advise members of regular and special meetings.
- D. To sign all correspondence Ottawa PTO.
- E. To check PTO voicemail on a weekly basis.
- F. To check PTO email on a weekly basis.

Section 8. The duties of the **HOSPITALITY** shall be

- A. To keep an adequate inventory of supplies (coffee, cups, napkins, etc.) as needed for general meetings and events.
- B. To keep PTO closet clean, organized, and free from clutter.
- C. To plan and purchase products and food for the district PTO Officer's meeting when being hosted at Ottawa.
- D. To keep a written inventory of supplies.

Section 9. The duties of the **PTO MANAGER** shall be

- A. Keep PTO Manager database up to date with current events and fundraisers.
- B. Update PTO Manager with volunteer information (i.e., email and home addresses).
- C. Send out Weekly Reminder emails every Monday for events happening in the upcoming week.
- D. Send out emails as requested.
- E. Responsible for putting together and distributing the Ottawa Student directory.

Section 10. The duties of the **PUBLICITY** shall be

- A. To take photos throughout the school year.
- B. To request and collect photos from parents and staff.
- C. To coordinate and complete photo pages for yearbook.

ARTICLE VIII - Executive Board

Section 1. The Executive Board shall consist of the elected offices of the organization and the Principal of the school.

Section 2. The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between meetings and such other businesses as may be referred to it by the organization.
- B. To approve the plans of work of standing committees.
- C. To present a report at the regular meetings of the organization.
- D. To prepare and submit to the organization for approval a budget for the fiscal year.
- E. To approve routine bills within the limits of the budget.

ARTICLE IX - Meetings

Section 1. Regular meetings of the organization shall be held monthly during the school year unless otherwise directed by the organization. Dates and times of regular meetings of the organization shall be determined at the beginning of the school year by the Principal and the PTO Board.

Section 2. Special meetings of the organization may be called by the President or upon request of two members of the Board.

Section 3. All meetings of the organization shall be open to the public.

Section 4. The quorum for voting at any meeting shall be the voting members present. A simple majority of the voting membership is needed to approve all proposals.

Section 5. Robert's Rules of Order, revised, shall govern this organization in all cases in which they are applicable.

Section 6. The PTO President and the school Principal before distribution shall approve all forms and communications to parents and legal guardians. Forms and communications are to be placed in teacher mailboxes for distribution. Confirm with the Principal as to when forms should be sent home.

ARTICLE X-Committees

Section 1. The President shall furnish event chair with an event packet to fill out and file post events.

Section 2. Various committees shall be created each year. The names and extent of these committees shall be determined by the Executive Board. The duties of a committee chairperson will be to work with the Board member assigned as oversight to determine the purpose and goals of the committee and to keep accurate records of the committee's functions performed throughout the school year. Such records shall be submitted by the end of the school year and remain the property of the PTO. The committee chairperson(s) will be provided a list of guidelines at the beginning of each school year and will agree to abide by all stated operating procedures.

Section 3. Event chairs should keep their own accurate record of all income and expense for their events. A financial report should be submitted to the Treasurer after the event is complete. Each deposit for the event should be listed separately. Event chairs should also submit a completed event Summary Form to the Treasurer and President which will be kept in a permanent file for future use. They must adhere to all district policies and procedures.

Section 4. District issued Fundraiser Form must be signed prior to the event by building administrator and a copy sent over to the District's Business Department.

ARTICLE XI- FINANCES:

Section 1. Authorized expenditures shall not exceed \$250.00 without general membership approval.

Section 2. Requests for funds from the PTO must be presented in writing to the PTO Treasurer by the morning prior to the regularly scheduled monthly meeting in order to be placed on the Treasurers Report.

Section 3. All bank accounts that are established in the name of this organization should require three authorized persons to control such accounts. Authorized persons shall be the organization's Treasurer, Secretary, President, and Vice Presidents. Checks written by the organization shall require two authorized signatures. Employees of CVS cannot be an authorized check signer without written approval by the Business Department.

Section 4. The organization shall maintain an uncommitted minimum balance of \$2000.00 at the conclusion of each school year. The purpose of this balance is to assure adequate funding for initial expenses usually incurred at the beginning of each school year.

Section 5. Checks should be written in sequential order. Blank checks should never be signed. The "payable to" section must be completed. No checks are to be issued to cash or credit cards.

Section 6. A request for payment with receipts attached must be completed before the Treasurer can issue a check for payment. That check will be issued within thirty days.

Section 7. All cash received must be counted by two individuals on school grounds. Event chairperson must follow district's cash box handling procedures.

Section 8. All deposits must have deposit records included. Each deposit record should include supporting detail for it (event name, name of person making the deposit record, amount of cash and amount and number of checks included in deposit). Documentation must include student's name, method of payment, amount of check and cash.

Section 9. Money shall never leave the building for any reason, no matter how convenient, unless a bonded PTO member is transporting monies to the financial institution for deposit.

Section 10. Any payments made to an individual for services rendered, must be made through the district's accounting department. A completed W-9 form, check request, casual worker authorization form and a check made payable to the district to cover the funds must be sent to the district.

Section 11. Reimbursement check(s) shall be issued only after outstanding debt is paid in full. Reimbursements will be given according to district policy.

All Assets and real property will revert back to the school should the organization dissolve.

This organization will remain nonprofit forever.

Article XII - Dismissal of an Officer

Section 1. If Ottawa Elementary by-laws are violated by an officer, the principal may opt to immediately dismiss the officer(s) or may offer the decision up to a majority vote at the next meeting.