

(ACCEPTED 10/27/09)

Proposed Bi-laws of Algonquin Middle School PTO

Article I – NAME: The name of this organization shall be the Algonquin Middle School Parent/Teacher Organization of the Chippewa Valley School District, Clinton Township, Michigan.

Article II – PURPOSE: The purpose of this organization is: To join together to provide student and family orientated activities and to raise funds to purchase supplementary learning materials and teaching aides to benefit the students of Algonquin Middle School. These are items we feel will help the children to learn and grow academically, physically and socially.

Article III – POLICIES: The following are the basic policies of this organization:

Section 1. This organization shall be non-commercial, non-sectarian and non-partisan. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with a partisan interest or for any purpose not appropriately related to the promotion of the purposes of this organization.

Section 2. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind the organization.

Section 3. All bank accounts established in the name of this organization shall require three authorized persons to control such accounts.

Authorized persons shall be the organization Treasurer, the President and any other officer. Checks written by the organization shall require the signature of any two of the above.

Section 4. All expenditures shall be approved by the general membership, with the exception of the petty cash fund. This organization shall allocate a yearly starting balance of \$200.00 toward the petty cash fund to be budgeted. If the fund should become depleted, a vote of the general membership is needed to replenish it. A majority of the board members is needed to approve expenditures from this fund.

Section 5. This organization shall allocate a yearly starting balance of \$200.00 toward a Memorial Fund to be distributed in \$25.00 increments, as needed. This fund is to be used for Algonquin students or staff, or the children, spouse and parents of Algonquin staff.

Section 6. Any classroom/school purchases made by teachers or staff shall remain the property of Algonquin Middle School and is to remain on the premises.

Section 7. All assets and real property will become property of Algonquin Middle School should Algonquin Middle School PTO be dissolved,

Article IV – MEMBERSHIP:

Section 1. Any individual who has a child attending Algonquin Middle School or any staff member of Algonquin Middle School is an eligible member of this organization.

Section 2. Any eligible members are entitled to vote on all issues to be voted upon at meetings they attend; if they have attended at least two (2) consecutive meetings including the meeting of the vote.

Section 3. Eligible members are entitled to vote for officers if they have attended at least three (3) PTO meetings per current school year, prior to the May PTO meeting.

Article V – OFFICERS:

Section 1. A. The officers of the organization shall be a President, Vice-President, Secretary, Treasurer and Publicity/Communications Director.

B. Officers shall be elected by ballot annually in the month of May.

C. Officers shall assume their official duties following the close of the regular meeting in June, and shall serve for a term of one year.

D. A person shall be eligible to serve no more than two (2) consecutive terms in the same office unless there is no opposition at the time of the election.

Article VI – ELECTION:

Section 1. A. There shall be an election committee composed of two persons who shall not be seeking an office in the upcoming elections. These persons shall volunteer or be appointed by the President in the month of March.

B. The election committee shall do the following: (1) Distribute nomination forms with all forms to be returned one week from date of distribution. No nomination forms shall be accepted after set date, unless no one has been nominated for a certain office. (2) Contact all nominees

informing them of their nomination. A written acceptance/rejection form shall be sent to all nominees to be returned to the election committee by a set date. (3) Post names of nominees who have accepted their nominations on the PTO bulletin board. (4) Create ballots to be distributed at the May PTO meeting.

C. A vacancy occurring in any office for an un-expired term shall be filled by special election, and handled by a special election committee as described above.

Article VII - DUTIES OF THE OFFICERS:

Section 1.A. It shall be the duty of all officers to attend the Executive Board meetings and the general meetings.

B. If an officer misses two (2) consecutive general meetings without notifying the President or another board member, it shall be assumed that the office be vacant. Contact with that person by the President will be made before any action can be taken.

Section 2. President: It shall be the duty of the President to preside over all meetings, appoint all committees, call regular and/or special meetings, and give all members adequate notice of meetings.

Section 3. Vice-President: The Vice-Presidents shall act as aides to the President and shall be prepared to take over in the President's absence.

Section 4. Secretary: The Secretary shall keep an accurate record of all meetings, and conduct necessary correspondence.

Section 5. Treasurer: The Treasurer shall keep an accurate record of receipts and expenditures, and shall make disbursements according to an approved budget. The Treasurer shall present a financial statement at each meeting and shall make a full report at the year-end meeting.

Section 6. Publicity/Communications Director: The Publicity/Communications Director shall maintain regular communications between the Board and the membership including the school population, webmaster and parents thereof via paper and/or electronic means including and maintaining the Algonquin PTO Manager.

Article VIII - EXECUTIVE BOARD:

Section 1. The Executive Board shall consist of the Officers of this organization.

Section 2. The duties of the Executive Board shall be: **a.** to transact necessary business in intervals between general meetings and such other business as may be necessary. **b.** Report about Executive Board meetings at general organization meetings. **c.** Create standing committees. **d.** Prepare

and submit to the organization, for approval by majority vote of members present, a budget for the school year.

Section 3. Regular meetings of the Executive Board shall be held monthly during the school year. Special meetings of the Executive Board may be called by the President.

Article IX – MEETINGS:

Section 1. General meetings of the organization shall be held on the 4th Tuesday of each month at 7pm unless a date change is determined to be necessary.

Section 2. Special meetings may be called by the Executive Board with two days notice having been given.

Article X - PARLIAMENTARY AUTHORITY:

Roberts Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these By-laws.

Article XI – AMENDMENTS:

These By-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present at a meeting of the organization two (2) consecutive meetings.

Article XII - AMENDMENTS:

The PTO cannot disperse any amount of monetary payment for prepayment for goods to fundraising companies. All purchases only to be paid at time of goods received.