

Stadium Drive Elementary
Parent Teacher Organization
By Laws

ARTICLE I NAME AND PURPOSE:

Section 1 The name of this organization shall be Stadium Drive Elementary Parent Teacher Organization. It may also be referred to as Stadium PTO or SDE PTO.

Section 2 The SDE PTO is established to aid the school in the enrichment of its educational programs by providing funds to be used for the acquisition of additional equipment, supplies, and services not provided by the school system; and to encourage parents to assist in their child’s education. The organization is also established to provide social activities, to provide opportunities to further the education of current and former students by facilitating better communication and understanding between school, parents, and the community.

ARTICLE II MEMBERSHIP:

Any parent or guardian of a child attending Stadium Drive Elementary and any member of the Stadium Drive Staff is considered a member in good standing of the SDE PTO. The membership year shall be from the 1st day of July through the 30th of June. Any person who wishes to become a member after the first day of school can do so at any PTO meeting and will be eligible to vote at the following PTO meeting.

ARTICLE III BASIC POLICIES:

The following are the basic policies of the SDE PTO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization 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 attempting to influence legislation by propaganda or otherwise.
- c. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process that establishes school policies, recognizing the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education authorities.
- d. No part of the net earnings of the organization shall be distributed to the benefit 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 the furtherance of the purposes set forth in the Article I, Sections 2.

ARTICLE IV OFFICERS AND TERMS OF OFFICE:

Section 1 Each officer must be a member of this PTO

Section 2 The five (5) classifications of Officers shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 3 Officers shall be elected at the Annual Meeting held in April.

Section 4 The terms of the office shall be two (2) years. An officer may hold the same office for two (2) years: but no officer shall be eligible to hold the same office for more than two (2) consecutive terms. An officer cannot hold the same position for more than two consecutive terms (4 years). In the event no persons' express an interest in the open position(s), and the current officer has held a two (2) year term, a unanimous vote can elect that person for multiple terms.

Section 5 Any officer may be removed from the office by a majority vote of the Board members or a majority of active members in attendance at a regular meeting, with such officer having the right to appeal his/her removal to the membership at the next general membership meeting.

Section 6 Should any vacancy occur with the Officers; the President shall appoint a member to fill the vacancy until the next General Membership meeting at which time a special election will be held. In the event a vacancy occurs in the President, the Vice President will assume the office of resident and a special election will be held to fill the vacancy of the Vice President.

ARTICLE V ELECTION OF OFFICERS:

Section 1 A nominating election committee shall be appointed at the March meeting. This nominating –election committee shall consist of at least three (3) members, one of which shall be a member of the Executive Committee.

Section 2 This committee shall recommend a slate of candidates at the April General Membership meeting. Open nominations will be accepted from the floor at this meeting, as long as the person being nominated has consented to accept the nomination. The committee shall be responsible for notifying the active membership at least two (2) weeks prior to the election meeting.

Section 3 Candidates will be elected to office by ballot at the May meeting by a majority vote of quorum. If there is no majority vote of the quorum the candidate with the least number

of votes will be dropped from the ballot until one (1) candidate gets a majority of the quorum.

ARTICLE VI DUTIES OF OFFICERS

Section 1 PRESIDENT

The President shall:

- a. Be the official representative of the organization
- b. Preside at all meetings of the organization
- c. Be a member ex-officio of all committees except the Nominating Committee
- d. Appoint necessary committees and committee chairperson(s) as need arises
- e. Keep the Vice President informed on all SDE PTO activities
- f. Maintain a notebook binder with all correspondence and contacts made during the school year and transfer this documentation to the incoming officer

Section 2 VICE PRESIDENT

The Vice President shall:

- a. Preside at the meetings in the absence of the President
- b. Aid the President at all times
- c. Assume the role of President, should that vacancy become available during the school year
- d. Maintain a notebook binder with all correspondence and contacts made during the school year and transfer this documentation to the incoming officer
- e. Assist the President in appointing necessary committees and committee chairperson(s)
- f. Coordinate child care during the General Membership meetings

Section 3 SECRETARY

- a. Be responsible for all SDE PTO records except for the Treasurer's records. All Records are to be made available to any SDE PTO member or committee person in good standing at reasonable notice
- b. Maintain an updated roster of PTO officers
- c. Record minutes of the regularly scheduled General Membership meetings and any other meetings where SDE PTO business is discussed. These minutes will be submitted for approval and made available at the next regularly scheduled meeting as well as the SDE PTO Facebook page for public review
- d. Have a copy of the current By-Laws
- e. Preside at meeting in the absence of the President and Vice President

- f. Will be the chairperson of the nominating election committee, except in the case where he/she will be running for office for the upcoming school year. At that time, an alternate chairperson will be appointed by the President
- g. Be responsible for the sign in sheet and recording of votes cast at meetings
- h. Maintain a notebook binder with all correspondence and contacts made during the school year and transfer this documentation to the incoming officer

Section 4 **TREASURER**

The Treasurer shall:

- a. Chair the Budget committee
- b. Be responsible for conducting the budget planning sessions
- c. Be responsible for preparing the Proposed Budget presenting it to the general membership at the first annual meeting of the school year
- d. Maintain all financial records for the SDE PTO
- e. Provide a detailed financial report to the Executive Board on a monthly basis. This report will include a year-to-date statement showing budget/actual amounts; monthly activity including line item detail for all transactions including check number, date and payee amount
- f. Collect and distribute all funds relating to the SDE PTO in accordance with Article XI
- g. Submit the books annually for an audit by an auditing committee selected by the Executive Board per the guidelines stated in Article XI, Section 9
- h. Maintain a notebook binder with all correspondence and contacts made during the school year and transfer this documentation to the incoming officer
- i. Be responsible to file IRS Tax returns

ARTICLE VII EXECUTIVE BOARD

Section 1 The Executive Board will include Officers, all committee chairperson, SDE Principal, and a Teacher Representative.

Section 2 The members of the Board shall serve for a term of two (2) years and shall remain in office until their successors assume office.

Section 3 All members of this Board will be and remain in good standing of the SDE PTO

Section 4 The duties of the Board shall be:

- a. To transact necessary business in the intervals between regular meeting and such other business as may be referred to it by the organization
- b. To create special committees
- c. To approve plans of the committees
- d. To present reports at the regular meeting
- e. To appoint a review committee in July after the fiscal year

- f. To participate in budget planning sessions
- g. To approve routine bills within the limits of the budget
- h. Register the signature for the Treasurer, the President, the Vice President, and Secretary for all accounts at the bank. All checks shall bear two (2) of the four (4) signatures registered with the bank

Section 5 Regular meetings of the Executive Board shall be held on a monthly basis during the school year. A majority of the Executive Board members shall constitute a quorum. The Officers and Principal shall meet prior to these monthly meetings to discuss agenda items and upcoming events. Other special meetings of the Executive Board may be called by the President or a majority of the members of the Board.

Section 6 If a Committee Chairperson cannot attend a regularly scheduled PTO meeting, it is the person's responsibility to designate someone to represent them and their committee at the meeting.

ARTICLE VIII MEETINGS AND MEETING CONDUCT:

Section 1 General Membership meetings will be held on the third Wednesday of each month at 6:30 p.m. from September through May, unless otherwise noted by the association or by the Executive Committee, or if there is a conflict with the school schedule. A five (5) day notice shall be given for any schedule changes.

Section 2 A quorum at the general meeting shall constitute five (5) active members and a majority of the Officers. A quorum must be present for business to take place.

Section 3 If a Committee Chairperson cannot attend a regularly scheduled PTO meeting; it is that person's responsibility to designate someone to represent them and their committee at the meeting.

Section 4 Special meetings of the organization may be called by the President or by the majority of the Executive Board. Three (3) days' notice shall be given.

Section 5 The annual meeting of the organization will be held in July to close out the prior fiscal year. This meeting will also be used to plan the upcoming years' budget and events.

Section 6 An emergency phone vote, if needed, is to be conducted by the President and constituents by a quorum of majority vote of the SDE PTO Officers, Principal and SDE Teacher Representative.

Section 7 All meetings will be conducted in an informal atmosphere with "Robert's Rules of Order" as a recommended guideline for the maintenance of order, while adhering to the topics on the agenda. The minutes of the previous meeting will be submitted by the Secretary and read by those present, followed by a report by the Treasurer, and those reports necessary by Board members. Discussion of the various topics on the agenda will be encouraged. Speakers must first be recognized by the Chair before addressing the

membership. Decision will be made by the majority vote of Officers, Board Members, and members in good standing present at the meeting. The President only votes in case of a tie.

ARTICLE IX COMMITTEES:

Section 1 Committees will be formed for conducting specific projects. It will be the Committee Chairperson's responsibility to coordinate all the work involved in carrying out specific projects to the conclusion. It is the Chairperson's responsibility to recruit personnel to assist them in accomplishing their intended projects. It will also be the Chairperson's responsibility to consult with the Principal whenever necessary and to provide continual reports to the Board at regular meetings on his/her project's progress. It is the committee's responsibility to complete objectives within the established budget.

ARTICLE X FISCAL YEAR:

Section 1 The fiscal year for this organization will be from July 1 through June 30.

ARTICLE XI FINANCIAL POLICY:

Section 1 Once the annual budget is approved by the general membership, it is the responsibility of the Executive Board to appropriately approve all expenditures within the scope of the budget (as funds are available). If the expected income is not realized, an amended budget should be prepared by the Budget Committee and submitted to the general membership for approval.

Section 2 All funds raised will be recorded and deposited into the SDE PTO bank account by the Treasurer.

Section 3 The signature of at least two (2) of the following are required in order to issue a check: President, Vice President, Treasurer, or Secretary.

Section 4 A funds requisition form will be developed by the Treasurer and used by SDE PTO Officers and members for the allocation of any and all funds related to the SDE PTO. Receipts and/or paid invoices must be submitted to the Treasurer within two (2) weeks of purchase.

Section 5 All distributions of funds, within the scope of the approved budget, will be made upon approval by the Executive Board.

Section 6 All requests for expenditures for a single item of \$100 or more, must be made in writing to the President at least five (5) days prior to the next general membership meeting. The President will then present it to the Executive Board for approval. Requests for a single item that exceeds \$100 will be discussed and voted on at the general membership

meeting. All expenditures must have a direct educational benefit to the students at Stadium Drive Elementary.

Section 8 A minimum balance of no less than two thousand five hundred dollars (\$2500) must be left in the treasury at the end of the school year. Funds approved for long term project/commitment should not be included in the carry over amount.

Section 9 The Treasurer's accounts shall be examined annually by an accountant or review committee of not less than three members, who satisfied the Treasurer's report is correct, shall sign a statement of that fact at the end of the report. The review committee shall be appointed by the Executive Board at least two (2) weeks before the next annual meeting.

Section 10 The Officers, Board members and SDE PTO members retain the right to allocate funds for the purpose of equipment, material or service other than those requested by the Teacher's. Durable materials purchased by the SDE PTO for classroom use will be considered the property of Stadium Drive Elementary School.

ARTICLE XII BY-LAWS AMENDMENT:

Section 1 The By-Laws will be re-evaluated by a committee made up of three (3) members; one Executive Board member and two others – preferably former Board Members; every two years or sooner if needed. Any changes will be presented to the General Membership by way of a written notice. A two-thirds (2/3) majority vote of those present and in good standing at a general meeting is necessary to amend the By-Laws.

ARTICLE XIII DISSOLUTION

Section 1 This organization reserves the right to dissolve at a time upon written notice to the General Membership and upon a vote of three-fourths (3/4) of the current PTO. Upon the dissolution of this organization, after adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more Lake Orion School's Parent Teacher Organizations, non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 c 3 of the IRS.