

Bylaws of Sister Lakes Elementary PTO

ARTICLE I - Name

The name of the organization shall be Sister Lakes Elementary PTO. The PTO is located at Sister Lakes Elementary, Dowagiac, MI.

ARTICLE II - Purpose

The purpose of the PTO is to enhance and support the educational experience at Sister Lakes Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Sister Lakes Elementary through volunteer and financial support.

ARTICLE III - Membership

Membership shall be automatically granted to all parents and guardians of Sister Lakes Elementary students, plus all staff at Sister Lakes Elementary. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE IV – Officers

Section 1: Executive Board – The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. The school Principal or his/her designee, is a voting member of the Executive Board.

Section 2: Term of Office – The term of office for all officers is one year.

Section 3: Nominations and Elections – Elections will be held at the May meeting. Nominations shall be made at the April meeting or may be presented to any board member prior to the April meeting. Voting shall be by voice or by ballot if more than once person is running for an office.

Section 4: Qualifications – Any PTO member in good standing may become an officer of the PTO.

Section 5: Duties

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

President: Preside at general PTO meetings and Executive Board meetings, prepare the agenda or designate another officer to prepare the agenda, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, handle correspondence.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. 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 at the end of the year.

Section 6: Board Meetings – The Executive Board shall meet monthly during the school year or at the discretion of the President.

Section 7: Vacancy – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 8: Removal – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

ARTICLE V – MEETINGS

Section 1: General PTO Meetings – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: Voting – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

ARTICLE VI – FINANCIAL POLICIES

Section 1: Banking – All funds shall be kept in a checking account in the name of Sister Lakes Elementary PTO requiring two signatures of the President, Treasurer or Principal and held at a local financial institution.

Section 2: Reporting – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly.

Section 3: Ending Balance – The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 4: Contracts – Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VII – BYLAWS AMENDMENTS

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

ARTICLE VIII – DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Sister Lakes Elementary.

These bylaws were adopted on November 12, 2009