

**Ann Dolsen Elementary School Parent Teacher Organization (PTO)
By-Laws of the Dolsen PTO**

ARTICLE 1. Name

The name of this organization shall be the Ann Dolsen Elementary School Parent Teacher Organization (PTO).

ARTICLE II. Mission Statement

The mission is to contribute to the welfare of all students and families at Dolsen Elementary. The Dolsen PTO does this by supporting its' students, teachers and staff. The PTO encourages community involvement through volunteerism of parents. We also promote open communication between parents and staff so that new ideas can be shared.

ARTICLE III. Purpose

The purpose is to aid in the enrichment of our children's educational experience.

The PTO is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organize under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

ARTICLE IV. Membership

All parents and guardians of our students, teachers and staff personnel may fully participate and be members of the Dolsen PTO.

ARTICLE V. Officers

Section 1: The following officers shall be elected and serve on the Executive Board.

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Fundraising Coordinator
- f. CHEERS Coordinator
- g. Trustee (2)

The officer positions of this organization may be co-chaired at the Board's discretion by no more than 2 people. In the event a position is co-chaired by 2 people, each person will have individual voting privileges.

Section 2: Officer Duties

- A. President: The President shall:
 - 1) Be the principle executive officer and preside at all meetings
 - 2) Hold order and table an issue if more information is needed
 - 3) Assist Fundraising Coordinator in collection of unpaid debt
 - 4) Responsible for the scheduling and marketing of PTO meetings.
 - 5) Perform such other duties as prescribed in these bylaws or assigned by the organization
 - 6) Sign checks in the absence of the Treasurer
- B. Vice President: The Vice President shall:
 - 1) Act as aid to the President and perform the duties of the President in his/her absence
 - 2) Perform any board member's duties if they are unable to attend a meeting

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- 3) Take nominations and direct the election of officers each year
 - 4) Responsible or scheduling and management of PTO functions/activities with the CHEERS coordinator
 - 5) Perform such other duties as are assigned by the President or the Executive Board
- C. Recording Secretary: The Recording Secretary shall:
- 1) Attend all PTO meetings and keep and maintain minutes of the proceedings of the General Membership and the Executive Board
 - 2) Keep by-laws and phone directories up-to-date
 - 3) Keep a copy of the bylaws available at all meetings
 - 4) Keep a copy of Robert's Rule of Order available at each meeting for reference
 - 5) Distribute copies of the minutes to the members of the organization
 - 6) Set the agenda for the general meetings
 - 7) Submit a copy of the minutes for electronic publication
- D. Treasurer: The Treasurer shall:
- 1) Maintain accurate and current financial records and a checking account in the name of Ann Dolsen Elementary School PTO
 - 2) Act as treasurer for any fundraiser of the PTO
 - 3) Make deposits as money comes in
 - 4) The Treasurer (or President) must sign all checks.
 - 5) Prepare and present a monthly report at every general meeting and at other times when requested by the Executive Board
 - 6) File the appropriate tax returns by December 31 of each year
 - 7) Have financial record audited at the end of each school-year or upon change of officer by no less than three members of the Board
 - 8) Make disbursements as authorized by the membership in accordance with the budget adopted by the organization
 - 9) Maintain list of student balances, including Scripts, Pizza Kits and any others for 5th grade camp
 - 10) Register the Dolsen Elementary PTO with the State of Michigan annually by October 31
- E. Fundraising Coordinator: The Fundraising Coordinator shall:
- 1) Gather and research potential fundraisers
 - 2) Proposes fundraisers to the Board for approval
 - 3) Oversees and coordinates fundraising committee and volunteers
 - 4) Assists treasurer in accounting for all fundraising revenue
- F. Cheers
- 1) Prepare information to be sent home regarding volunteer opportunities
 - 2) Coordinate the listing of volunteers for each committee and work with the committee chairs to make sure they understand their duties, PTO objectives, and the PTO mission
 - 3) Maintain volunteer hours and report monthly to District CHEERS coordinator
 - 4) Attend scheduled District CHEERS coordinator meetings
 - 5) Publish the PTO Press, update the website and Facebook
- G. Trustee
- 1) Attend all general board meetings
 - 2) Assist the other officers with their commitments

Section 3: Nominations and Elections

- A. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Those nominated must be present at the meeting unless the nominee provides written notice.
- B. The aforementioned officers will be elected annually at the May general meeting.
- C. Nominations can take place five different ways: a nominating committee, from the floor at the meeting, by ballot, by mail, and/or by petition. Nomination may take place up to the time to vote. Candidates may nominate themselves.
- D. Candidates may only run for one position at a time. Their name may not be on the ballot more than once until one position has been settled. At that time, they may choose to run for another position.
- E. Robert's rule of Order will be consulted if situations are not clearly defined in Dolsen's PTO Bylaws. Dolsen's PTO Bylaws supersede all other bylaws.

Section 4: Elections

- A. Voting can take place three different ways: show of hands, ballot, or roll call.
- B. Elections will take place in the following order: president, vice president, secretary, treasurer, fundraiser, cheers, trustee.
- C. Elections may not move from one position to another until the current position has been settled.
- D. Positions will be determined by a plurality vote. (the candidate that receives the most votes. - majority needs more than 50% of the vote)
- E. All PTO members, including the board, may vote for all positions
- F. In the case of a tie vote, everyone present at the meeting will vote again until the tie is broken.
- G. Elected officers will serve a one-year term. The Treasurer will be limited to three consecutive years in that same position.
- H. The newly elected board will take over in August.
- I. Robert's rule of Order will be consulted if situations are not clearly defined in Dolsen's PTO Bylaws. Dolsen's PTO Bylaws supersede all other bylaws.

ARTICLE VI. General Membership Meetings

Section 1: General membership meetings of the organization shall be held monthly September thru May.

- A. Business may be executed by a simple majority of those present at any scheduled and announced meeting of the PTO and a minimum of four elected Board members.
- B. All agenda requests will be submitted in writing and placed in the PTO box by the board meeting prior to the PTO meeting.
- C. The agenda will be posted electronically no later than 6:00p.m. the day before the meeting date.
- D. The chairperson of the given event must make a request for funds so that all details are presented at the time of the request. The Board may choose to research the information and put it on the agenda for the next general meeting, if it is deemed necessary.
- E. Events chaired by non-PTO members in which money will be collected must have a PTO sponsor to collect funds.
- F. All discussion brought up under new or unfinished business will be limited to fifteen minutes of discussion. All attendees are limited to two minutes. After all attendees have a chance to speak, those that have spoken will be allotted two additional minutes.

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- G. Motions to vote on topics discussed must be made by attendees, not the PTO board. The President will repeat motions made and seconded before the vote is tallied. In the case of a tie vote, the Board will vote to break the tie. If the Board is tied, the request will be tabled until the next general meeting.
- H. Robert's rule of Order will be consulted if situations are not clearly defined in Dolsen's PTO Bylaws. Dolsen's PTO Bylaws supersede all other bylaws.

ARTICLE VII. Executive Board

Section 1: All members of the Executive Board will maintain high levels of communication to achieve the maximum results to benefit the children and encourage both familiar and new members to share their talents, resources, time, ideas and energy whenever possible.

- A. The Board will meet monthly from August thru May and may schedule special meetings, if deemed necessary.

ARTICLE IX. Finances

Section 1: Budget

- A. An annual budget will be set by the PTO Board and brought as an agenda item to the September general meeting to be discussed and voted on. If, during the year, a line item requires more money than was approved in the budget, a request will need to be put on the agenda for additional funds, in accordance with the by-laws.

Section 2: Earnings

- A. No part of the net earnings of the PTO shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of section 501(x)(3) purposes. No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office.
- B. Notwithstanding and other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code) or (b) by a corporation/organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Section 3: Disbursement of Funds

- A. Money transactions of the PTO \$100.00 and under may be decided by the Board (minimum of four elected board members). Any transaction \$100.01 or more must be voted on at a general meeting.
- B. Requests of \$500.00 or more must be submitted according to the by-laws. If written in after the agenda deadline, the amount can be discussed at the current meeting, but the vote must be tabled until the next general meeting.
- C. The Treasurer and president may withdraw funds from the account(s) by check or debit card.
- D. The treasurer and president may make cash withdrawals from the PTO bank account and make purchases with the PTO debit card and sign check. A valid receipt must be presented along with a completed reconciliation form for each withdrawal.

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Section 4: Collection of Fees

- A. The PTO may collect fees on returned checks written to the PTO.
- B. The PTO may place a hold on the ability of a family with a returned check to pay by personal check until the fees for their returned check(s) have been reconciled.

ARTICLE X. Dissolution

Upon dissolution of the PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future tax code) or shall be distributed to the Federal Government or to a state or local government for a public purpose.

ARTICLE XI. Amendments

The Executive Board will review bylaws on an annual basis to meet the needs of the school and community.