

BY-LAWS OF THE
HARMON ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION

24800 Harmon
St. Clair Shores, Michigan 48080

Macomb County

Adopted November 2007

ARTICLE I-NAME

The name of this organization shall be the Harmon Parent-Teacher Organization (PTO).

ARTICLE II-OBJECTIVE

The purpose of the Harmon PTO shall be to promote the educational welfare of the students through school, home, and community interaction; to secure and uphold city, county, state, and federal laws for the benefit of the students; and, to encourage a close working relationship between parents, educators, and the general public in the pursuit of the highest quality education for each student.

ARTICLE III-POLICIES

Section (1)

This organization shall be non-discriminatory and non-commercial.

Section (2)

This organization shall not seek to direct the administrative activities of the school.

Section (3)

This organization may cooperate with the other organizations in child welfare, provided they make no commitments with binding membership.

ARTICLE IV-MEMBERSHIP/MEETINGS

Section (1)

Any teacher, parent, or guardian of a student attending this school shall be considered a member of this organization and automatically a voting member of this PTO.

Section (2)

A Teacher Representative shall be selected by school staff and is not elected by the PTO. This representative will act as a liaison between all teachers and the Harmon PTO.

Section (3)

The Harmon PTO shall be financed through voluntary contributions by fundraising activities/events that are decided by majority vote of the organization. Budgets will be pre-approved prior to the start of all activities/events in regularly scheduled Harmon PTO meetings.

Section (4)

Regular meetings of the Harmon PTO shall be held every month during the school year unless otherwise directed by the PTO Board (as defined in Article V section 1). The Principal and Teacher Representative must be present at all PTO meetings.

Section (5)

A special meeting of the Harmon PTO may be called by the Co-Presidents or President /Vice President or MUST happen upon the request of two or more PTO Officers (as defined in Article V Section 1).

Section (6)

Any Officer of the PTO Board who misses more than two meetings (without notice or excuse) of the Harmon PTO Board will have his/her position revoked (subject to majority vote of the Board with a quorum present) for the balance of the term for which he/she was elected.

ARTICLE V-OFFICERS AND THEIR ELECTION

Section (1)

The officers of this organization shall be Co-Presidents or President, Vice-President, Secretary, Treasurer, Historian, Publicity Coordinator, Volunteer Coordinator, and a Teacher Representative.

Section (2)

Nomination for officers shall be afforded to all PTO members. In the event that there are multiple applications for any given seat, a silent vote shall be held in May to determine who shall serve for the upcoming year.

Section (3)

The term of the new officers shall commence with the close of the school year following the election.

Section (4)

The Co-Presidents or President, Vice-President, and the treasurer shall have previous experience as a board member whenever possible.

Section (5)

Officers shall hold their positions for a term of one (1) year and officers excluding the Treasurer shall resign their duties at the end of the school year. The Treasurer shall continue to keep the books until the account can be reconciled from the bank statements that include the month end of June. All reconciled books and records are to be given to the newly elected treasurer no later than August 1st. All signers on the PTO bank account

shall be changed over at the end of the school year, except the Treasurer who will be changed over no later than August 1st.

Section (6)

No officer shall be eligible to maintain the same office for more than three (3) consecutive one (1) year terms, unless no other member is willing to fill said position. After a third term has been completed, a silent vote will be held to determine if the current board member will still be able to hold said position.

Section (7)

A vacancy occurring in any office during the school year will be filled by a vote of the members of the Board.

Section (8)

New officers shall assume their duties at the end of the school year.

ARTICLE VI-DUTIES OF OFFICERS

Section (1)

The duties and responsibilities of all Harmon PTO Board Officers shall be:

- a.) To set clear financial goals, short and long term in writing at the start of every school year.
- b.) Set a budget for annual expenses.
- c.) Evaluate budget annually for any changes that may need to be made due to economic times and other factors.
- d.) It is also the responsibility of all Board Officers and PTO members to uphold the by-laws.
- e.) To attend all PTO meetings.

Section (2)

The duties of the Co-Presidents or President are:

- a.) Meet with the Principal in June to set dates and discuss expectations for the upcoming year and then again in August to finalize dates and discuss any changes that may need to be made.
- b.) Preside at all meetings of the Harmon PTO, including a special meeting of the board prior to the start of the school year to go over calendar and plans for the start of the school year.
- c.) Oversee all committees, activities, and events.
- d.) Keep board members informed.
- e.) Present an agenda at every meeting (unless there is a V.P.)
- f.) Make sure that all board officers are carrying out their duties.
- g.) Arrange for someone to attend the school board meetings whenever possible.
- h.) Be knowledgeable of the PTO bank account.

Section (3)

The duties of the Vice President are:

- a.) Attend all meetings with the President.
- b.) Prepare and present agenda for every meeting.
- c.) Perform the duties of the President in their absence.

- d.) Split day-to-day duties with the President.

Section (4)

The duties of the Treasurer are:

- a.) To take care of all monies concerning this organization.
- b.) Keep accurate records of these monies, including losses and profits.
- c.) Provide a treasurers report for every PTO meeting (if unable to attend, make sure that a copy is given to another board member to present for you), also make copies for all who are at the PTO meeting.
- d.) Inform the board when the budget is not being followed.
- e.) Release no monies that the board has not been informed about.
- f.) Make an annual report to the District administrative budget director.
- g.) Work with the Co-Presidents/President so that they are as knowledgeable as you are about the account.
- h.) Be available to collect and deposit funds on the day of events, or collection.

Section (5)

The duties of the Recording Secretary are:

- a.) Take accurate minutes and attendance at all meetings.
- b.) Prepare minutes for review at the next meeting, and get a copy of the minutes sent home with the students.
- c.) Step in for the Correspondence Secretary when he or she is absent.

Section (6)

The duties of the Correspondence Secretary are:

- a.) Update handbook with current year info and make sure that they go home with students on the first Friday back to school.
- b.) Take care of any benevolence, special occasions such as birthdays, births, etc.
- c.) Prepare a monthly newsletter to be included in the school newsletter, (check with Principal on deadline).
- d.) Have all handbooks, newsletters and other updates placed on the website, and make sure that info on the website is current.
- e.) Step in for the Recording secretary when he or she is absent.

Section (7)

The duties of the Volunteer Coordinator are:

- a.) Prepare and send home requests for volunteers for all PTO related events.
- b.) Collect and sort volunteer sheets.
- c.) Make nametags for events.
- d.) Send home reminders to volunteers of work times and stations.
- e.) Keep an accurate list of volunteer names so that they can be acknowledged after the events.

Section (8)

The duties of the Publicity Coordinator are:

- a.) Prepare and distribute fliers for upcoming events.
- b.) Create posters for PTO events.
- c.) Make sure that PTO info is updated in the outside showcase and when available for our use, make sure inside showcase is decorated for events.
- d.) Send out reminders of events.
- e.) Assist other board members with projects as needed.

Section (9)

The duties of the Historian are:

- a.) Attend school events and take pictures.
- b.) Create posters of events with those pictures.
- c.) Keep a scrapbook for the school year, which will be kept in the library.

Section (10)

The duties of the teacher Representative are:

- a.) To inform the board of teachers' opinions, thoughts, and concerns.
- b.) To inform the teachers of the PTO agendas, and the outcome of votes and other information given out at the meetings.

ARTICLE VII-STANDING COMMITTEES

Section (1)

The duties of an event chairperson are:

- a.) Provide a plan of work to the PTO board for approval.
- b.) Provide updates at each PTO meeting.
- c.) Receipts must be provided for all items purchased for the event.
- d.) Whenever there is more than one chairperson, one person shall be responsible for the event budget and staying within it.
- e.) Inform the board ahead of time if the budget is not enough.
- f.) After the event, give an update at the next meeting with feedback, pros/cons, and any other pertinent information.
- g.) Keep a record of what was bought and what was used to allow for better future planning.
- h.) Keep any useful information or tips in the event folder that the PTO provides you with, to help future chairpersons.
- i.) Responsible for preparation of tickets where applicable as well as designating a chairperson or PTO board member to distribute tickets to ticket sales and making sure there are enough supplied throughout the event.

ARTICLE VIII-CASH HANDLING POLICIES AND PROCEDURES

Section (1)

Requests for needs and wants of the Harmon Staff and other school groups must be detailed on a "Request for Funds" form, submitted to the Principal for pre-approval, and upon administrative approval, be presented to one of the Co-Presidents or President/Vice President for inclusion on the agenda of the next regularly scheduled meeting for discussion and vote of the Harmon PTO. Whenever an approved request under \$100.00 is brought forth only approval of the President or a Co-President and the Treasurer is required. Any person or group requesting funds must be personally present at the PTO meeting to support their request unless with good reason they are unable to attend. In this case, the requestor is responsible for finding someone to stand in for them.

Section (2)

All checks require two signatures, that of the Treasurer and the President (Note: for a Co-Presidency, either person's signature is acceptable). Each check issued must have an appropriate receipt or documentation proving the dollar amount. In the event of a lost receipt, a written account of expenses should be detailed and approved by the President/Co-President as "O.K. to pay".

Section (3)

Bank statements are to be reconciled monthly by the Treasurer, and a second time by someone who is not a signer on the account. The Treasurer will keep a copy with their records, and a copy will be retained by the President or one of the Co-Presidents. The Treasurer will also retain the statement while making sure that the President or Co-Presidents have a copy.

Section (4)

All monies collected must be verified and counted by three-four people. The Treasurer and the President or one of the Co-Presidents should be two of these people. When monies counted are from a school event, one of the chair people should be a counter. The counters should sign their name on the tally sheet. The Treasurer should keep a copy of this along with copies of the deposit slip and tab from deposit bag. The President or one of the Co-Presidents should keep additional copies of these same items. Either a locked deposit bag or a plastic sealable (bank approved) bag is to be used for night deposits, depending on the banks current requirements.

Section (5)

During school events (such as festivals), money should be collected in pairs. Money should be then secured in the office by the Principal until after the event when the monies should be counted.

Section (6)

Any money collected over \$500.00 at one time, must be counted, and deposited that same day. In the case of an evening event, the monies must be deposited by night locked drop box. There should always be at least two people depositing large sums of money in the evening for safety. PTO monies should never go home with anyone.

Section (7)

All checks to the PTO should be stamped immediately with a "Deposit Only" stamp. This stamp should remain locked in the school office so that it is available even if the Treasurer is not.

Section (8)

The Treasurer can issue checks for less than \$100.00 with the approval of the President or one of the Co-Presidents as needed. All other requests for checks require approval of a majority vote of the Harmon PTO members. No checks are to be made payable to cash. This of course excludes monies already in a written budget for specific events or items (such as Fall Festival or Field Day), but if a chairperson needs more than \$100.00 in excess of their budget, it must be approved by a majority vote of the PTO Board Officers whenever a scheduled PTO meeting will not happen before the money is needed.

ARTICLE IX-AMENDMENTS AND BOARD POLICY

Section (1)

Amendments and Revisions to these by-laws must be done within a committee consisting of the Co-Presidents or President/Vice President, three (3) non-board officer parents of Harmon students, one (1) teacher, and the Principal. This should occur at least every two years, even if no revisions are made, simply to ensure that they are reviewed on a regular basis.

Section (2)

Anyone proposing changes to these by-laws outside of a scheduled committee must submit details of the suggested change(s) in writing to the President or Co-Presidents. A committee will then be formed to address the matter and take the time to look over the by-laws in whole. After the committee is satisfied with their proposals, they will bring them to the next scheduled PTO meeting. Any changes that are to be adopted must receive approval by a majority vote of the Harmon PTO. All adopted changes must be incorporated into this document, noting the latest "adoption" date on the front of the page. Full copies should then be sent to the Principal, all Harmon PTO Officers, and the District Superintendents Office. Copies should also be kept in the school office to be available upon request.

Section (3)

LAKEVIEW Public Schools Board of Education Policy Number 7230 (page 1 of 1) entitled "Gifts, Grants, and Bequests", require that all items to be purchased by a PTO with a value of \$3,500.00 or more are to be submitted in writing to the Board of Education for pre-approval prior to purchase. All information including item(s) description, price, and installation (if needed) is to be compiled by the Co-Presidents or President and presented to the Principal so that a formal written request can be appropriately made. Please note that all services (i.e., assemblies, field trips etc) are excluded from this ruling.