

Bylaws of the
Jefferson Middle School
Parent – Teacher – Student Organization
“JMS PTSO”

27900 Rockwood Street
St. Clair Shores, Michigan 48081

Macomb County

Adopted: June 2, 2011

ARTICLE I – NAME

The name of this organization shall be the Jefferson Middle School (JMS) Parent – Teacher – Student – Organization (PTSO).

ARTICLE II – OBJECTIVE

The purpose of the JMS PTSO shall be to promote the welfare and education 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 close working associations between parents, educators, and the general public in the pursuit of the highest quality education for each student.

ARTICLE III – POLICIES

Section (1)

The intent of JMS PTSO is to be educational, social, and responsible for developing programs, committees, and projects.

Section (2)

The JMS PTSO shall be diverse, non-partisan, and non-commercial. No commercial enterprise and no candidate of any type shall be endorsed by the JMS PTSO. The name of the organization or the name of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose other than the regular work of the JMS PTSO.

Section (3)

The JMS PTSO shall not seek to direct the administrative activities of the school or control its policies.

Section (4)

The JMS PTSO may cooperate with other organizations active in child welfare, provided they make no commitments which bind their memberships.

ARTICLE IV – MEMBERSHIP/FINANCING/MEETINGS

Section (1)

All parents/guardians of Jefferson Middle School students are automatically voting members of the JMS PTSO. “A majority vote” will be defined as the majority of members present when a vote is taken.

Section (2)

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

Section (3)

A Student Government Representative shall be selected by Student Government and is not elected by the JMS PTSO. This representative will act as a liaison between the student body and the JMS PTSO.

Section (4)

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

Section (5)

The JMS PTSO will support student assemblies as requested and approved by the Principal or Assistant Principal and a majority vote of the JMS PTSO.

Section (6)

Regular meetings of the JMS PTSO shall be held every month during the school year, unless otherwise directed by the PTSO Board (as defined in Article V, Section 1). The Principal and/or Assistant Principal are to be present at all meetings.

Section (7)

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

Section (8)

Requests for needs and wants of the school staff should be detailed on a “Check Request” form, submitted to the Principal for pre-approval, and presented to the PTSO Board for inclusion on the agenda of a regularly scheduled meeting for discussion and vote of the JMS PTSO.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section (1)

The JMS PTSO shall consist of the following officer positions that shall be the PTSO Board: President/Co-Presidents, Vice-President, Recording Secretary, Treasurer. The JMS PTSO may have the following officer support positions: Corresponding Secretary, Fundraising Coordinator, and Volunteer Coordinator(s).

Section (2)

The JMS PTSO officers shall be nominated by either volunteering or submitting a nomination ballot. All nominated names shall be placed on a nomination ballot, and posted on the PTSO bulletin board, and be provided to the school for advertisement prior to the April JMS PTSO meeting. In the event that an officer position is open due to no ballot response, the PTSO Board may seek out a parent/guardian to run for the open position(s). Official nominations will be made in the April JMS PTSO meeting, with the closing of nominations at the end of said meeting. An election will be held by JMS PTSO during their regularly scheduled May meeting.

Section (3)

JMS PTSO officers shall assume their duties beginning August 1st after they have completed the Lakeview School District background and Volunteer Consent forms and shall serve for a term of one (1) year. In the event that a vacancy of an officer position occurs during the school year, the PTSO Board will appoint the replacement, by majority vote of all officers, until the regular election is held in the May JMS PTSO meeting.

Section (4)

No JMS PTSO officer shall be eligible for the same office position for more than two (2) consecutive terms, unless no other member is willing to fill said position.

ARTICLE VI – DUTIES OF OFFICERS

Section (1)

The President/Co-Presidents shall preside at all meetings of the JMS PTSO, including a special meeting prior to the beginning of the school year, to be called with the Principal and any available PTSO Board members, where a preliminary calendar of events will be set for the upcoming school year. The President/Co-Presidents shall oversee all committees and activities/events. In addition, the President/Co-President shall assure someone in attendance at Lakeview Board of Education meetings, as often as possible, who will report district information to JMS PTSO members.

Section (2)

The Vice-President shall act as an aide to the President/Co-Presidents and shall perform the duties of that officer(s) in their absence, as well as the duties of any other officer as needed. The Vice-President shall also be responsible for preparing a monthly agenda for the JMS PTSO meetings; any unresolved "vote" items/topics are to remain a part of the agenda until they become finalized.

Section (3)

The Recording Secretary shall record accurate minutes of all meetings of the JMS PTSO and is responsible for compiling and distributing minutes to all JMS PTSO members at the following regularly scheduled meeting, and providing a copy to the school office noting all important information and details of events/activities to be publicized by the school. The Recording Secretary shall also be the custodian for all communications belonging to the JMS PTSO and shall file all agendas, minutes, and Treasurer's Reports from the regularly scheduled monthly meetings, as well as any other PTSO documents. A copy of preliminary minutes shall be available at least two (2) days prior to the next scheduled meeting.

Section (4)

The Treasurer shall keep an accurate, up-to-date account of all monies received and spent by the JMS PTSO and will report the current status of the account(s) at each regularly scheduled meeting. The Treasurer is required to bring the original, most current, bank statement to each meeting (reconciled to-date) so that it is immediately available for any questions. The actual bank statement is to be signed and dated by the Treasurer upon completion of reconciliation; this signed reconciliation shall be verified by a Co-President or Vice President. Details of financial accountability are noted in Article VII.

Section (5)

The Corresponding Secretary shall be responsible for general, staff, and PTSO email account correspondences.

Section (6)

The Fundraising Coordinator shall be responsible for providing school fundraising events whose purpose is to raise money for the JMS PTSO. All money raised will be deposited into the general account of the organization and will be dispersed by request, if approved with a majority vote. Any request to specify an item(s) for fundraising profits, MUST be pre-approved by the Principal and a majority vote of the JMS PTSO.

Section (7)

The Volunteer Coordinator(s) shall be responsible for coordinating volunteers as needed for JMS PTSO events/activities.

Section (8)

Officers are expected to attend all meeting of the JMS PTSO. If circumstances arise that make an officer unable to attend a meeting, it is their responsibility to notify the President/Co-Presidents prior to such meeting.

ARTICLE VII – FINANCIAL GUIDELINES

Section (1)

All non-receipted monies collected, must be verified and counted by two people, one of which must be a JMS PTSO officer, before they are to leave school premises. Non-receipted monies require the signature of both “counters” on two “Cash Receipt Monies” forms – one copy is to be filled on school premises and the other is to be attached to the account statement proving such deposit.

Section (2)

Any student paying for any item/activity/event over \$50 is required to make payment in the form of a check or money order made payable to “JMS PTSO.” Cash payments over \$50 will only be accepted if delivered in person, to the office, by an adult.

Section (3)

Petty cash boxes are to be funded with a check written to the Treasurer and signed by two other officers (one of which must be the President or a Co-President) with a notation made on the check stating the event name and the words “CASH BOX.” No receipt will be necessary in this instance only.

Section (4)

The Treasurer shall issue checks for less than \$100 with the approval of the President/Co-Presidents, and as needed to cover expenses for on-going activities and events that have been pre-approved in a regularly scheduled JMS PTSO meeting. All other requests for checks require approval of a majority vote of the JMS PTSO members. No checks will be written payable to cash.

Section (5)

In the event that a “deadline” decision is necessary before a formal meeting of the JMS PTSO, a unanimous YES vote is required by all officers, and at least two (2) other JMS PTSO parents/guardians.

Section (6)

All checks require two signatures, that of the Treasurer and President (NOTE: for a Co-Presidency, either President’s signature is acceptable). Checks issued to the Treasurer or President/Co-Presidents, for reimbursement purposes, must be signed by officers other than the person to whom the check is made payable to. Each check issued must be the 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-Presidents as “OK to Pay.”

Section (7)

At the end of each school year, the Treasurer must submit a summary of all dollars spent, for audit purposes, to the President/Co-Presidents, Principal, and District Superintendent's Office. This summary must include a copy of the checking account beginning and ending statements for dollar amount verification, and will be made available at the first meeting of the new school year for any interested JMS PTSO member's review.

ARTICLE VIII – AMENDMENTS AND BOARD POLICY

Section (1)

Anyone proposing changes to these bylaws must submit details of the suggested change(s) in writing to the President/Co-Presidents, so that information of the preliminary change(s) can be given to the full JMS PTSO. The suggested change(s) will be presented in a regularly scheduled monthly meeting, and a "Bylaw VOTE" will be put on the agenda for the following monthly meeting. Any changes that are to be adopted must receive approval by a majority vote of the JMS PTSO. All approved changes must be incorporated into this document, noting the latest "adoption" date on the front page, with full copies sent to the Principal, all JMS PTSO Officers, and the District Superintendent's Office.

Section (2)

Lakeview Public Schools Board of Education Policy Number 7230 entitled "Gifts, Grants and Bequests", requires that all items to be purchased by PTSO with a value of \$500 or more be submitted in writing to the Board for pre-approval prior to purchase, See Appendix 1

Bylaws of the JMS PTSO
Appendix 1

Lakeview Public Schools
Bylaws & Policies

7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests having a value of more than \$500.00 shall be submitted to the Board prior to acceptance. All gifts, grants, and bequests shall be acknowledged by the Board regardless of the value.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right not to accept such liability and thus deny the use of the equipment by students or District employees.

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