

BYLAWS
Of
Team Bates PTO - Bates Elementary School

ARTICLE I – NAME, DESCRIPTION & MISSION

Section 1: NAME – The name of the organization shall be **Team Bates PTO**. The PTO is located at Bates Elementary School, 2704 Baker Road, Dexter, Michigan, 48130.

Section 2: DESCRIPTION – Team Bates PTO is a non-profit organization that exists for educational, social and charitable purposes that operates under the general direction of the Bates Elementary School Administration. Dexter Community Schools is considered a government entity and is tax exempt.

Section 3: MISSION – Team Bates PTO is organized for the purpose of supporting and enhancing the educational and social experiences of the school’s students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.

ARTICLE II - POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The name of the PTO and the names of any of its members in their official capacities shall not be used for any purpose not appropriately related to the Mission of the PTO.

Section 3: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

ARTICLE III – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Bates Elementary School students, plus all staff at Bates Elementary School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE IV – OFFICERS

Section 1: LEADERSHIP TEAM – the Leadership Team shall consist of the following officers: President or Chairperson, Vice President or Co-chairperson, Secretary and Treasurer all Committee Chairpersons. Officer positions, except for Treasurer, can be shared, can be shared. The School Principal, or his/her designee, is a voting member of the Leadership Team.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. Officers may serve consecutive terms, if they are nominated, by self or by other, and are subsequently elected to do so.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: ELECTIONS – Any Team Bates Member in good standing may run for office or be nominated to hold a position on the Leadership Team. Positions will be voted on and approved by a majority vote of members present at the last Team Bates meeting of the year. If no persons are willing to assume positions on the Leadership Team at the final meeting, positions can be filled on a volunteer basis and approved with a vote of simple majority by Leadership Team.

Section 5: DUTIES

- Leadership Team – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.
- President or Chairperson– Preside at General PTO meetings, sits on the Grant Committee, serve as the official representative of the PTO, manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. and retain all official records of the PTO.
- Vice President-or Co-Chairperson – Assist the President or Chairperson and chair meetings in the absence of the President.
- Secretary – Record and distribute minutes of all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.
- Treasurer – Serve as custodian of the PTO’s finances, sit on the Grant Committee, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, and hold all financial records.

Section 6: BOARD MEETINGS – The PTO shall meet during the school year, at the discretion of the President, as the need arises.

Section 7: REMOVAL – An officer, committee chairperson, committee member or any member of the PTO can be removed from office for failure to fulfill his/her duties, or for causing ill will toward the school staff, students or other parents, after reasonable notice, by a majority vote of the Executive Board and current committee chairpersons.

Section 8: VACANCY – If a vacancy occurs on the Leadership Team, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

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 as the need arises.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Decisions will be approved based on a majority vote of members present at Team Bates meetings. Absentee or proxy votes are not allowed at the meeting. Should an immediate need to approve a decision arise prior to or after a scheduled General PTO meeting, the Leadership Team may approve or deny the request via e-mail vote, with a simple majority approving or denying the decision.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FINANCES – Money collected through Team Bates PTO fundraisers will be spent on predetermined needs and initiatives. Team Bates PTO funds will not be used for any items, programs or events that do not directly benefit the students or teachers at Bates Elementary School.

Section 2: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$8,000.00 in the treasury at the end of each fiscal year.

Section 5: GRANTS and EXPENDITURES– Monies may be requested from time to time to fund various projects at Bates Elementary School. Certain criteria must be met for a grant approval:

- Team Bates PTO must have funds available to cover said requests.

- Funds requested must be used explicitly to benefit the teachers, students and staff at Bates Elementary School.
- Grant requests that benefit only one classroom and/or teacher have historically not been approved. While all grant requests are evaluated and voted for on case by case basis, the Grant Committee seeks to approve grant requests that have a school-wide or multi-classroom benefit.
- A grant or expenditure must be approved by the Treasurer **prior** to spending funds. Team Bates PTO is not obligated to fund or liable for any expenses that did not receive prior approval.
- The choice to spend money on a particular item or function shall be made by a majority group vote during a scheduled Grant Committee meeting.
- Should an immediate need to approve funds arise prior to or after a scheduled Grant Committee meeting, the Grant Committee may approve or deny the request via e-mail vote.
 - The group will be notified by email with all necessary details required to make decision by proxy.
 - Majority vote received proxy emails will determine if the request is approved or denied by the Grant Committee.
 - In either of the above situations, a brief update will be provided at the following, regularly scheduled Team Bates meeting.

Section 6: REIMBURSEMENTS- Any expenditure must receive prior approval of the PTO Treasurer to spend Team Bates funds. Parties will be reimbursed by submitting original receipts to the Treasurer within one (1) month of the purchase. Team Bates is not obligated to reimburse any purchase that does not receive prior approval.

ARTICLE VII – BYLAW AMENDMENTS and REVIEW PROCESS

Section 1: 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. A majority of all members present at a regularly scheduled Team Bates meeting is required to adopt an amendment to the Bylaws.

Section 2: REVISIONS: Bylaws must be reviewed and revised every (3) three years by the President or the Presidents designee. Any changes, additions or deletions must be discussed by the Leadership Team no later than the beginning of the new school year, with the final version presented for approval by the General Membership no later than at the first Team Bates Meeting of the new school year. If the Leadership Team choses to meet over the summer, they may vote and approve the Bylaws, by simple majority of those present, at that time.

Sections 3: MAINTENANCE -Three copies of the current Bylaws will be maintained, one hard copy and one electronic file will be maintained by the President with official PTO documents. A third hard copy will be maintained in the office of Bates Elementary School, all for reference as needed.

ARTICLE VIII - DISSOLUTION

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

ARTICLE IX - PARLIAMENTARY AUTHORITY

Team Bates follows parliamentary authority is guided by Roberts Rules of Order; all items are approved or denied based on a majority vote of members present at regularly scheduled Team Bates meetings.

These bylaws were adopted on September 18, 2013

**Jeni Naughton, President
Team Bates PTO**

**Tina Jones, Secretary
Team Bates PTO**