



BY-LAWS

Article 1-NAME

The name of this organization shall be the Forest Park Schools Parent Teacher Organization of Crystal Falls, MI, hereinafter designated in these bylaws as the PTO.

Article II – OBJECTIVES

Section 1: The objects of this PTO shall be:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To encourage quality home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the community such united efforts as will secure for all children and youth the highest advantages in education.

Article III – MEMBERSHIP AND DUES

Section 1. Membership in this PTO shall be made available without regard to race, color, creed or national origin.

Section 2. The PTO shall conduct annual enrollment of members in the fall no later than the end of September.

Section 3. Only members of the PTO shall be eligible to participate in the business meetings or to serve in any of its elective positions.

Article IV – OFFICERS AND THEIR ELECTION

Section 1. The officers of this PTO shall consist of a President, Vice-President, Secretary and Treasurer.

Section 2. Officers shall be elected by ballot in the month of April. However, if there is only one (1) nominee for any office, elections for the office maybe by voice vote.

Section 3. Officers shall assume their official duties following the close of the meeting in April and shall serve for a term of one (1) year or until their successors are elected.

Section 4. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 5. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.



Article V – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the PTO and of the Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned to him or her by the PTO or Executive Board; shall be a member ex-officio of all committees except the nominating committee; and shall coordinate the work of the officers and committees fo the PTO in order that the Objects may be promoted.

Section 2. The Vice-President shall act as aide to the President and shall perform the duties of the president in the absence of that officer. The Vice-President may be designated as program chairperson, and may be appointed as the person responsible for site details for the meetings of the PTO.

Section 3. The Secretary shall record the minutes of all meetings of the PTO and the Executive Board, shall have a current copy of The By-Laws, shall maintain a membership list, and shall perform such other duties as may be delegated to them.

Section 4. The Treasurer shall have custody of all of the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the PTO; shall make disbursements as authorized by the President, the Executive Board or the PTO. Checks or vouchers shall be signed by two (2) persons, the Treasurer and one (1) other authorized person. The Treasurer shall present a financial statement at every meeting of the PTO and at other times when requested by the Executive Board and shall make a full report at the meeting at which new officers officially assume their duties. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the Executive Board at least two (2) weeks before the meeting at which new officers assume duties.

Section 5. The Executive Board shall appoint a member to provide Public Relations. This member shall compile and keep a record of the activities and achievements of the PTO and shall perform such other duties as delegated them.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books and any other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.



Article VI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the PTO, the chairpersons of standing committees and may include a school official, ex-officio. The chairpersons of the standing committees shall be selected by the officers of the PTO.

Section 2. The president may appoint a Parliamentarian, subject to the approval of the Executive Board.

Section 3. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO.
- b. To present a report at the regular meeting of the PTO, when necessary.
- c. To select an auditor or an auditing committee to audit the Treasurer's accounts.
- d. To prepare and submit to the PTO for adoption a budget for the year.
- e. To approve routine bills within the limits of the budget.

Section 4. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board. A majority of the Executive Board members shall constitute a quorum.

Article VII – MEETINGS

Section 1. Regular meetings of the PTO shall normally be held at least once a month from September through May.

Section 2. Special meetings of the PTO may be called by the President or by a majority of the Executive Board, with three (3) days notice given.

Section 3. Annual meeting shall be in May of each year.

Section 4. A quorum shall consist of whatever members are present.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PTO.

Article VIII – COMMITTEES

Section 1. The standing committees of the PTO shall be Membership, Hospitality and Fund-Raising. The term of office will be one (1) year or until selection of a successor.

Section 2. Special committees may be formed by authorization of PTO resolution or by the Executive Board.



Article IX – FISCAL YEAR

The fiscal year of the PTO shall begin on the First (1st) day following the Annual Meeting and end on the day of the next Annual Meeting.

Article X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XI – DISSOLUTION

Should there come a time when this organization dissolves, assets (cash) of the organization shall be turned over to the Forest Park School District to be used for academic equipment or as specified by this organization.

The organization can be dissolved by a majority vote of members present at a regular meeting, providing that notice has been given at one prior monthly meeting.

Article XII – AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO provided that notice of the proposed amendment shall have been given at the previous meeting.