

Bylaws of the J.L. Anderson Elementary School Parent and Teacher Organization Trenton, MI

(revised September 2025)

Article I: Name

The name of the organization is the J.L. Anderson Elementary School Parent and Teacher Organization and will be referred to as the PTO in the bylaws.

Article II: Purpose

Section 1

To enhance and support the educational experience at Anderson Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Anderson Elementary School through volunteer and financial support.

Section 2

The PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

Article III: Basic Policies

Section 1

This organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2

The name of the organization or names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose other than the regular work of the organization.

Section 3

The purpose of this organization shall be educational and devoted solely to the welfare of the children. This group may give opinions and suggestions to the school.

Section 4

The PTO may cooperate with other organizations and agencies concerned with child welfare but a PTO representative shall make no commitments that bind the group to any group without the approval of the PTO.

Section 5

Requests for funds made during a school year must be spent by June 30th of the same school year. Any balance remaining cannot be carried over to the following school year.

Article IV: Membership

Section 1

Membership in PTO shall be made available without regard to race, color, creed, sex, or national origin to any individual with a child, including a foster child, at J.L. Anderson Elementary School. Honorary membership shall be granted to the District Superintendent and the Anderson Principal, as well as any academic staff at school.

Article V: Fiscal Year

Section 1

The officers of this organization shall be president, vice-president, secretary and treasurer.

Section 2

The following provisions shall govern the qualifications and eligibility of persons to be officers of the PTO:

- A. Each officer shall be a PTO member in good standing.
- B. To be elected as an officer, a PTO member must have been in attendance of at least 50% of that school year's PTO general membership meetings.
- C. If any officer shall at any time cease to be a member, the PTO Executive Board may remove him or her from office.

Section 3

The officers shall be elected annually in May by vote of the general membership.

Section 4

The term of office for each office shall be one (1) year and shall begin on **July 1** following the election.

Section 5

The Executive Board shall fill a vacancy occurring for the unexpired term. The election shall be a majority vote of the Executive Board.

Section 6

A nominating committee, appointed by the President, shall make nominations for officers.

Article VI: Duties of Officers

Section 1

The president shall:

- A. Preside at all meetings of the organization and the Executive Board.
- B. Be an ex-officio member of all committees except the Nominating Committee.

- C. Appoint and help all special committees.
- D. Assume general supervision of the Anderson PTO.

Section 2

The vice-president shall:

- A. Act as an aide to the president and shall perform the duties of the president in the absence of that officer.
- B. Perform such duties as may be delegated to that office.
- C. **Act as a liaison between committee chairs and the PTO board.**

Section 3

The secretary shall:

- A. Keep an accurate record of all meetings of this organization and of the Executive Board.
- B. Keep a file of all minutes and records pertaining to the PTO and pass them on to the succeeding recording secretary.

Section 4

The treasurer & co-treasurer shall:

- A. Receive all monies of the organization and shall deposit such monies in a checking account in a depository as shall be designated by the PTO board.
- B. Keep an accurate record of receipts and disbursements and shall pay out funds only upon the approval of the PTO membership or board.
- C. Have authority, together with the President(s), to draw on the checking account of this organization.
- D. Present a financial statement at every meeting of this PTO.
- E. Make a yearly report at the May meeting.

Section 5

The school liaison shall:

- A. Promote clear and effective communication between the PTO and Anderson Elementary staff.
- B. Ensure that all Anderson Elementary internal communication outlets are up to date with PTO sponsored programs and events.
- C. Ensure all Anderson Elementary requests to the PTO are funneled to the proper committee members for review.
- D. This position must be held by a current Anderson Elementary staff member.

Section 6

The communication liaison shall:

- A. Promote clear and effective communication distributed on the PTO Facebook pages.

- B. Create and distribute flyers for a variety of events promoted by the PTO.

Section 7

At the discretion of the PTO President, an auditor or auditing committee, that will report to the President and Board, may audit the treasurer's account annually by August 1 of the year.

Article VII: Executive Board

Section 1

The PTO executive board shall consist of President, Vice-President, Treasurer, Co-Treasurer, Secretary, School Liaison, communications liaison and recent past President (whenever possible).

Section 2

The duties of the board shall be:

- A. To transact any necessary business between the organization's meetings and such other business as may be referred to it by the organization.
- B. Appoint new committee chairpersons as needed.
- C. Approve spending up to \$500.00 when time restraints exist, without meeting with the general body of the PTO.
- D. Establish an agenda for meetings of the membership.

Article VIII: Meetings

Section 1

Regular meetings of this organization shall be held once per month with the meeting for the following month announced at the PTO meeting. At least 6 meetings will be held during the school year.

Section 2

The executive board may call special meetings, seven days notice having been given.

Section 3

Six members of the PTO will constitute a quorum. Six members, including executive board members, must be present to hold a meeting and vote on any topic.

Section 4

The executive board shall meet once a month in between general PTO meetings to discuss events, the next agenda, and any other issues that need to be addressed.

Section 5

In the event that face to face meetings are not possible, meetings may be held on a virtual platform. Meeting links will be sent out to staff and parents.

Article IX: Committees

Section 1

The committees that are necessary to promote the purpose and interest of the organization shall be created by the president with the approval of the PTO board. A PTO member will be eligible to serve on a committee for as many years as they wish, provided they serve the purpose and interest of the PTO Board.

Section 2

There may be one special committee, namely the audit committee. A three person audit committee may be appointed by the president for the purpose of auditing the book annually and counting votes in the case of a special circumstance vote (in accordance with Article XI).

Article X: Voting

Section 1

PTO members must be physically present at membership meetings to vote. Majority is 2/3 of the members present. The president is excluded from all votes.

Section 2

Primary voting procedures shall be:

- A. A motion shall be made, followed by a second.
- B. All in favor shall respond "I." Those opposed shall respond "Nay."
- C. Votes shall be counted. Majority wins (in accordance with Section I).

Section 3

Voting with Special Circumstances (e.g. elections, etc.)

- A. Special circumstances will necessitate a secret ballot vote.
- B. The auditing committee shall tally the ballots immediately following the vote and the results will be read aloud.
- C. In the event of an election tie, the PTO officers and chairpersons of committees (present at the meeting) shall vote solely to break the tie.

Section 4

Each member at a PTO meeting is eligible to vote, with the exception of the President and there is only one vote allowed per household. Absentee or proxy votes are not allowed.

Article XI: Voluntary Dissolution

Section 1

If the PTO board is considering dissolution, their written notice stating the recommendation of the board shall be given to each active member at least 30 days prior to the date of the vote.

Section 2

Only members in good standing thirty days prior to the date of the vote of dissolution shall be entitled to vote.

Section 3

Approval of dissolution of the unit shall require the affirmation vote, in accordance with Article XI, Section I.

Section 4

Upon dissolution, all remaining funds and assets shall be given to Anderson School for the needs of the children.

Article XII: Bylaws

Section 1

These bylaws may be amended at any regular meeting of the organization providing written notice of the proposed amendment shall be given at least thirty days prior to the vote.

Section 2

These bylaws may be restructured or revised by the Executive Board. Once presented, these bylaws may be revised or amended by the PTO general body (in accordance with Section I).