

Wines Parent Teacher Organization Constitution and Bylaws

Effective June 11, 2001

Amended February 8, 2012

Article I. Mission Statement

The purpose of the Wines Parent Teacher Organization (PTO) is:

- To promote a close relationship between home and school.
- To encourage cooperation among parents, teachers, and school administrators in the education of the children who attend Wines School.
- To enhance the academic, cultural, and social development of Wines students.
- To provide a continuing forum on educational programs and school issues.

Article II. General Membership

Section 2.01 All parents and guardians who have children in attendance at Wines School and all teachers and officials of Wines School shall be members.

Section 2.02 No person in the general membership shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

Article III. Officers and Elections

Section 3.01 The officers of this organization shall consist of

- (a) One President, or two Co-Presidents
- (b) One Vice President, or two Co-Vice Presidents
- (c) One Secretary, or two Co-Secretaries
- (d) One Treasurer, or two Co-Treasurers

Section 3.02 The Officers shall be elected annually by the last general meeting of the school year.

Section 3.03 The Volunteer Coordinator shall elicit nominations for all officer positions from the membership. Notice of the election and nominees must be published prior to the election meeting. Nominations from the floor shall be accepted at the election meeting.

Section 3.04 An open period for Officer nominations shall begin in the second semester of the school year, and close at the election meeting. Nominees must consent to serve and shall not campaign for office.

Section 3.05 Officers shall be elected by written ballot at the last general PTO meeting. Ballots will be tabulated by two parent members and the Teacher Representative. In the event that nominees are unopposed, a voice vote may be substituted for written ballots.

Section 3.06 New Officers shall assume their duties on July 15 of the school year.

Section 3.07 An annual joint meeting of the outgoing and incoming PTO Officers and Executive Board shall take place at the end of each school year. The Officers shall deliver to their successors all official material, including Bylaws, at the expiration of their term of office and prior to July 15. New Officers shall assume their official duties July 15, shall serve for a term of one year, and shall remain in office until their successors assume office.

Section 3.08 Should the Presidency become vacant, the new President shall be the Vice President and be determined by written ballot of the Executive Board. If a vacancy occurs in another office before the expiration of the term, a person nominated, seconded, and elected by a majority vote at the following PTO meeting shall fill vacancy, provided notice of vacancy has been included on the meeting agenda.

Section 3.09 The organization depends on each member, especially official representatives, to attend the meetings. Excessive absences by a member of the Executive Board shall be subject to review by the Executive Board.

Article IV PTO Executive Board

Section 4.01 Composition

- (a) The Executive Board shall consist of the Officers (President or Co-Presidents, Vice President, Treasurer, and Secretary), the Principal, on Teacher Representative, the PTO Council Representative, and two members-at-large. In the event not all positions are filled at the time of the election, the President may make appointments with the approval of the Executive Board.
- (b) Any member of the Executive Board or PTO Board may be removed by a simple majority vote of the PTO Board whenever, in the best judgment of the Board, the best interest of the PTO general membership would be thereby served.

Section 4.02 Purpose: The duties of the PTO Executive Board shall be:

- (a) To establish and give direction to the specific policies of the organization within the framework of the Constitution and Bylaws of Wines PTO.

- (b) To schedule the general meetings, to print and distribute (either via backpack mail or in the Wines Times) a meeting agenda at least three days before the meeting, and publish the minutes from that meeting within 14 days of the meeting.
- (c) The PTO Executive Board will prepare a budget based on recommendations from the Treasurer and input from parents and staff. The School Improvement Team may also be consulted to clarify school needs. The budget will be voted on by the general membership at the first PTO meeting of the year or within the first two months.
- (d) To authorize disbursement of funds for any requests outside the presented budget.
- (e) To appoint and prescribe duties for such Standing Committees and Special Committees as required by this Constitution or circumstances, and to receive and consider reports from them.
- (f) To transact necessary business in the name of this organization.
- (g) To receive certain information from the Principal. The Principal will:
 - i. Provide information regarding District School Board issues and concerns,
 - ii. Provide information regarding elementary school issues, concerns and directions,
 - iii. Recruit a PTO Teacher Representative to serve on the PTO Executive Board for one year.
- (h) To receive certain information from the PTO Teacher Representative. The PTO Teacher Representative will:
 - i. Provide teacher perspective to the PTO,
 - ii. Report on teacher staff issues, concerns, and funding requests, and
 - iii. Promote ongoing dialogue between school staff and PTO.

Section 4.03 Duties of Officers

- (a) President/Co-Presidents
 - i. To oversee the direction and vision of the organization.
 - ii. To preside at all PTO meetings.
 - iii. To set the PTO meeting agendas with input from the PTO Executive Board.

- iv. To appoint Standing Committee Chairs with the approval of the Executive Board.
- v. To be an ex-officio member of all committees.
- vi. To coordinate the work of the officers and committees, in order that identified goals and objectives may be accomplished.
- vii. To provide input into PTO yearly school calendar (coordinate PTO event dates around other school functions, e.g. vacations, concerts, etc.).
- viii. To check the PTO mailbox at school and distribute as appropriate.
- ix. To appoint a person to fill any vacancy of a committee chair position with the approval of the Executive Board.
- x. To be present if needed to help count money at fundraising events such as the Book Fair, Country Fair, and Wines Wahoo.

(b) Vice President

- i. To act in the absence of the President and to assist the President in any way needed.
- ii. To assist the President in coordinating speakers/programs for the PTO meetings.
- iii. To coordinate arrangements for PTO meetings (e.g. childcare, rooms reservations, snacks, physical arrangement of the room).
- iv. To carry out responsibilities allocated by the Executive Board.
- v. To collect and maintain records from year to year of final reports of individual fund-raising and social events from the committee chairs, including fliers, newsletters, etc. used to publicize and support activities.
- vi. To be present if needed to help count money at fundraising events such as the Book Fair, Country Fair, and Wines Wahoo.

(c) Secretary

- i. To record the minutes of all meetings.
- ii. To maintain a permanent record of all minutes and correspondence written on behalf of the Board.
- iii. To publish a copy of the minutes of the previous meeting prior to the next meeting date and to send a copy of the minutes from the PTO Executive Board meeting to the Executive Board members before the next Executive Board meeting.
- iv. To prepare agendas, materials and correspondence as requested by the PTO Executive Board.

- v. To keep an organized file for the academic year of minutes, correspondences, and supporting materials.
- vi. To ensure that thank-you notes are sent for donations or whenever appropriate.
- vii. To be present if needed to help count money at fundraising events such as the Book Fair, Country Fair, and Wines Wahoo.

(d) Treasurer

- i. To have custody of all funds donated to or received by the PTO.
- ii. To recommend a budget to the PTO Executive Board.
- iii. To keep a financial record of the PTO and report on such in writing at monthly Board meetings.
- iv. To pay all expenses authorized by the Executive Board.
- v. To follow the financial procedures set up in the Constitution and Bylaws.
- vi. To have PTO disbursement approval for unbudgeted expenses signed by two persons, the Treasurer and the President.
- vii. To make a yearly report at the final general PTO meeting of the year.
- viii. To maintain records and submit records for an annual audit.
- ix. To follow the guidelines listed below:
 - 1) No check shall be written without an approved Reimbursement and Expenditures Request Form (RER) and accompanying receipts.
 - 2) RER and all supporting documents shall be maintained in an organized file for the academic year.
 - 3) No check should be made to "Cash." If money is needed to start an event, the check should be made out to an individual and noted as such. Remember your RER will have approval signature(s).
 - 4) All PTO account information should be balanced on a monthly basis.
- x. Discrepancies of the Treasurer's records shall be documented. All discrepancies will be followed up with an action plan correcting the noted discrepancy from the Treasurer.
- xi. Should both the President and the Vice President be unable to attend a meeting, the PTO Treasurer shall preside so that the Secretary remains free to record minutes.

- xii. If the Treasurer should be inaccessible during any portion of the academic year, then the Treasurer will turn the checkbook over to the President during his/her absence.
- xiii. To be present if needed to help count money at fundraising events such as the Book Fair, Country Fair, and Wines Wahoo.
- xiv. To acknowledge donations to the PTO treasury in excess of \$75 to comply with non-profit status requirements. Documentation of such donations will be sent to the donor from the PTO.

Article V. Bylaws

Section 5.01 The PTO Executive Board shall establish Bylaws to assist it in fulfilling its purpose and duties. At a minimum, the Bylaws shall define the duties and functions of PTO officers. The Bylaws shall be reviewed by the PTO Executive Board at the end of each academic year.

Section 5.02 The Bylaws may be amended by a two-thirds vote of the PTO general membership, provided that the proposed change is distributed in writing at the previous regular meeting or in the previous school newsletter.

Section 5.03 The Constitution and Bylaws of this organization shall be available at all General Meetings.

Article VI. Rules of Order

Section 6.01 The rules in *Robert's Rules of Order*, revised, shall govern this organization.

Section 6.02 A quorum of the PTO Executive Board shall consist of a simple majority of members provided advance notice of the meeting has been issued at least three days prior to the meeting.

Section 6.03 A simple majority vote of those present shall prevail in all matters before the organization except as otherwise provided herein.

Section 6.04 The Principal, Teacher Representative(s), Officers, standing Committee Chairs and Members-at-Large shall be eligible to vote.

Article VII. Ann Arbor PTO Council

Section 7.01 The Wines PTO shall be a member in good standing of the Ann Arbor PTO Council.

Article VIII. Meetings

Section 8.01 The President and Vice President shall establish a schedule of Board meetings for each school year based on input from Board members and presented for approval at the first board meeting of the year.

Section 8.02 The PTO Executive Board shall also meet at the call of the President, the Principal, or any three (3) of its members provided adequate notice is given.

Section 8.03 There shall be a minimum of two (2) General Meetings during the school year.

Section 8.04 General Meetings shall include a report of the PTO Executive Board activities and a financial report.

Section 8.05 General Meetings shall be called by the PTO Executive Board or at the request of a petition signed by at least twenty-five (25) members of the organization and presented to the Secretary who shall within two (2) weeks call the meeting by written announcement distributed to the General Membership.

Article IX. Financial Operations

Section 9.01 The Treasurer shall be responsible for all funds donated or received by the PTO. The Treasurer will be responsible for Wines School PTO funds only. The Wines PTO treasury will not serve as custodian of funds from other school organizations, nor will the Treasurer be able to write checks for anything other than a PTO-related and approved expense. Receipts of funds shall be deposited in the PTO Executive Board approved bank accounts, including but not limited to a checking account. The fiscal year shall be from July 15 to July 14. All accounts shall be maintained as follows:

- (a) All deposits are to be made in a timely manner.
- (b) In the event of an emergency where spending PTO money without a prior membership vote occurs, a majority vote of the Executive Board may spend up to \$150 per occurrence.
- (c) The PTO will develop and adopt an operating budget for approval at the first general PTO meeting of the school year or within the first two (2) months of the school year, whichever comes first.
- (d) Checks may be written to pay approved expenses only.
- (e) To have PTO disbursement approvals for unbudgeted expenses signed by two persons, the Treasurer and the President.
- (f) All monies raised at a fundraising event shall be counted by at least two (2) persons, and those funds and a receipt shall be turned in to the Treasurer

immediately after the event. No vendors shall be paid directly from funds collected at an event. All vendors shall be paid with a PTO check, not cash.

- (g) The Wines PTO, a 501(c)3 organization, will remain a non-profit forever, with funds reverting to a membership-approved 501(c)3 organization if the Wines PTO should dissolve.
- (h) Should Wines School ever close, the remaining funds shall be donated to a membership-approved 501(c)3 organization.

Section 9.02 The membership may be asked annually to donate a nominal amount to support the activities of the organization.

Article X. Committees

Section 10.01 Committees shall be created to promote the objectives and interests of this organization. Committees may be formed by authorization of the President, the Executive Board, and/or the organization by quorum. The Committee Chairperson and volunteer members are appointed by the President with approval of the Executive Board. The term of each Chairperson shall be one year, but may be renewed.

Section 10.02 The duties of the Chairperson are to:

- (a) Discuss with and/or present plans of work to the President and/or Executive Board.
- (b) Be present or send a representative to monthly PTO meetings to provide status updates, and to share/gather ideas.
- (c) Discuss with the treasurer and follow procedures to track and record all expenditures and receipts according to school district and PTO procedures.
- (d) Submit a written overview and master Committee File including expenses, receipts and bills and an overview of the event with any suggestions for the future chairperson.
- (e) Utilize volunteer lists and use prior planning.
- (f) Recruit coordinator(s) for individual events. The event coordinator will be responsible for keeping his/her event within the designated budget. Event volunteers should consult the event coordinator and/or committee chair before spending funds for that event.

Section 10.03 Standing Committees and events typically include:

- (a) Fundraising (Big G Boxtops, Gift Wrap Sale, Grocery Store Certificates, Book Fair, Country Fair Event, Country Fair Raffle, Wines Wahoo, Border's Day, Learning Express Day, Spirit Sale, and Target Donation).

- (b) Buildings and Grounds
- (c) Communications (Wines Times, School Directory/Handbook, Fall Folders, Yearbook, Picture Day, Where in the World Was Wines Bulletin Board Display)
- (d) Volunteer Coordination
- (e) Hospitality (Fall Kick-Off Picnic, Teacher Appreciation Luncheon, First Day of School Reception for Parents, any event requiring food and/or hospitality)
- (f) Academic Enrichment (Builder's Fair, Art Night, Science Fair, Math Night)

Section 10.04 The PTO Executive Committee shall choose from its membership a standing member of the School Improvement Team (SIT).