

BYLAWS of WIHI School PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be WIHI PTO and is located at Washtenaw International High School, 510 Emerick St. Ypsilanti, MI 48198 734-994-8145

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Washtenaw International High School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Washtenaw International High School through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be offered to all parents and guardians of Washtenaw International High School students, plus all staff. Membership dues are \$35.00 a year per household and are paid once a year for the duration of the child(ren)'s time at WIHI. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon the officer election for the next school year.

The WIHI PTO voting members will accept nominations for officers and establish a ballot for the officer positions by April of each year. Voting will occur at the May meeting. Any paid member may be nominated for a board position.

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

Section 4: DUTIES –

Executive Board – 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 \$500.00.

President– Prepare agendas for official PTO meetings, preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit if required, and hold all financial records during the fiscal year. The treasurer will also place electronic records in TBD archive including but not limited to spreadsheets, bank statements and receipts.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV – 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 at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

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

Section 2: BANKING - All funds shall be kept in a checking account in the name of WIHI PTO requiring two signatures of the Executive Board and held at a local financial institution.

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. The PTO shall arrange an independent review of its financial records each year if required.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$100.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is granted to the President and the Recording Secretary or their designee.

ARTICLE VI – BYLAW 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. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Washtenaw International High School

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order – Newly Revised”.

These bylaws were adopted on 24 June 2013.