

Saline High School  
Parent Teacher Organization  
By-laws

**ARTICLE I**

Name

This organization shall be called Saline High School Parent Teacher Organization (SHS PTO.)

**ARTICLE II**

Purpose

The purpose of this organization shall be to promote the welfare of Saline High School and the students therein, to bring into closer relation the parents and the school and to support the activities and programs of the school through financial and/or voluntary support.

**ARTICLE III**

Policies

Section 1. This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of the school. The funds may not be used to support any organized charitable drives with the exception of school sponsored events or organizations.

Section 2. Requests for disbursement of funds greater than \$500 will be presented for consideration of the membership at a regular meeting. Voting to approve the expenditure will take place as soon as possible.

Section 3. This organization shall be non-commercial, non-sectarian, non-partisan and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

Section 4. This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 5. In the event of the dissolution of the organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within thirty

days of the dissolution date. Such disbursement shall be for the benefit of the school, under the laws of the State of Michigan.

## **ARTICLE IV**

### Membership and Dues

Section 1. Any parent or legal guardian of a student enrolled at Saline High School, interested in the purposes for which this organization is established and willing to uphold its policies and subscribe to its bylaws may become a member. Teachers, class representatives (students) and advisors may be ex-officio (non-voting) members.

Section 2. Membership in the SHS PTO shall be on a year-to-year basis. Annual dues are not required. Donations to the SHS PTO are collected through the "Hassle Free Fundraiser".

## **ARTICLE V**

### Officers and Their Election

Section 1 The officers of the organization shall be a President, Vice-President, Secretary, Co-Secretary, and Treasurer, who shall be chosen from among those who are members in good standing of the organization.

Section 2. The Executive Committee shall consist of the President, Vice-President, Secretary, Co-Secretary, Treasurer, and the Principal (ex-officio). The Executive Committee may make decisions on an ad hoc basis between meetings.

Section 3. These offices shall be held for one year. Elections shall take place each spring prior to the close of the academic year. Officers shall assume their duties immediately following the close of the academic year. There shall be a maximum term limit of four consecutive years for an individual to hold any one position.

Section 4. The Executive Committee shall canvas the PTO membership for candidates for the next year's executive board. The Executive Committee shall select the candidates for the offices mentioned above and present a slate of officers to the membership at the meeting prior to the last meeting of the school year. Election and installation of officers shall be at the final meeting. Additional nominations may be made from the floor and voting shall be limited to nominees.

Section 5. All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

Section 6. Any vacancy may be filled by a majority vote of the Executive Committee. The newly appointed officer would serve for the remainder of the current term.

Section 7. The principal of Saline High School shall be an ex-officio member of the Executive Committee. Furthermore, the principal shall be the official representative of the school and shall present all suggested projects to the proper school officials for approval.

## **ARTICLE VI**

### Duties of Officers

Section 1. The President shall preside at all meetings of the organization and of the executive committee, call meetings as required, appoint committees and committee chairperson(s) , be an ex-officio member of all committees, act as liaison between the PTO and the school and shall perform all other duties pertaining to the office.

Section 2, The Vice-President shall take charge of all responsibilities of the president in his/her absence, coordinate committee work as directed by the President and Executive Board. He/she shall be an ex-officio member of all committees and also work in any capacity delegated by the president and executive committee for the fulfillment of all school related activities, fundraisers, etc. The Vice-President is also responsible for maintaining the PTO website, including uploading the budget report and minutes from the regularly scheduled PTO meetings.

Section 3. The Secretary and/or Co-Secretary shall keep a complete record of the proceedings of each meeting, read the minutes for approval at the next meeting, and shall perform other such duties as may be delegated.

Section 4. The Treasurer shall collect all dues and money forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization when properly certified. Two signatures (designated: Treasurer and President) will be required on all checks. The Treasurer is responsible for financial integrity, monthly report of income and expense and year-end reporting of income, expenditures and remaining balance.

Section 5. The Treasurer shall present an account audit at the end of each academic year. This audit will be reviewed and certified by an uninvolved, non-related volunteer member of the general membership.

Section 6. The Executive Committee may transact business of the organization up to \$500.00 if necessary. However, no action shall be in conflict with that taken by the voting body of the organization.

## **ARTICLE VII**

### Committees

Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the President.

## **ARTICLE VIII**

### Meetings

Section 1. The organization will meet on a regular basis (generally the 2<sup>nd</sup> Wednesday of the month while school is in session). The dates of the meetings shall be flexible so as to adjust to the school calendar.

Section 2. Members present at a duly called meeting shall constitute a quorum.

Section 3. The privilege of holding office, making motions, debating and voting shall be limited to representatives of the organization in good standing.

## **ARTICLE IX**

### Amendments

These By-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided the proposed amendment has been presented through the executive committee and has been read at the previous meeting of the organization.

The above listed By-laws were presented to the general PTO membership for consideration on September 18, 2013. A second reading and discussion took place on October 9, 2013. Suggested changes were incorporated and the By-laws were approved as amended on October 9, 2013 and will be effective immediately.