

**Fox Elementary Parent Teacher Organization**  
**Adopted September 11, 1998**  
**Adopted Revisions December 2006**  
**Adopted Revisions May 2010**  
**Adopted revisions May 2011**

**Article I - Name**

The name of this organization shall be the Fox Elementary Parent Teacher Organization of the Chippewa Valley School District, Macomb Township, Michigan.

**Article II - Purposes and Objectives**

The purpose of the organization shall be to aid the students of Fox Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents. (Rev. 11/06)

**Article III - Membership**

1. Membership of the Fox Elementary Parent Teacher Organization will include all parents or guardians of the children attending Fox Elementary School, members of the Fox community and members of the Fox Staff thereof.
2. Membership entitles that person to attend general meetings, offer suggestions, express opinions, make motions and vote on all issues up for discussion and to participate on committees established by the Executive Board. Members must attend 3 or more meetings prior to the board elections to be eligible to vote. (Rev. 11/06)
3. All Executive Board members and general members shall conduct themselves in accordance with the CVS code of conduct. They shall show respect, honor and integrity at all school functions and follow the grievance process if necessary. (Rev. 11/06)
4. The grievance process shall be to bring your complaint to the chairperson of the event or fundraiser and try to resolve the issue. If the issue is not resolved, the chairperson and complainant shall discuss the matter together with the President and/or Vice President and try to resolve the matter. If the matter is still unable to be resolved, the President and/or Vice President, chairperson and the complainant shall then bring the matter to the Principal for resolution, which shall be binding. (Rev. 11/06)

**Article IV - Policies**

- A. This organization shall be non-profit and not affiliated with any religious or political organizations. (Rev. 11/06)
- B. All bank accounts established in the name of this organization shall require at least two authorized persons to control such accounts. Authorized

persons shall be the PTO President, Vice-President and Treasurers, unless an employee of Chippewa Valley Schools. All checks written shall require two signatures; the PTO Treasurers, President or Vice President. Two different authorized persons must sign all checks written to an authorized person. (Rev. 11/06)

- C. The organization shall maintain an uncommitted minimum balance of \$5000.00 at the conclusion of each school year. The purpose of this balance is to assure adequate funding for initial expenses usually incurred at the beginning of each school year. The organization shall maintain the minimum balance required by the banking institution. (Rev. 11/06)
- D. No person may enter into binding contracts without first seeking Executive Board approval.
- E. All committees must consist of a chairperson or co-chairpersons who will be accountable to the PTO for all committee actions. This person will present a committee report at the general PTO meetings when required to do so. And will adhere to the committee guidelines established by the Executive Board.
- F. Ideas and suggestions for new fundraisers or events must be submitted in writing and presented to the Executive Board at the Executive Board meeting. (Rev. 11/06)

#### **Article V - By-Law Revision Procedures**

- 1. This is a living document and shall be reviewed yearly by the Vice-President. (Rev. 11/06)
- 2. Revisions and amendments may be proposed by any member of the PTO at the end of the New Business portion of the monthly general meeting. (Rev. 11/06)
- 3. A by-law committee shall be formed at the time the revision and/or amendment are proposed. The committee will include, but is not limited to, the Vice-President and other current PTO officers and general members. (Rev. 11/06)
- 4. All revisions shall be noted with the month and year at the end of the revision (i.e. Rev. 11/06). (Rev. 11/06)
- 5. The committee shall present the proposed revisions to the general membership at the next monthly meeting. The membership shall have one month to consider the revisions before voting. (Rev. 11/06)
- 6. The proposed revisions shall be adopted by a majority vote of the general membership in attendance at the monthly meeting. (Rev. 11/06)

## Article VI - Financial Procedures

### Section 1 - Chairpersons

A. Fundraiser Start up Form is to be filled out by chairperson and submitted to the building principal for approval. After approval has been obtained, a copy is to be given to the treasurers, one copy kept by the chairperson, and the original submitted to the Business Department at the Board Office. (Rev. 11/06)

B. Check request forms are to be filled out completely, original receipts attached, and request must be signed by the chairperson and submitted to the treasurers via the treasurer's box in the PTO office. All requests should be submitted by 8:30 AM on the day the treasurers write checks. Checks will be written on one day each week unless otherwise noted by the treasurers. Each committee chairperson is responsible for keeping copies of all check requests for their own records. Checks will not be written payable to Cash. No blank signed checks will be written. (Rev. 11/06)

C. The safe will be open one morning each week unless otherwise requested by the chairperson. Arrangements shall be made in advance to have the safe opened any other time, by calling the treasurers. A minimum of two people must be present at all times when counting money. (rev. 11/06)

D. When receiving funds a receipt record is to be kept. This shall be done one of two ways.

1. Each envelope shall be marked with receipt information or a piece of scrap paper may be used if an envelope was not sent in.
2. A running list of receipt information shall be kept for each deposit.  
(Rev. 11/06)

E. Each receipt record must hold the following information: name of person sending in the funds, amount of funds received, cash or check & check #, date, and initials of person receiving the funds. (Rev. 11/06)

F. Each check shall have the following information in the memo section: name of fundraiser, name of child and child's teacher. (rev. 11/06)

G. After all funds have been received a pink deposit slip is to be filled out and signed by two people. Two tapes totaling the checks shall be run. One is to be attached to the pink deposit slip and one paper clipped to the

checks. A copy of the deposit slip is to be made and a tape totaling the entire deposit shall be run and attached to the copy. Receipts must equal the deposit total. The deposit slip copy shall be folded in half or thirds and the receipts inserted and bound together with a rubber band or paper clip (depending on the size) and then placed into the receipt box located at the top of the cabinets. The original deposit slip shall be placed in a bank envelope with the funds and placed in the safe until the treasurers work day. Each committee chairperson is responsible for keeping a copy of all deposit slips for their own records. (Rev. 11/06)

H. The chairperson shall submit a financial report to the treasurers for verification within two weeks of the fundraiser completion. (Rev. 11/06)

I. The safe shall be accessible to the President, Vice President, and Treasurers unless an employee of Chippewa Valley Schools. Opening the safe requires two keys, which shall not be duplicated. (Rev. 11/06)

J. No reimbursement may be made payable to a person's personal charge account.

K. Money shall not leave the building for any reason, no matter how convenient it may be, unless a bonded PTO member is transporting to the financial institution for deposit. (Rev. 11/06)

## Section 2 - Treasurers

1. Their purpose is to deposit money into the bank, pay bills and keep the financial records of the PTO up to date according the Chippewa Valley Schools financial procedures. (Rev. 11/06) **(Rev. 5/11)**
2. All deposits for each function will be made separately for ease of reconciling and tracking our account records.
3. Every check must have two signatures on it. Authorized signers on the account are: President, Vice-President, and Treasurers unless an employee of the Chippewa Valley Schools. These Board positions are bonded. Our PTO carries an insurance policy to cover up to a \$50,000.00 loss. (Rev. 11/06)
4. The President or Vice-President must approve all payments and reimbursements before they are issued. One of their signatures must be on every request for payment. Payments will be made on a weekly basis.
5. The bank statements will be sent directly to the CVS Board Office, who will then make a copy and forward it to the school. (Rev. 11/06)

### Section 3- Special Fund Disbursement Procedure

1. The PTO Executive Board, with approval from the PTO general public, shall adopt a goal for uncommitted funds at the beginning of each school year. (Rev. 04/10)

### Article VII - Election of Officers

1. The offices of the organization shall be President, Vice-President, Treasurers (2), Secretary and Event Coordinator. These officers shall be considered the Executive Board. (Rev. 04/10) (Rev. 5/11)
2. Officers shall be elected by paper ballot annually in the month of May. Ballots shall be counted by the Principal and another member of the faculty. The PTO Secretary shall announce the results. If there is but one candidate for any office, upon motion from the floor, the election shall be made by a show of hands. (Rev. 11/06)
3. The President and Vice-President shall have served on the Executive Board the school year in which the election is held. If current Executive Board members are not willing to fill the office of President and/or Vice President, then a general member may state their intention to run in writing. The general member shall only fill the Presidential and/or Vice Presidential vacancy by majority vote. (Rev. 04/10)
4. The term of each officer shall be one year. A person may be elected to the same office for more than one term but not to exceed more than three (3) years in one position unless there is no opposition at the time of election. (Rev. 11/06)
5. All persons intending to run for a board position must state their intention in writing to the President by the date provided during the March PTO meeting of the election year. (Rev. 04/10)
6. All persons intending to run must establish an active membership by chairing at least one PTO sponsored committee and attending 3 or more meetings in the year the election is held. (Rev. 11/06)
7. A vacancy occurring in any office for an unexpired term shall be filled by a person appointed by the President and approved by the Executive Board.

## Article VIII - Duties of the Officers

### Section 1

1. It shall be the duty of all officers to attend the Executive Board meetings and the general meetings.
2. If an officer misses two consecutive meetings without notifying the President or Vice President, it shall be assumed that the office be vacant. (Rev. 04/10)
3. If the duties of an officer that are outlined in this document are not being accomplished, the President may ask for that officer to step down- but not without conversing with the Executive board as a whole. (Rev. 5/11)

### Section 2 - President

It shall be the duty of the President to attend meetings, appoint committees, apprise committees of committee responsibilities as per committee By-Laws and see that they have been adhered to, call regular and/or special meetings of the Executive Board, giving all members adequate notice, provide direction for the Executive Board, committees and the operation of the Parent Teacher Organization in general. The President shall understand and ensure that the By-Laws are conformed to. The President shall be bonded according to standards set by the Chippewa Valley School District. (Rev. 04/10)

### Section 3 - Vice-President

It shall be the duty of the Vice-President to assist the President in said duties, and be prepared to take over in the President's absence. The Vice-President will know and understand the current PTO by-laws and be responsible for an annual review and report to the PTO membership. The Vice-President shall be bonded according to standards set by the Chippewa Valley School District.

### Section 4 - Treasurers

It shall be the duty of the Treasurers to receive all Fox Parent Teacher Organization monies collected, deposit them in an authorized Fox Parent Teacher Organization account and maintain accurate records of all receipts and expenditures. There shall be two treasurers filling the office at any given time. If a second treasurer cannot be found, the Vice-President will fill the position until a second treasurer can be found. The Treasurers shall be prepared to present a financial report at Executive Board and/or general PTO meetings. The treasurers shall oversee the use of the safe. The treasurers shall be bonded according to standards set by the Chippewa Valley School District.

### Section 5 - Secretary

It shall be the duty of the Secretary to keep a record of all proceedings of all regular and special meetings of this organization. The secretary shall make a copy of the general PTO meeting minutes available within two weeks of the meeting.

The minutes shall be read individually for approval at the following general meeting. (Rev. 11/06) The Secretary will also take on the duties of doing Publicity as well, including handling all communications, fliers and publicity requested by the Executive Board. The Publicist shall also prepare a bulletin for parents, PTO news briefs, synopsis of events and dates when warranted. This position will handle making a Parent page newsletter and adding the meetings minutes to the back and sending out a copy to the PTO body each month. (Rev. 11/06)

**(Rev. 5/11)**

### Section 6 - Event Coordinator

It shall be the duties of the Event Coordinator to solicit donations throughout the school year for PTO fundraisers and events, secure Santa for holiday photos and be available to take said photos, plan and run Teacher Appreciation week with the help of the Executive Board, and purchase the snack for Fun Day as well as help the day of the event. Event Coordinator will also take on the duties of the Historian, including making a record of the school years events by taking photographs and keep an updated record of school events, happenings and activities. Completing a photo album for our records and having it available by September of the following school year. (Rev. 11/06) (Rev. 5/11)

**(Rev. 04/10)**

**Combine section 7 with section (Revision 5/11)**

**Combine section 9 with section 6- (Rev.5/11)**

### Article IX- Meetings

Dates and times of regular meetings of the organization shall be determined at the beginning of the school year by the Principal and the Executive Board.

### Article X - Executive Board

#### Section 1

The Executive Board shall consist of the officers of this organization and the Principal of the school.

## Section 2

The Executive Board shall manage the affairs, activities and operation of the organization. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It shall present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization. (Rev. 11/06)

All Executive Board members share chair or co-chair at least one PTO event during the school year in which they are on the Executive board.

(Rev 5/11)

## Section 3

If an Executive Board Member fails to conduct themselves in accordance with the CVS code of conduct, they shall be removed from their position effective immediately.

(Rev. 04/10) (Proposed revision 3/11)

## Section 4

Any General PTO member may attend a meeting of the Executive Board, but shall not be entitled to vote on matters before the body. (Rev. 11/06)

### Article XI - Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable. A Parliamentarian shall be appointed by the Executive Board to assist the President at the meetings in keeping parliamentary procedure and order.

### Article XII - Agenda

Meeting of this organization proceed in the following order:

#### Call to Order - Roll Call

1. Approval of Minutes
2. Treasurer's Report
3. CAC Report
4. Guest Speakers (if applicable)
5. New Business
6. Old Business
7. Committee Reports
8. Adjournment

Proposed revisions put out for approval April 10, 2011

Revisions adopted by majority vote on May 11, 2010