

# Holly Academy PTO

## Bylaws

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Holly Academy  
820 Academy Road  
Holly, Michigan 48442

### Article I: Name

This organization shall be known as the Holly Academy Parent-Teacher Organization (HA – PTO), to be located in the Township of Holly, County of Oakland, State of Michigan.

### Article II: Articles of Organization

The Articles of Organization herein shall become part of the bylaws for said organization.

### Article III: Purpose

#### **Section 1**

- (A) To promote the welfare of children and youth in the home, school, and community.
- (B) To raise the standards of home life.
- (C) To secure adequate laws for the care and protection of the children and youth.
- (D) To bring closer the relationship between school and home, that the parents and teachers may cooperate intelligently in the education of the children and youth.
- (E) To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, social, and educational standards.

#### **Section 2**

To promote educational programs, directed toward parents, teachers, and the general public; which are developed through conferences, committees, projects and programs; that are governed and qualified by the basic policies set forth herein Article IV.

#### **Section 3**

To provide a formal, structured, single forum for parents and teachers to bring forward ideas suggestions to and requests that are NOT academic or personnel related that may fall outside the realm of the Director of the School Board of Directors.

#### **Section 4**

To form a volunteer organization that is able to supplement the needs of Holly Academy, through charitable contributions for scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

#### **Section 5**

To inform the membership of said organization of all activities ongoing or planned within Holly Academy and that of the Parent – Teacher Organization (PTO).

## Article IV: Basic Policies

- A. The organization shall be non-commercial, non-sectarian, and non-partisan.
- B. The name of the organization or the names of the members in their official capacities shall not be used to endorse or promote a commercial concern nor be used in connection with any partisan interest for any purpose not appropriately related to promotion of the purposes for the organization.
- C. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. The organization shall work with Holly Academy, Holly, Michigan to support the educational policies and philosophies as established from time to time by Holly Academy, Board of Directors.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- F. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on: (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code or; (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.
- G. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, their remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, of the county in which the principal office of the organization is located, to be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, as said court shall determine.

## Article V: Membership

### **Section 1 Membership and Dues**

- A. Every individual who is a member of this PTO is entitled to all benefits of such membership.
- B. All membership within this organization shall be made available without regard to age, race, color, religion, sex, national origin or disabilities.
- C. This organization shall conduct an annual enrollment of members, but may admit at any time persons for membership.
- D. Each member of this organization shall pay such annual dues to said organization as may be prescribed by the organization.

### **Section 2 Rights and Privileges of a Member**

- A. Only members of the organization shall be eligible to participate or service on any sub-committee prescribed by the organizations board of directors.

- B. The privilege of holding office, making motions, debating, and voting shall be limited to members of the organization whose annual dues are not in arrears.

## Article VI: Meetings

### **Section 1 Place of Meetings**

Regular membership meetings of the Parent – Teacher Organization (PTO) will be held in the State of Michigan, County of Oakland, Township of Holly, at Holly Academy, unless otherwise designated by the PTO Board of Directors.

### **Section 2 Regular Meetings**

Regular membership meetings of the Parent – Teacher Organization (PTO) shall be held the last week of each month during the school year, unless otherwise designated by the PTO Board of Directors.

### **Section 3 Annual Meeting**

The annual meeting of the Parent – Teacher Organization (PTO) shall replace the regular meeting held during the month of September.

### **Section 4 Special Meetings**

Special meetings of the Parent – Teacher Organization (PTO) may be called by the President, or by a majority of the Parent – Teacher Organization (PTO) Board of Directors.

### **Section 5 Notice**

Notice of all meetings of the Parent – Teacher Organization (PTO) shall be published in the Holly Academy newsletter, listed in the school calendar and posted at the front office of the academy. A reminder memo shall also be published once week prior to the meeting of the Parent – Teacher Organization (PTO).

### **Section 6 Quorum**

A quorum at all meetings shall consist of greater than Fifty Percent (50%) of the Parent – Teacher Organization (PTO) Board of Directors in addition to the membership present.

## Article VII: PTO Board of Directors

### **Section 1 Elected Officers**

The elected officers shall be President, Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary.

### **Section 2 Duties**

*The PTO Board of Directors shall:*

- A. Report all business transacted at Board of Directors' meetings.
- B. Prepare and submit an annual budget to be presented at the October membership meeting.
- C. Create and approve standing and/or special committees as deemed necessary by PTO.
- D. Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization.
- E. Approve routine bills within the limitations of the organizational budget.
- F. Oversee and approve the plans of work for the standing and special committees.

- G. Upon the expiration for the term of office, or in the case of resignation, shall turn over to the organizations' Board of Directors President without delay all records, books, and other materials in his/her custody and control.
- H. The Board of Directors of the PTO shall have the power to make and alter any by-law(s) as may be deemed necessary to protect, preserve, and promote the basic policies set forth by and through this organization with a majority vote from the membership of the organization. Refer to Article XIII.
- I. Ensure all Federal, State and IRS filings are prepared and completed before September of each year, based on an annual accounting period ending June thirtieth (6/30) each year.

### **Article VIII: Duties of Elected Officers**

#### **Section 1 President**

*The President of the PTO Board of Directors shall:*

- A. Preside at all meetings of the PTO and the PTO Board of Directors.
- B. Prepare an agenda for each meeting of the PTO membership and Officers.
- C. Maintain an accurate list of all committee leaders.
- D. Serve as a member ex-officio of all committees in order to preserve and promote the basic policies set forth by the said by-laws of this organization.
- E. Perform all other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board.

#### **Section 2 Vice President**

*The Vice President of the PTO Board of Directors shall:*

- A. Act in the absence of or disability of the President and shall act in the capacity of the President until the absence or disability of the President has been founded by reason or succession.
- B. Act as an aide to the President.
- C. In the event that the office of President becomes vacant during his/her term of office shall become, by seniority of the office for the organization the President of the Board of Directors.
- D. Serve as a member ex-officio of all committees in order to preserve and promote the basic policies set forth by the said by-laws of this organization.
- E. Perform all other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board.

#### **Section 3 Recording Secretary**

*The Recording Secretary of the PTO Board of Directors shall:*

- A. Preside at all meetings of the PTO and the PTO Board of Directors.
- B. Record and preserve in the books of the organization true minutes of the proceedings of all organizational meetings for the PTO and the PTO Board of Directors.
- C. Make ready a copy of minutes to be present at all organizational meetings for the PTO and the PTO Board of Directors.
- D. Maintain a copy of by-laws, current calendar of events, attendance, membership list, and budget at all organizational meetings for the PTO and the PTO Board of Directors.

- E. Perform all other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board.

#### **Section 4 Treasurer**

*The Treasurer of the PTO Board of Directors shall:*

- A. Record and preserve in the books of the organization a full and accurate account of all receipts and disbursements of all monies collected by and for the organization.
- B. Present a financial statement at each monthly organizational meeting for the PTO.
- C. Disburse the organizational funds of the organization as may be ordered by the PTO Board of Directors, taking proper vouchers for such disbursements, and shall render to the PTO Board of Directors at the regular meetings and whenever requested, an account of all transactions as Treasurer and of the financial condition of the Organization.
- D. Maintain a petty cash account not to exceed \$100.00 for miscellaneous expenses \$25.00 and under.
- E. File and maintain all required tax documents and forms as prescribed by city, county, state and federal statutes.
- F. Submit to an examination or audit of all financial records pertaining to the organizational funds, as may be ordered by the PTO Board of Directors.
- G. Perform all other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board.

#### **Section 5 Corresponding Secretary**

*The Corresponding Secretary of the PTO Board of Directors shall:*

- A. Act in the absence of or disability of the Recording Secretary and shall act in the capacity of the Recording Secretary until the absence or disability of the Recording Secretary has been founded by reason or succession.
- B. Serve as a liaison to conduct correspondence by and for Holly Academy parents, staff and administration, as well as area newspapers and other outside bodies as designated by the PTO Board of Directors.
- C. Perform all other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board.

### **Article IX: Election of Officers**

#### **Section 1 Method of Election**

- A. All officers of the Board of Directors shall be elected by ballot, by a majority vote of the organization's membership at the regular meeting held in May.
- B. Each elected member shall be limited to those of the organization whose annual dues are not in arrears.
- C. The interval between the May and June meeting shall be used as a transition period for new officers of the Board of Directors.
- D. The transition of new officers shall take place at the beginning of the regular meeting held in June, whereby new officers shall preside over the meeting and prior officers shall support the meeting.

**Section 2 Term of Office**

- A. The term of office for all officers shall be one year, and shall begin on the date of election at the regular meeting held in May and shall end on the day of election of the following regular meeting held in May.
- B. No elected member shall hold the same office for more than two (2) consecutive terms.

**Section 3 Vacancies**

Vacancies in office occurring during the year, except for the President, shall be filled by a majority vote of the general membership of the organization.

**Article X: Budget and Finances**

**Section 1 Budget**

The PTO Board of Directors shall develop a budget outlining cash on hand, anticipated revenue, and expenditures. A tentative budget shall be presented for revision and/or acceptance by the October regular meeting of the PTO membership.

**Section 2 Finances**

- A. Any expenses which exceed \$25.00 must be approved by a vote, of the PTO membership.
- B. Any expenses \$25.00 and under must have a requisition signed by two consenting PTO board members before reimbursement(s) will be disbursed. These expenses must be in writing with necessary vouchers or receipts, and presented at the organization meeting of the PTO.
- C. Receipts, vouchers, and signed requisitions (where applicable) must be submitted to the Treasurer of the PTO Board of Directors for approval of expense(s).
- D. There must be two (2) out of three (3) authorized signatures to execute all checks for the purpose of promoting faithful performance of the duties of elected officers for the PTO Board of Directors.

**Article XI: Committees**

**Section 1**

The general membership of the PTO in cooperation with the PTO Board of Directors shall have the power to establish and form such regular and standing committees as are necessary in order to promote and preserve the work of and by this organization.

**Section 2 Committee Guidelines**

- A. Each committee chairperson shall submit and outline for each event, which shall contain the following:
  - 1. Time
  - 2. Date
  - 3. Location
- B. Each committee chairperson shall describe the purpose for each activity, which shall contain the following:
  - 1. Fundraiser and/or
  - 2. Enrichment
- C. Each committee chairperson shall submit a budget outline for projected expenditure(s) and revenue(s) for each event, fundraiser, activity, and/or enrichment program(s) which shall contain the following:
  - 1. Receipts, vouchers or bill(s) with date stamp.
  - 2. Person or Persons to be reimbursed.
- D. Each committee chairperson shall adhere within the specified budget amount as deemed by the PTO membership and the PTO Board of Directors.

- E. The President and Vice President of the Board of Directors shall serve as a member ex-officio of prescribed committees in order to preserve and promote the basic policies set forth by the said by-laws of this organization.
- F. Each selected Chairperson(s) shall be limited to those of the organization whose annual dues are not in arrears.
- G. The term of office for all Chairperson(s) shall be one year, or until election of a qualified successor, or dissolution of the committee by the PTO Board of Directors or by the PTO membership.

**Section 3 Duties of Committee Chairperson**

- A. Committee Chairperson(s) shall handle all relative correspondence to that of the work for the committee formed by and through the organizations' membership.
- B. Committee Chairperson(s) shall submit a written final report as to the work of that committee formed by and through the organizations' membership.
- C. Committee Chairperson(s) shall submit accounting documents as to revenues, expenditures, and vouchers of all monies, to the Treasurer for the PTO Board of Directors for and from the committee formed by and through the organizations' membership.

**Article XII: Parliamentary Authority**

All meetings shall be conducted in accordance with parliamentary procedure. The authority for the parliamentary procedure shall be derived from Robert's Rules of Order, with the exception of conflict with these by-laws and policies set forth herein.

**Article XIII: Amendments to By-laws**

These by-laws, may be amended by a two-thirds (2/3), vote of the membership present and voting at any regular meeting or by special meeting for which proper notice must be given at least 30 days prior to the meeting, at which time the amendment is voted upon by the membership of the organization.

**Article XIV: Execution of Instruments**

**Section 1**

All checks, drafts, and orders for payment of monies shall be first authorized, then signed with the consent and approval by the organization, and shall be countersigned by such officers or agents as the Board of Directors shall, from time to time, designate for that purpose as so deemed by the PTO membership.

**Section 2**

NO binding commitment shall be made or authorized by a PTO representative, officer, or agent without specification to and by the PTO Board of Directors and the organizations' membership and not without prior approval or vote.

**Article XV: Fiscal Year**

The fiscal year end of the Holly Academy Parent - Teacher Organization (HA – PTO) shall be based on an annual accounting period ending June thirtieth (6/30) each year as derived from the organizations membership and these bylaws as set forth.

Article XVI: Dissolution

**Section 1**

The PTO membership shall reserve the right to dissolve at any time by two-thirds (2/3) vote of the membership present at a regular or special meeting. Notice of such action shall be published in the ~~Warwick Pointe~~ Holly Academy newsletter not less than one month (30 days) prior to such action and vote by and for the organizations' membership in attendance.


**Section 2**

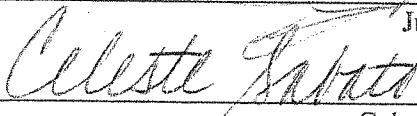
Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, their remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

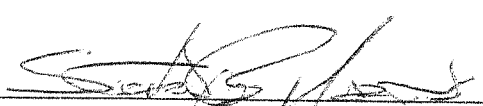
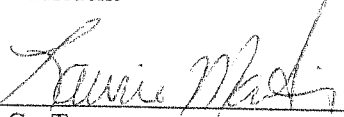
**Section 3**

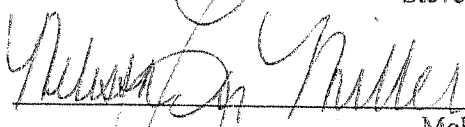
Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, of the county in which the principal office of the organization is located, to be distributed to one or more nonprofit funds, foundations, or organizations, which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, as said court shall determine.

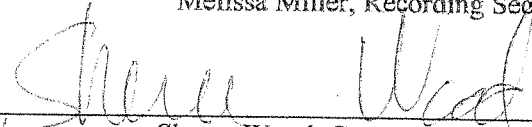
Witnessed by the undersigned PTO Board of Directors elected officers in attendance.

 2/16/2010  
Julie Negley, President

 2/16/2010  
Celeste Sabato, Vice President

 2/16/10  2/16/10  
Steve and Laurie Martin, Co-Treasurers

 2-16-10  
Melissa Miller, Recording Secretary

 2/16/2010  
Sheree Wood, Corresponding Secretary