

Holly Academy PTO

Bylaws

Holly Academy
820 Academy Road
Holly, MI 48442

Article I: Name

This organization shall be known as the Holly Academy Parent-Teacher Organization (HA-PTO) hereinafter referred to as 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 the HA-PTO.

Article III: Purpose

Section 1

- A. To promote the welfare of children and youth in the home, school and community.
- B. To bring closer the relationship between school and home, that the parents/guardians and teachers may cooperate intelligently in the education of the children and youth.
- C. 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/guardians, 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/guardians 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, technological 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 HA-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 purpose 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, located in Holly, Michigan to support the educational policies and philosophies as established 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 purpose 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 the HA-PTO is entitled to all benefits of such membership, except where prohibited by Article V Section 2.

- 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 serve on any sub-committee prescribed by the organization's board of directors
- B. The privilege of voting for board positions including removal from office, amendments to the bylaws, all purchases \$5,000 and over or holding a board position shall be limited to members of the organization whose annual dues have been paid prior to the meeting being called to order and whom have attended a minimum of two (2) prior meetings in the previous nine (9) month period.
- C. The privilege of making motions, debating and voting shall be limited to members of the organization whose annual dues have been paid prior to the meeting being called to order.

Article VI: Meetings

Section 1 Place of Meetings

Regular membership meetings of the HA-PTO will be held in the State of Michigan, County of Oakland, Township of Holly, at Holly Academy, unless otherwise designated by the HA-PTO Board of Directors.

Section 2 Regular Meetings

Regular membership meetings of the HA-PTO shall be held during the school year, unless otherwise designated by the HA-PTO Board of Directors.

Section 3 Annual Meeting

The annual meeting of the HA-PTO shall replace the regular meeting held during the month of September.

Section 4 Special Meetings

- A. Special meetings of the HA-PTO may be called by the President, or by a majority of the HA-PTO Board of Directors.
- B. The general membership may call a special meeting by submitting in writing a request for a special meeting, given to the HA-PTO Board of Directors with a minimum of 30 days notice.

Section 5 Board of Directors Meeting

The Board of Directors meeting shall be called as needed by the HA-PTO Board of Directors to vote on HA-PTO business or take action that cannot wait until a regular meeting. HA-PTO Board of Directors meetings shall be authorized to be conducted via electronic means, with the Secretary keeping a hard copy record of any votes taken. Only the HA-PTO Board of Directors shall be eligible to vote at Board of Directors meetings. Regardless of the number of HA-PTO Board of Directors in attendance or participating at the Board of Directors meeting, the majority vote of the HA-PTO Board of Directors members shall be required to take action on behalf of the HA-PTO. Results of the HA-PTO Board of Directors meeting shall be reported at the next regular HA-PTO meeting.

Section 6 Notice

Notice of all meetings of the HA-PTO shall be published in the Holly Academy newsletter.

Section 7 Quorum

A quorum at all meetings shall consist of greater than Fifty Percent (50%) of the HA-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, Co-Treasurer, and Committee Director.

Section 2 Duties

The HA-PTO Board of Directors shall:

- A. Report all business transacted at the HA-PTO Board of Directors' meetings.
- B. Prepare and submit an annual budget to be presented no later than the third regular membership meeting.
- C. Create and approve standing and/or special committees as deemed necessary by HA-PTO Board of Directors.
- 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 HA-PTO 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 HA-PTO shall have the power to make and alter any bylaw(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 local tax returns are timely filed based on a fiscal year-end of June thirtieth (6/30).

Article VIII: Duties of Elected Officers.

Section 1 President

The President of the HA-PTO Board of Directors shall:

- A. Preside at all meetings of the HA-PTO and the HA-PTO Board of Directors.
- B. Prepare an agenda for each meeting of the HA-PTO membership and officers.
- C. Serve as a member ex-officio of all committees in order to preserve and promote the basic policies set forth by the said bylaws of this organization.
- D. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.
- E. Serve as a liaison to conduct correspondence by and for Holly Academy parents/guardians, staff and administration, social media, as well as area newspapers and other outside bodies as designated by the HA-PTO Board of Directors.

Section 2 Vice President

The Vice President of the HA-PTO Board of Directors shall:

- A. Act in the absence/disability of the President or Recording Secretary and shall act in the capacity of the President until the absence/disability of the President or Recording Secretary has been founded by reason or succession.
- B. Act as an aide to the President.
- C. In the event that the office of the President becomes vacant during his/her term of office shall become interim president, by seniority of the office for the organization.
- D. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

Section 3 Recording Secretary

The Recording Secretary of the HA-PTO Board of Directors shall:

- A. Preside at all meetings of the HA-PTO and the HA-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 HA-PTO and the HA-PTO Board of Directors.
- C. Make ready a copy of minutes to be present at all organizational meetings for the HA-PTO and the HA-PTO Board of Directors.
- D. Maintain a copy of bylaws, attendance, membership list, and budget at all organizational meetings for the HA-PTO and the HA-PTO Board of Directors.
- E. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

Section 4 Treasurer

The Treasurer of the HA-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.
- C. File and maintain all required federal, state, and local tax returns.
- D. Submit to an examination or audit of all financial records pertaining to the organizational funds, as may be ordered by the HA-PTO Board of Directors.
- E. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by executive board.

Section 5 Co-Treasurer

The Co-Treasurer of the HA-PTO Board of Directors shall:

- A. Act in the absence/disability of the Treasurer and shall act in the capacity of the Treasurer until the absence/disability of the Treasurer has been founded by reason or succession.
- B. Collect and disburse the organizational funds of the organization as may be ordered by the HA-PTO Board of Directors, taking proper vouchers for such disbursements, and shall render to the HA-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.
- C. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by executive board.

Section 6 Committee Director

The Committee Director of the HA-PTO Board of Directors shall:

- A. Serve as a liaison to conduct correspondence by and for Holly Academy parents/guardians, staff and administration, as well as area newspapers and other outside bodies as designated by the HA-PTO Board of Directors.
- B. Maintain a list of all committee chairpersons consistent with the treasurer's balance sheet and calendar of events.
- C. Serve as member ex-officio of all committees in order to preserve and promote the basic policies set forth by the said bylaws of this organization.
- D. Perform all other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

Article IX: Election of Officers

Section 1 Eligibility of Officers

- A. Members are eligible for office if they have attended a minimum of two (2) prior meetings in the previous nine (9) month period.

B. In the event that there are no qualified candidates for a board position(s), the existing board can vote to qualify/accept a candidate.

Section 2 Method of Election

A. All officers of the HA-PTO Board of Directors shall be elected by ballot, by a majority vote of the organization's membership (see Article V Section 2 B) at the regular meeting held in May. In the event only one candidate is running for a position, an oral vote can replace the ballot.

B. Each elected member shall be limited to those of the organization whose annual dues have been paid prior to the meeting being called to order.

C. The interval between the May and the next regular meeting shall be used as a transition period for new officers of the HA-PTO Board of Directors.

D. The transition of new officers shall take place at the beginning at the first regular meeting following the election in May, whereby new officers shall preside over the meeting and prior officers shall support the meeting.

Section 3 Term of Office

A. The term of office for all officers shall be one year, and shall begin on the first regular meeting following the election 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, unless a qualified replacement cannot be found. Officers must be re-elected to serve any subsequent terms.

Section 4 Vacancies

Vacancies in office occurring during the year, except for the President, can be filled by a majority vote of the general membership of the organization at the next regular meeting.

Section 5 Removal from Office

A. Any officer may be removed by the HA-PTO Board of Directors, with a majority vote, at a meeting, whenever in the Board's judgment the best interest of the HA-PTO will be served thereby.

B. Any officer may be removed by the HA-PTO general membership, with a two-thirds (2/3rds) majority vote of no confidence; providing a good-faith notice of such intent to vote having been given subsequent to such a vote of no confidence; having passed, the vacancy shall be filled as herein provided.

Article X: Budget and Finances

Section 1 Budget

The HA-PTO Board of Directors shall develop a budget outlining anticipated funding and expenditures. A tentative budget shall be presented for revision and/or acceptance by no later than the third regular meeting of the HA-PTO membership

Section 2 Finances

- A. Any expenses must have a requisition signed by two consenting HA-PTO board members before reimbursement(s) will be disbursed. These expenses must be in writing with necessary vouchers or receipts.
- B. Receipts, vouchers, and signed requisitions (where applicable) must be submitted to the Treasurer of the HA-PTO Board of Directors for approval of expense(s).
- C. 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 HA-PTO Board of Directors.

Article XI: Committees

Section 1 Formation of Committees

- A. The general membership of the HA-PTO in cooperation with the HA-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.
- B. All committee chairs and their volunteers must be members in good standing of the HA-PTO as outlined in Article V.

Section 2 Committee Guidelines

- A. Each committee chairperson shall submit a PTO Committee Information Sheet for each event.
- B. Each committee chairperson shall submit a Funds Request Form for each event, fundraiser, activity, and/or enrichment program(s).
- C. Each committee chairperson shall submit a Check Request Form for all expenditures.
- D. Each committee chairperson shall adhere within the specified budget amount as deemed by the HA-PTO membership and the HA-PTO Board of Directors.
- E. The Committee Director of the HA-PTO 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 bylaws of this organization.
- F. Each selected Chairperson(s) shall be one year, or until election of qualified successor, or dissolution of the committee by the HA-PTO Board of Directors or by the HA-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 organization's membership.
- B. Committee Chairperson(s) shall submit accounting documents as to funds, 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 organization's 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 Rule of Order*, with the exception of conflict with these bylaws and policies set forth herein.

Article XIII: Amendments to Bylaws

These bylaws, may be amended by a two-thirds ($\frac{2}{3}$), vote of the eligible 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 (See Article V, Section 2 B).

Article XIV: Execution of Instruments

Section 1 Authorization and Approval

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 HA-PTO membership.

Section 2 Binding Commitments

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

Article XV: Fiscal Year

The fiscal year end of the HA-PTO shall be based on an annual accounting period ending June thirtieth (6/30) each year as derived from the organization's membership and these bylaws as set forth.

Article XVI: Dissolution

Section 1 Notice of Dissolution

The HA-PTO membership shall reserve the right to dissolve at any time by two-thirds ($\frac{2}{3}$) vote of the membership present at a regular or special meeting. Notice of such action shall be published in the Holly Academy newsletter not less than one month (30 days) prior to such action and vote by and for the organization's membership attendance.

Section 2 Distribution of Assets


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 nonprofit 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 Distribution of Undisposed Assets

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 HA-PTO Board of Directors elected officers in attendance.


Shannon Healy-Nelson, President

(Vacant), Vice President


Steve Martin, Treasurer


Ellen Horton, Co-Treasurer


Jennifer Gulbis, Recording Secretary


Alysia Kretschmar, Committee Director