

**Salem Elementary School
South Lyon Community Schools
Parent Teacher Organization Bylaws**

Effective Date: April 2022 / Revised 4/28/22

Article I – Name and Address

1. This organization shall be known as the Salem Elementary Parent Teacher Organization (hereafter referred to as PTO).
2. All correspondence for this PTO and members shall be sent to:
Salem Elementary PTO
C/O Salem Elementary School
7806 Salem Road
Salem, MI 48175
3. At no time shall a person's home be the primary address used to receive correspondence on behalf of the PTO.

Article II – Purpose

1. The purposed of the PTO is to promote and encourage communication and corporation between parents, staff, and community; to provide financial support that will enhance students' education; and to provide educational and social activities for students, staff, and families of Salem Elementary.

Article III – Mission Statement

1. It is the mission of the Salem PTO to enhance the educational and social experiences for all students of Salem Elementary in cooperation with the Salem Faculty and Staff and the community at large.

Article IV – Policies

1. The PTO shall be non-commercial, non-profit, non-sectarian, and non-partisan. The PTO shall not endorse commercial enterprises or political candidates. Neither the name of the PTO nor the names of its officers in the official capacities shall be used in connection with any commercial concern or partisan interest for any purpose inconsistent with the stated objectives.
2. The organization will work in cooperation with the Citizens Helping Educators Educate Responsible Students (C.H.E.E.R.S.) volunteer organization.
3. The PTO shall encourage communication and parental feedback regarding our school and educational activities.

4. The activities of the PTO shall be planned and coordinated by the PTO Board and work within the parameters set forth by the Salem Shared Involvement Process (SIP).
5. All General Membership meetings of the PTO shall be open to all Salem Elementary parents, and participation by the parents is welcomed. Meetings of the PTO Board shall also be open to Salem parents at the discretion of the President. The PTO reserves the right to hold closed Board meetings.
6. All monies raised by the PTO shall be used for, but are not limited to, activities, assemblies, projects, items, materials, and equipment approved by the PTO Board according to the stated objectives and voted and approved at a general membership meeting.
7. PTO General Membership meetings are held once a month.

Article V – Membership

1. All parents, guardians, and staff of current K-5 students at Salem Elementary may participate in and are voting members of the PTO. PTO does not require membership fees.
2. The PTO Board will consist of the following officers: President, Vice-President, Treasurer, Secretary, and the Principal of Salem Elementary. These positions may be shared between two individuals, thus acting equally as Co-Presidents, Co-Vice Presidents, Co-Secretaries and Co-Treasurers.
 - a. The Principal is a non-voting board member.
3. All members of the PTO Board shall be voting members, excluding the Principal.
 - a. In the event of a tie on a non-election related issue, the item will be brought to a general meeting where majority vote determines outcome.
 - b. No one person may hold more than one Board position.
 - c. To avoid conflict of interest issues, spouses may not serve on the Board concurrently. If all means of article V and VI of these bylaws are exhausted and there are no candidates more than one month into the school year, a spouse may request to be considered for such a position. This person will be voted into the office by a majority vote at the next General Membership meeting.
4. No member of the PTO Board or General Membership shall be compensated in any way from the Salem PTO.

Article VI – Election of Officers

1. The elected officers of the PTO Board shall be the President, Vice President, Treasurer, and Secretary.
2. Elections shall be held at the May meeting as terms expire.
3. The Nominating Committee, consisting of the CHEERS Coordinator and the Teacher Liaison, conduct the election, distribute ballots, and count votes.

4. The Nominating Committee will announce the PTO positions to all parents, and will announce the slate of candidates to the membership at the time of the election. Only those who consent to serve if elected shall be eligible for nomination. When only one candidate is running for each office, the election shall be held by acclamation. If there is more than one candidate running for a particular office, voting will occur at the May meeting. All voters must be present.
5. Election of Officers shall be by written ballot and tallied by the Nominating Committee.
6. Board members shall assume their positions during the June meeting and shall serve a term of two years, with no more than two consecutive terms in any one position. If there are no other candidates for the position, the Board member may serve another term, otherwise Article VII of these bylaws must be invoked.
7. In the event of a tie, another general vote will be held for that position only.
8. In the case of an extraordinary event where the majority of membership is unable to vote in person, the board can decide to hold online elections.

Article VII – Vacancies and Dismissals

1. Vacancies
 - a. In case of a vacancy in any office except the President, the following shall occur:
 - i. The President and Principal shall appoint someone to fill the vacancy until the end of the school year. At the next General Membership meeting this person shall be voted into office by a majority vote.
 - ii. If there are no appointees, a notice advertising the vacancy shall go out to the school. When someone steps forward, that person will then be voted into office at the next General Membership meeting by majority vote.
 - iii. If no one is available to fill the vacancy, the PTO Board members will share the duties.
 - b. In the case of a vacancy in the office of the President, the Vice President will assume the duties of the President until one of the following occurs:
 - i. The Vice President may choose to assume the roles, functions, and duties until the end of the term with the approval of the Principal.
 - ii. The Vice President and the Principal will find a qualified candidate to present at the next meeting for an election into office by a majority vote.
 - iii. The remaining officers will share the duties of the President.
2. Dismissals
 - a. An officer shall be dismissed for gross misconduct, negligence, sexual harassment, sexual assault, and/or blatant disregard for the PTO or South Lyon Community School District policy, procedures, or bylaws. The allegations must be brought to the Board. Upon review, the Board will attempt resolution before starting the dismissal process

- b. Dismissal Process
 - i. Inform person in question of allegations.
 - ii. Investigate allegations to determine validity, including providing opportunity for the accused person to respond.
 - iii. Present findings to all Board Members in person at a Board Meeting, with written follow-up to all parties.
 - iv. If a majority of the remaining Board Members are not in agreement, the matter will be presented to the general membership for a vote.
- c. A PTO member who receives monies, scholarships, or material awards for themselves or family members from PTO vendors, suppliers, or fundraisers, shall be dismissed immediately. Any given gift or award must be brought to the attention of the PTO. Some gifts or awards may be used for, but are not limited to, Teacher Appreciation, door prizes and General Membership meetings, student activities, PTO General Membership activities, or given to families in need.

Article VIII – Officer’s Duties

1. The Presidents duties include:
 - a. Preside over all meetings
 - b. Arrange/Prepare agenda and meeting times and locations for all meetings
 - c. Coordination of all officers to facilitate the execution of the purpose of the PTO
 - d. Assist in all PTO sponsored functions
 - e. Open and distribute all mail weekly
 - f. Verify financial statements and paperwork
 - g. Sign contracts and protect PTO’s legal responsibilities
 - h. Enforce the PTO’s bylaws
 - i. Train President-Elect
 - j. Work as a liaison to Salem Elementary staff
 - k. Work with Salem SIP as requested by principal

2. The Vice President’s duties include:
 - a. Assume the duties of the President in his/her absence
 - b. Coordinate assemblies with feedback from Salem Elementary staff
 - c. Coordination of all committees to facilitate the execution of the purpose of the PTO
 - d. Attend all general PTO meetings held monthly
 - e. Enforce the bylaws of the PTO
 - f. Train the Vice President-Elect
 - g. Protect the PTO’s legal responsibilities

3. The Treasurer's duties include:
 - a. Maintain budget as deemed by PTO General Membership
 - b. Provide a monthly account summary, including expenses, donations, and funds raised, to be presented at each General Membership meeting
 - c. Receive and have custody of all monies acquired by the PTO
 - d. Prepare and E-file form 990N/E-post card annually. The PTO's fiscal years ends Sept. 30th, Form 990N will need to be filed by Feb. 15th of the follow year.
 - e. Maintain original copies of all contracts, invoices, and bank statements
 - f. Attend all general PTO meetings held monthly
 - g. Enforce the bylaws of the PTO
 - h. Train the Treasurer-Elect
 - i. Protect the PTO's legal responsibilities

4. The Secretary's duties include:
 - a. Take meeting minutes. Review with President & publish within 24-48 hours of meeting.
 - b. Provide written materials to General Membership, as needed
 - c. Be responsible for all written communications from the PTO, including the monthly PTO newsletter
 - d. Monitor and reply to PTO email
 - e. Train the Secretary-Elect
 - f. Attend all general PTO meetings held monthly
 - g. Enforce the bylaws of the PTO
 - h. Protect the PTO's legal responsibilities
 - i. Maintain PTO social media

Article IX – Meetings

1. General Membership meetings will be held once a month during the school year.
2. Special meetings may be called by the majority vote of the Board.
3. All meetings will be run following Roberts Rules of Order of Parliamentary Procedure.
4. Approval of any motion shall be by a majority vote.
5. The Board shall meet once a month.
6. The General Meeting shall be run using a Board-approved agenda.
7. A quorum of three must be present at all Board meetings to vote on any issue.
8. All expenditures must appear on the approved agenda.
9. The members present shall constitute a quorum at the General Membership meeting.

Article X – Conflict of Interest

1. Any member of the PTO with a possible conflict of interest must disclose the information to the PTO Board when considering a transaction. The PTO reserves the right to dismiss the PTO member from the voting or dismiss the proposal at hand. The meeting minutes will reflect this occurrence.
2. No member of the PTO may jeopardize the non-profit status of the PTO.
3. All members must protect the tax-exempt status of the PTO when entering into a transaction, agreement, contract, or arrangement that might benefit the private interest of an officer or member of the PTO. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit charitable organization.

Article XI – Amendments

1. These bylaws may be amended at any regular meeting by a two-thirds majority vote, provided that notice of the proposed amendment has been given at the previous meeting.
2. All amendments and revisions take effect immediately upon approval.
3. These bylaws may be amended at any time by the president without a vote, only at direct request of the IRS. These said amendments must be recorded on IRS Form CSDL/CD 515 or equal and submitted to IRS with signatures of all elected board members. A Certificate of Amendment must be returned to the PTO by IRS on all said amendments. All said amendments must be listed below and copies of submitted CSDL/CD 515 form and recorded Certificate of Amendment must remain with bylaws. Only these types of amendments need to be recorded with IRS. Any said amendments would be announced at next available General Meeting.

Recorded Amendments:

Other Clauses (Article of Incorporation, Article VI) - Recorded 10/3/13

1. The Purpose Clause: Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. Powers Clause: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, 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 the purpose clause A hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or

otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) 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.

3. Dissolution Clause: Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. 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 corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XII – Finances

1. Budget
 - a. An annual budget will be set by the PTO Board and brought as an agenda item to the September general meeting to be discussed and voted on. If, during the year, a line item requires more money than was approved in the budget, a request will need to be put on the agenda for additional funds, in accordance with the by-laws.
2. Disbursement of Funds
 - a. Money transactions of the PTO \$100.00 and under may be decided by the Board. Any transactions \$100.01 or more must be voted on at a general meeting.
 - b. Requests of \$500.00 or more must be submitted according to the by-laws. If written in after the agenda deadline, the amount can be discussed at the current meeting, but the vote must be tabled until the next general meeting.
 - c. The Treasurer and President may withdraw funds from the account by check or debit card.
 - d. The Treasurer and President may make cash withdrawals from the PTO bank account and make purchases with the PTO debit card and sign check. A valid receipt must be presented for each withdrawal.

- e. All reimbursements sought from the Treasurer for Salem Elementary PTO expenditures shall be submitted with itemized receipt of purchase within 14 days following the event for which the expenditures were purchased.
3. Collection of Fees
- a. The PTO may collect fees on returned checks written to the PTO.
 - b. The PTO may place a hold on the ability of a family with a returned check to pay by personal check until the fees for the returned check(s) have been reconciled.

By signing this document, I acknowledge my receipt of the Salem Elementary Parent Teacher Organization bylaws. I fully understand my duties as a board member, and my role at any board or general membership meeting for the upcoming 2022-2023 school year. If at any time, I am unable to fulfill my duties I will immediately notify the Principal of Salem Elementary.

Erin Larson, President

Nicole Shanks, Vice President

Kristy Mietelka, Secretary

Tierney Garland, Treasurer

Ryan Knapp, Principal