

**BYLAWS  
of  
Washtenaw International HS PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Washtenaw International HS PTO and is located at Washtenaw International High School and Middle Academy at, 105 N Mansfield St, Ypsilanti, MI 48197, 734-994-8145

**Section 2: DESCRIPTION** – The Washtenaw International PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the Washtenaw International HS PTO is to enhance and support the educational experience at Washtenaw International High School and Middle Academy, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Washtenaw International High School and Middle Academy through volunteer and financial support.

**ARTICLE II – MEMBERSHIP**

**Section 1:** Membership shall be automatically granted to all parents and guardians of Washtenaw International High School and Middle Academy students, plus all staff. Membership dues are not required, however an annual donation of \$20 per individual is suggested. Each individual member shall have one vote.

**ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD** – The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is two years, beginning immediately upon election, and ending upon the officer election at the end of the term.

The Washtenaw International HS PTO voting members will accept nominations for officers and establish a ballot for the officer positions by April of each year. Voting will occur at the May meeting. Any member in good standing may be nominated for a board position.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 4: DUTIES –**

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$500.00.

President – Prepare agendas for official PTO meetings, preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all general PTO meetings, and hold historical records for the PTO.

Communications Secretary - Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, social media, etc.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit if required, and hold all financial records during the fiscal year. The treasurer will also place electronic records in TBD archive including but not limited to spreadsheets, bank statements and receipts.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

**ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote. Attendance may be in person, online, or on the phone. Absentee or proxy votes are not allowed.

**Section 3: QUORUM** – Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

## **ARTICLE V – FINANCIAL POLICIES**

The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Washtenaw International PTO requiring at least two signatories of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year if required.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$1,500.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is granted to the President and the Recording Secretary or their designee. It is recommended that the term of contracts be limited to one year.

**Section 5: USE**- PTO funds shall be used for programs, events, and items, which directly benefit the students of the School.

**Section 6: EXPENSES** - Reimbursements for all expenses shall be made only after receipts for the expenditures have been verified, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing and a vote for approval of the monetary disbursement shall be taken.

## **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Approval by 2/3 of all members present and voting is required to adopt an amendment to the Bylaws.

## **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Washtenaw International High School and Middle Academy.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order – Newly Revised".

**These bylaws were adopted on 24 June 2013.**

**These bylaws were approved as amended on 9 July 2018.**