



Lottie M. Schmidt Elementary PTO
33700 Hooker Road
New Baltimore, MI 48047
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The Wish for a Bright Future

BY-LAWS

ARTICLE I – Name

The name of this Organization is the Lottie PTO Group, hereafter referred to as the Lottie PTO. This organization is not a unit of the Michigan or National Parent Teacher Association (PTA). The Organization exists as an unincorporated association of its members.

ARTICLE II – Mission and Objectives

- Section 1. The objectives of the Lottie PTO are:
- a. To promote the welfare of the children and youth in home, school, and community.
 - b. To secure and support adequate laws for the care and protection of children and youth.
 - c. To bring closer coordination between the home and the school, so that parents and teachers may cooperate in the education of children and youth.
 - d. To develop between educators and the public such unified efforts as will secure for all children and youth the highest advantages in emotional, physical, and social education.
 - e. To support and enhance the education of the children of Lottie M. Schmidt Elementary by fostering a spirit of cooperation and promoting open communication between families and staff of the school.
 - f. To promote educational awareness in the home.
 - g. To provide monies for additional school recreational and educational activities, facilities, and those special district activities as appropriate.
 - h. To provide children with experiences that will promote learning and enhance their quality of life.

- Section 2. The objectives of the Lottie PTO are promoted through an educational program directed towards parents, teachers, and the general public. They are developed through committees, projects, and programs. They are governed and qualified by the basic policies set forth in Article III.

ARTICLE III – Basic Policies

- Section 1. The Organization shall be non-sectarian, non-commercial, and non-profit.
- Section 2. The name of the organization or names of any members in their official capacities shall not be used in connection with a commercial concern or for any purpose or partisan interest not appropriately related to the promotion of the objectives of this organization.

- Section 3. 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 the opposition to, any candidate for public office. Nor shall the organization devote more than an insubstantial part of its activities to attempting to influence by propaganda or otherwise without the consent of the majority of the general membership.
- Section 4. The Organization shall work with the school to provide quality education for all children and youth. It shall seek to participate in the decision-making process of establishing school policy, recognizing that the legal responsibility to make decisions has been designated by the people to the Board of Education.
- Section 5. The Organization may cooperate with other organizations and agencies concerned with children welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- Section 6. No part of the net earnings of the Lottie PTO shall be to the benefit of, or be distributed to its members, directors, trustees, officers, or other active 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 statement.
- Section 7. The purpose and intent of funds raised by the Lottie PTO shall be voted on during general meetings throughout the year. These decisions will be communicated and publicized in advance to inform participants of how funds are used.
- Section 8. In the event of dissolution of the organization, any remaining assets shall be transferred to the Lottie M. Schmidt Principal for use at the principal's discretion to support any legitimate academic activity or building need.
- Section 9. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on by an Organization exempt from Federal income tax under the Internal Revenue Code, or by an organization, contributions to which are deductible under the Internal Revenue Code.
- Section 10. When monies are collected at a function or for a fundraiser, two members of the Lottie PTO will be present to count, verify, sign and record all financial transactions on the Treasurer's counting sheet. Money will be stored in a Lottie PTO bank bag and kept in the school safe until the deposit is made. Money should only leave the school to be taken directly to the bank for deposit.

ARTICLE IV – Membership

- Section 1. Any person interested in the objectives of the Lottie PTO from among the Lottie Elementary School staff members, parents/guardians, and interested students and other interested family members of this Organization are entitled to participate in all activities of the Organization.
- Section 2. The Organization shall conduct an annual enrollment of members, but persons may be enrolled as members at any time. Each member shall pay annual dues of \$1.00 to the Organization. Only members in good standing of the Lottie PTO shall be eligible to vote in its business meetings, or to serve in any of its elective or appointive positions. A member of good standing shall be defined as: an active participant, having attended at least one previous meeting, volunteering for Lottie PTO functions, has paid their annual dues, and following these By-Laws.
- Section 3. Members will have the right to attend and provide any input in any Lottie PTO meeting. Members are encouraged to volunteer for the Organizational fundraisers, functions, and all events sponsored by the school or the Lottie PTO. Members shall also participate in the electing of the Officers of the Lottie PTO Executive Board.
- Section 4. The membership year shall be from the first day of July until the last day of June on that calendar year.

Section 5. All Lottie PTO members must submit an annual background check to Lottie Elementary before volunteering in accordance with district policies.

ARTICLE V – The Executive Board and the Election and Replacement of Officers

Section 1. The Executive Board will consist of Officers of the Organization and in collaboration with the Principal of Lottie M. Schmidt Elementary.

- a. The offices of the Lottie PTO shall be President, Vice President, Secretary and Treasurer.
- b. The Executive Board shall be elected by ballot at a regularly scheduled meeting in May. A board candidate shall be nominated by the close of the April meeting.
- c. In order to be eligible for office, nominees must be a member in good standing, see Article IV, Section 2.
- d. Officers shall assume their official duties at the close of the general membership meeting held at the end of June.
- e. The outgoing and the newly elected officers shall have a joint meeting prior to the start of the new school year or first general membership meeting.
- f. Board members will serve a two-year term, with two newly elected officers each year, although board members can resign at any time. Officers may be re-elected to any number of consecutive terms.

Section 2.

- a. A vacancy occurring in any office shall be filled for the unexpired term by a person who receives the majority vote of the remaining members of the board. Notice of such an election should be given to the general membership in advance. In case a vacancy occurs in the Office of President, the Secretary shall serve notice of election.
- b. In the event an officer is unable to fulfill their duties or fails to regularly attend meetings of the Executive Board and general membership meetings of the Lottie PTO, then the building principal should be notified and may move for the replacement of that officer. A letter asking for resignation should be submitted to the officer. In the event that the officer does not execute the resignation within 10 days, the officer shall be replaced by the procedure set forth in Article V Section 2, a.

ARTICLE VI - Duties of the Executive Board:

Section 1. The **PRESIDENT** shall:

- a. Preside at all meetings of the Lottie PTO general membership meetings.
- b. Serve as the primary contact for the principal and represent the organization at meetings outside of the organization as needed.
- c. Coordinate the work of officers and committees.
- d. Perform other duties as may be prescribed in these by-laws or assigned to him/her by the organization of the Board.
- e. Authorize expenditures not in excess of \$200.00 at any time without permission of the Board.
- f. Prepare the agenda for general membership meetings with any items that need to be discussed or reviewed. Agenda should be prepared and submitted to the building principal for review at least three school days in advance of all meetings.

- g. Establish, maintain and have available at all meetings a master calendar of events for Lottie PTO, Lottie M. Schmidt Elementary School, and the Anchor Bay School District.
- h. Have available a copy of the Lottie PTO By-Laws at all meetings to ensure they are being followed.
- i. Prepare an Annual Report at the close of year.

Section 2. The **VICE PRESIDENT** shall:

- a. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.
- b. Handle purchasing items as needed for the PTO and researching for the best available prices.
- c. Maintain files with the updated fundraising information which shall include brochures, catalogs, phone numbers and contact persons from various companies.
- d. Act as Membership Coordinator and keep the membership roster current.
- e. Provide sign-in sheets for members' attendance at all General Membership meetings.
- f. Complete Facility Request Forms as necessary for any scheduled functions including general meetings.
- g. Handle the Hospitality Aspect of the PTO:
 - 1. Coordinate childcare for general meetings, including scheduling a room and contacting babysitters; provide a sign-in sheet for parents and children in the babysitting room.
 - 2. Coordinate refreshments at meetings for students in the childcare room.

Section 3. The **SECRETARY** shall:

- a. Accurately record and duplicate the minutes of the regular business meetings and executive meetings.
- b. Submit a copy of all minutes to the Board and any other interested parties.
- c. Send copies of General Membership meeting minutes to members 2 days before the next Lottie PTO meeting.
- d. Minutes shall be presented for review and approval at the next general meeting.
- e. Keep copies of the current By-Laws available for members who request a copy.
- f. Keep a record of changes in policies.
- g. Be custodian of the permanent records of the Organization.
- h. Keep records as directed by the President.
- i. Handle all correspondence for the Lottie PTO as directed by the President or requested by the principal.
- j. Conduct the correspondence of Lottie PTO to include such items as thank you notes, announcements, and emails.
- k. Maintain an inventory sheet of all Lottie PTO Inventory.
- l. Keep an updated calendar of Lottie events.
- m. Write information for the school's monthly newsletter as needed.
- n. Notify members utilizing appropriate media of meeting dates, times, places and agendas.

Section 4. The **TREASURER** shall:

- a. Receive and have custody of all funds to be deposited immediately into the Lottie PTO account or Lottie Schmidt Elementary's school safe.
- b. Maintain the checking account, including all deposits.
- c. Be responsible for monies collected at functions and special activities; in the event that the Treasurer is not available, another Board member shall fulfill this role
- d. Keep full and accurate record of all receipts and disbursements with all bills to be paid no later than 30 days after receipt.
- e. Present a monthly financial statement at every general membership meeting.
- f. Make available copies of the monthly financial statements to the members of the Board.
- g. Present an annual budget for approval to the membership at large at the first general membership meeting.
- h. Make disbursements in accordance with the approved budget, as authorized by the Lottie PTO Executive Board.
- i. Provide the President with any items that needs to be put on the agenda at least five days in advance of all meetings.
- j. Present a yearly financial report at the last general membership meeting.
- k. Obtain fidelity bond or "criminal coverage" insurance for the PTO; premiums are to be paid out of the Lottie PTO fund.

Section 5: All Executive Board Members Shall:

- a. Perform the duties prescribed in the By-Laws.
- b. Deliver to their successors all official materials at the joint Executive Board meeting.

Section 6: The **PRINCIPAL** shall:

- a. Be considered an acting Director at all times and shall hold an advisory capacity upon the Executive Board. Their responsibility to the organization is to facilitate, through their knowledge of school policy and activities, the promotion of the organization and its activities and projects.
- b. The principal shall advise the Board on school policy, school ground usage, student activities, distribution of information and relation of information deemed necessary to the mission of the organization and the promotion of said mission.
- c. Meet with the Executive Board in August and then throughout the year as needed.
- d. Attend all general membership meetings.
- e. Hold no voting rights within the quorum of the Executive Board unless to break a tie, but retains final approval of any event or project, if said event or project will interfere with the procedures, policy and/or best interest of Lottie M. Schmidt Elementary.

Section 7: The **TEACHER REPRESENTATIVE** shall:

- a. Attend Lottie PTO general membership meetings as a representative of the Lottie M. Schmidt staff.
- b. Contribute information about school activities and events to the Executive Council.

- c. Bring requests from the staff either for monetary support or ideas that are suggested by the staff.
- d. Communicate Lottie PTO information to the entire LMS staff, including providing minutes and important information to all staff members.

ARTICLE VII – Meetings & Fundraising

Section 1. Meetings

- a. The general membership meetings shall take place monthly during the school year. The date and time of each meeting will be set for the school year when the calendar is determined by the Executive Board in collaboration with the principal.
 - 1. Reminders will be placed in the school newsletter and communicated to the families.
 - 2. Notice of a change to meeting time or cancellations will be provided as early as possible, preferably three days prior.
- b. The order of business for meetings shall include the call to order, approval of the minutes, treasurer's monthly financial statement, committee reports, principal's and teacher's report, unfinished old business, and new business.
- c. All members attending meetings must sign the attendance sheet. Eligibility of members for voting purposes will be determined from attendance records.
- d. Motions voted on during regular membership meetings, must pass by a majority vote of the members present at that meeting.
- e. The current and new Executive Board officers must meet before the ending of the current school year to hand over all materials and discuss Board positions.
- f. The newly elected officers and the Executive Board officers must hold an August meeting to plan a new school calendar and formulate a budget. The school principal must be a part of this meeting.
- g. The Executive Board members may call special meetings, providing a minimum 48-hour notice.

Section 2. Fundraising

- a. All suggestions for fundraising activities will be heard and voted on by the Lottie PTO Members.
- b. All money raised through the Lottie PTO sponsored events and fundraisers shall be deposited into the Lottie PTO account, and accurate records will be kept by the Treasurer.
- c. The Principal of the building must approve all fundraisers and the calendar for the fundraiser.
- d. The Lottie PTO will work closely with the building principal and teachers to provide funds pertinent to the enhancement of the students' positive learning environment.
- e. The district required fundraising report will be completed, specifying the purpose of each fundraising event.

