

*By-laws with proposed amendments, to be voted upon in May 2010 meeting.*

**BY-LAWS OF THE BURNS PARK SCHOOL  
PARENT TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization shall be the Burns Park School Parent Teacher Organization.

**ARTICLE II: PURPOSES**

The Parent Teacher Organization is to be operated exclusively for charitable and educational purposes within the meaning of Sections 170(c), 501(c)(3), 2055(a)(2) and 2522(a)(2) of the Internal Revenue Code of 1986, including for such purposes, the making and distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 or future amendments of that Section. All actions and activities of the organization shall be carried on in compliance with the provisions and restrictions set forth in the Articles of Incorporation including any amendments that from time to time may be made thereto.

The purposes of this organization are:

To promote the intellectual, physical and emotional health of the Burns Park School children in the school and community.

To promote working relationships among all members of the Burns Park School community in a manner consistent with the Ann Arbor Public School's Non-discrimination Policy.

To provide a continuing forum on educational programs and school issues.

To serve as a liaison between students, faculty and staff, the community, school administration and the Board of Education.

To provide a means of broader parent input to the School Improvement Team (SIT).

And to promote citizen participation in school affairs.

**ARTICLE III: MEMBERSHIP**

Parents and guardians who have children attending Burns Park School, the principal, members of the faculty and staff shall be members of the organization.

Each member may cast a vote on any question before the organization.

## **ARTICLE IV: DUES**

Annual dues per family shall be established by the Executive Board and collected at the beginning of each academic year. Payment of dues is voluntary.

## **ARTICLE V: OFFICERS**

Officers shall consist of a President or two Co-presidents, president-elect, secretary or co-secretaries, treasurers, fundraising coordinator, and volunteer coordinator(s)

### **A. DUTIES OF OFFICERS**

1. **PRESIDENT (S):** shall preside at all meetings of the organization and of the executive board, shall be ex officio member of all committees except the nominating committee and shall act with the executive committee in drawing up an annual budget to present to the organization. The president(s) shall have a discretionary fund of \$500 that can be used when necessary. The president(s) shall report and request approval of all disbursements from the discretionary fund at the next regularly scheduled meeting of the organization. The president shall be responsible for giving notice of all meetings of the organization to the parent community through the Burns Park Press and/or PTO weekly e-notes.
2. **PRESIDENT ELECT:** Shall perform all duties of the president(s) in the event of absence, resignation or inability to perform the duties of president. The president-elect shall work with the president(s) to schedule programs for general meetings and shall perform other duties as assigned by the president. The President-elect shall arrange childcare for all PTO meetings.
3. **SECRETARY:** The secretary shall keep minutes of the meetings of the organization, shall keep a roll of all present at any meeting, shall have custody of all minutes, and shall publish minutes to the PTO website after they have been approved. The secretary shall coordinate correspondence authorized by the president(s), executive board and the organization.
4. **TREASURERS:** shall be responsible for the collection of funds, shall receive all money due to the organization, shall provide for the safekeeping of such funds and shall disburse them only upon the authority of the organization. The office of treasurer shall be shared by two members: one responsible for accounts payable and one for accounts receivable. The treasurers shall assist the president(s) in drawing up the budget.
5. **VOLUNTEER COORDINATORS:** shall be responsible for organizing the classroom and PTO committee volunteers each fall. The coordinator(s) may act throughout the year as the liaison between the room parents and the executive board.
6. **FUNDRAISING COORDINATOR:** shall oversee all fundraising efforts of the PTO, shall assist committee chairs in fundraising efforts, including publicity, and shall maintain records of community and business

solicitations for funds and in-kind donations to Burns Park events. The fundraising coordinator is responsible for researching and reviewing new fundraising proposals and ideas. The fundraising coordinator will help to maximize the effectiveness of fundraising efforts while minimizing the burden on the community.

**B. NOMINATIONS**

The executive committee, led by the volunteer coordinator(s) shall present a slate of nominations at the May meeting. This slate shall include at least one nominee for the offices of President(s), President-elect, Secretary, Fundraising Coordinator, and Volunteer Coordinator(s), and two nominees for the office of Treasure. Notice of the slate shall be sent to the members of the organization at least one week preceding the May meeting. Nominations for an office to be filled may also be made from the floor at the May meeting, provided that prior consent has been obtained from the nominee.

**C. ELECTIONS**

The President(s), President-elect, Secretary, Treasurers, Fundraising Coordinator, and Volunteer Coordinator(s) shall be elected by the membership at the May meeting for a term of one year and no more than two years in succession. The newly elected officers shall assume office at the June meeting of that same year.

**D. VACANCIES**

Vacancies of offices shall be filled by election at the next practicable meeting of the organization. Officers shall be replaced after three absences from monthly organization meetings unless s/he finds an alternate to attend in his/her place.

**ARTICLE VI: EXECUTIVE BOARD**

The Executive Board shall consist of the Officers of the organization: the president, president-elect, secretary, treasurers, volunteer coordinator(s), and fundraising coordinator.

The Executive Board shall be empowered to act on behalf of the organization between meetings of the organization except that it cannot reverse an action taken by the organization. It shall otherwise transact all business and act in emergencies for the organization.

The Executive Board shall convene at the call of the President(s), of the Principal, or of any two of its members. A quorum shall consist of four of its members.

The Executive Board shall present to the new Executive Board the archives of the previous year which shall consist of agenda and minutes of each meeting, newsletters for the year, a Treasurer's report showing actual expenditures compared to the approved.

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The Executive Board, or two members of it, shall meet with the Principal each month to review issues for the incoming PTO meeting and other matters concerning the PTO and the school.

#### ARTICLE VII: ROOM OFFICERS

The officers of each room shall consist of a Room Parent and Assistant Room Parent.

##### A. DUTIES OF ROOM OFFICERS

1. ROOM PARENT: shall work with the teacher in coordinating room activities, including field trips, class parties, and welcoming new students, as the teacher requests.
2. ROOM ASSISTANT: shall assist the Room Parent

##### B. SELECTION OF ROOM OFFICERS

During the first week of the school year, the Volunteer Coordinator(s) shall issue a call for volunteers to serve as room leaders. Any person or guardian may submit his/her name for any position in each room in which s/he has a child. If possible, no person shall hold more than one position in the room, or serve simultaneously as an officer in more than one room.

All room officers shall be selected by the Volunteer Coordinator(s) upon completion of the first full week of school each fall. This shall be done in consultation and coordination with each classroom teacher. The term of office shall be one full school year.

##### C. VACANCIES

Methods of filling vacancies which occur in room officers shall be left to the discretion of the Volunteer Coordinator(s) and the remaining room officers. If a room officer's child is transferred to another room during the school year, that officer's position shall be considered vacant.

#### ARTICLE VIII: MEETING OF THE ORGANIZATION

The organization shall hold regular meetings in the months of September, October, November, January, March, April, and May. Any business items that are to be voted on, namely policies or budget items, shall be published in the Burns Park Press at least 4 (four) days in advance. Any policies voted on but not previously published may be ratified by subsequent publication in the Press, and the passing of one week from the publication with no written objections received in the PTO box of the office.

Students shall be welcome to make presentations at the beginning of each meeting on matters of special interest to them.

A simple majority vote of those present at any meeting shall prevail in all matters before the organization except the amendment of these Bylaws.

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A meeting of all old and new Officers shall be held between the May and June meetings.

#### ARTICLE IX: BUDGET

A budget for the organization for the year shall be made up by the President(s) and the Treasurers. This budget shall be presented for approval by the organization at the first regularly scheduled meeting of the year.

Any expenditure over \$250 that is not within the scope of the budget must be authorized by a majority of the Officers and presented to the organization at its next regularly scheduled meeting.

The financial accounts of the organization shall be audited at the end of each year by a volunteer from within the organization.

#### ARTICLE X: COMMITTEES AND APPOINTMENTS

The President(s), in consultation with the Executive Board, shall establish committees as needed, and make appointments to said committees. Membership on all committees shall be open to any member of the organization.

#### ARTICLE XI: PUBLICATIONS

The organization shall publish an annual school directory to appear by November 1 of each year, unless the organization directs otherwise. The organization shall also publish, no less than once monthly, the Burns Park Press, and a regular weekly PTO e-notes. ***as amended 5/04***

#### ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

#### ARTICLE XIII: AMENDMENTS

The bylaws may be amended at any meeting of the organization by a two-thirds vote of the members voting, provided that a written notice of the proposed change shall have been sent to the members at least one week before the vote is to be taken. The bylaws shall be reviewed every five years by a special committee.

Last amended 4/04