**HONEY CREEK COMMUNITY SCHOOL**

**PARENT – TEACHER ORGANIZATION**

**BYLAWS**

November 2002

1819 S. Wagner Rd.

Ann Arbor, MI 48106

**ARTICLE 1**

**THE ORGANIZATION**

**Section 1.** The name of the organization is Honey Creek Community School Parent Teacher Organization, Inc. , to be known herein as HC PTO

**Section 2.** The mailing address of the HC PTO is in care of Honey Creek Community School, 1819 S. Wagner Rd., Ann Arbor, MI 48106

**Section 3.** The organization's fiscal year is July 1st – June 30th.

**Section 4.** All parents or legal guardians of students who currently attend Honey Creek Community School and all current faculty and staff of Honey Creek Community School shall be members of the organization. Members have the right to attend and participate in all meetings and activities of the organization.

**ARTICLE II**

**PURPOSES AND POLICIES OF THE ORGANIZATION**

**Section 1.** The purpose of the HC PTO is to build a stronger Honey Creek community by promoting quality educational, recreational and social programs for students and their families, through the participation and cooperation of families, teachers, students and administrators.

**Section 2.** This organization is non-profit, non-commercial, non-sectarian, and not politically motivated or inspired. The HC PTO follows the Honey Creek Community School non-discrimination policy.

**Section 3.** The HC PTO furthers its purpose by sponsoring and promoting educational, recreational and social programs and activities for the Honey Creek community. The HC PTO will raise funds, through donations and fundraisers or by any other lawful and proper means.

**Section 4.** In the event of dissolution of this organization, the assets will be given to Honey Creek Community School.

**ARTICLE III**

**MEETINGS AND VOTING**

**Section 1.** Meetings of this organization are scheduled monthly throughout the school year.

**Section 2.** Additional meetings of the organization may be called at the discretion of the officers or by petition of a majority of the members. The time and place of these shall be announced at least seven (7) days in advance of the meeting.

**Section 3.** The voting body consists of all members of the organization. Those persons present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization. There must be at least three members present.

**Section 4.** A majority vote of the members present at any meeting shall be required for all action to be taken by the organization. In case of a tie, the measure fails.

**ARTICLE IV**

**OFFICERS AND ELECTIONS**

**Section 1.** The officers of this organization are Chair, Chair-elect, Secretary and Treasurer. The Chair, Chair-elect, Secretary and Treasurer are elected by hand vote or written ballot at the regular April meeting.

**Section 2.** Qualifications for Election of Office.

A. For Chair and Treasurer – a member of the HC PTO for at least nine months.

B. For Chair-elect and Secretary a member.

**Section 3.** Officers assume their official duties at the beginning of the fiscal year and serve for one year or until their successors are elected.

**Section 4.** Nominations will be accepted from the membership at the regular meeting in March. The Chair-elect will automatically become a nominee for Chair.

**Section 5.** A vacancy in any office will be filled by a majority vote of the remaining members. In the case of a vacancy in the office of Chair, the Chair-elect shall assume the responsibilities of the Chair.

**ARTICLE V**

**DUTIES OF OFFICERS**

**Section 1.** The Chair presides at all meetings of the HC PTO; serves either actively or in an advisory position on all committees; coordinates committee actions; and reports activities and financial records to the HCCS Board.

**Section 2.** The Chair-elect shall attend HC PTO meetings, and in the absence of the Chair, shall perform the duties of the Chair. The Chair-elect shall perform other duties assigned by the Chair.

**Section 3.** The Secretary is required to attend monthly meetings, record, type, and distribute the minutes of each HC PTO meeting. The minutes will be filed into an official minute book and a copy of such minutes will be forwarded to the HCCS Board before the next scheduled board meeting. The Secretary will also be responsible for updating our monthly newsletter. The Secretary shall perform all other duties assigned by the Chair.

**Section 4.** The Treasurer has charge of all funds belonging to the HC PTO; collects and keeps accounts of all moneys of the HC PTO; makes deposits to the HC PTO checking accounts; signs checks for the payment of any authorized expenditures on behalf of the PTO as directed in writing by the Chair; submits a quarterly and annual report to the Chair; and; sharll perform other duties assigned by the Chair.

**Section 5.** The officers may establish committees from time to tome to further the organization's purpose and goals.

**Section 5.** The officers must deliver all books, records, and other organization material to their successors by June 30th.

**ARTICLE VI**

**FINANCES**

**Section 1.** The officers shall present to the membership at the first regular meeting of the year a proposed budget of anticipated revenue and expenses for the year. There will be a period for public comment that equals the time interval between the first and second regular meeting of the year before approval by membership. This budget shall be used to guide the activities of the members during the year. Any substantial deviation from the budget of greater than or equal to $1000 is subject to approval by the membership after a period for public comment equal to the time interval between the regular monthly PTO meetings.

**Section 2.** The HC PTO may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The HC PTO shall not have the authority, however, to enter into such agreements on behalf of Honey Creek Community School or the Honey Creek Community School District, nor should its officers hold themselves out as having such authority.

**Section 3.** No loans shall be made by the organization to its officers or members.

**Section 4.** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer, Chair, Chair-elect or Scrip coordinator authorized in writing by the Chair.

**Section 5.** The Treasurer shall deposit funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the officers may select and shall make such disbursements as authorized by the Chair in accordance with the budget adopted by the membership. Deposits and disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and orders of payment.

**Section 6.** The Treasurer shall present a financial report for the first meeting of each month of the organization and shall prepare a final report at the close of the year. An Auditing Committee consisting of at least two members appointed by the officers shall audit the books and records of the Treasurer annually. Members of the Auditing Committee shall certify the accuracy of the financial records and report the results of the audit to the membership.

**ARTICLE VII**

**COMMITTEE CHAIRPERSON DUTIES**

**Section 1.** The chairperson of each committee reports to, and if requested, submits a written plan of work to the Chair for approval and information.

**Section 2.** Chairpersons must deliver all materials, records and a final report of the event to membership at the next regular HC PTO meeting.

**Section 3.** Committees will submit funds for bank deposit within two business days of receiving funds. Committees will submit written requests for disbursements for authorized expenses to the Chair two business days prior to when needed. In the case of authorized expenses pre-paid by a member, a written request for reimbursement will be submitted ot the Chair within two weeks or risks not being reimbursed.

**Section 4.** Members or committee chairpersons wishing to request funds that exceed the approved budgeted amount may submit a request to the Chair prior to the next regular scheduled meeting.

**ARTICLE VIII**

**GENERAL PROVISIONS**

**Section 1.** The alteration, amendment or intent to repeal a by-law must be posted at least seven (7) days prior to the regularly scheduled meeting. The by-laws may be altered, amended or repealed by the majority vote of the members at the regular scheduled meeting.

**Section 2.** If any part of these bylaws conflict with the decisions, policies or procedures adopted by the Honey Creek Community School Board, they will be deemed null and void and the decision of the Honey Creek Community School Board, in all cases, control.