

Graebner Parent Teacher Organization Bylaws

(May 21, 2019 version)

ARTICLE 1: NAME

The name of this organization shall be the Graebner Parent Teacher Organization (GPTO).

ARTICLE 2: PURPOSE

The purpose of this organization shall be to:

- A. Provide an avenue for communication between parents, teachers, and administrators.
- B. Coordinate and/or support special projects for the good of all Graebner students.
- C. Operate and be organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- D. Remain a non-profit organization forever.

ARTICLE 3: MEMBERSHIP

The voting membership shall consist of parents and/or guardians of a Graebner Elementary School student in grades kindergarten through sixth (6th) grade and the principal and teaching staff of Graebner Elementary School. There will not be any membership fees assessed. Honorary members will consist of guest speakers and other interested parties.

- A. Graebner Elementary staff will be exempt from voting on issues that may result in conflict of interest, such as teacher allocations, teachers' gifts, and Staff Appreciation events.

ARTICLE 4: DUTIES OF OFFICERS

The elected officers of this organization shall be the President, Vice President, Secretary, and Treasurer. They will be known as the Executive Board.

- A. The duties of the President shall be as follows:
 1. To preside over Executive Board meetings and meetings of the general membership.
 2. To schedule the general monthly meetings with the Principal.
 - a. To establish a monthly meeting calendar from September through June.
 - b. To provide a copy of this calendar at each GPTO monthly meeting.
 - c. To post a copy of the agenda in the GPTO Showcase the Friday prior to the monthly GPTO meeting.
 - d. To establish and maintain a calendar of activity and fundraiser dates to be presented on the GPTO website.
 3. To chair an initial committee meeting until a chairperson has been appointed if so delegated by the Vice President.
 4. To call an emergency Executive Board meeting if the need arises.
 5. To keep the Principal and teachers informed of Graebner Parent Teacher Organization activities.
 6. To coordinate the work of the officers and various committee chairpersons.
 7. To check the bank records monthly.
 8. To regularly check the PTO's email account and timely respond.
 9. To attend district or other meetings on behalf of the GPTO.
 10. To complete and submit annual registration paperwork with the State of Michigan by the due date set by the state, currently October 1.
 11. To accept payments from chairpersons and make deposits and withdrawals at the bank if so designated by the Treasurer.
 12. Authority to sign contracts is limited to the President or the President's designee.
- B. The duties of the Vice President shall be as follows:
 1. To preside over any meeting when the President is unavailable.
 2. To be timekeeper at the general meeting.
 3. To assume the office and responsibilities of President if the President is unable to complete his/her term of office. If the Vice President declines this position, a special election will take place as soon as possible.
 4. To call an emergency Executive Board meeting if the need arises.
 5. To provide assistance to the Executive Board members as needed.
 6. To uphold the Graebner Parent Teacher Organization bylaws.

7. To appoint committee chairpersons and maintain records of the chairperson's activities as outlined in Article 9: Committees
 8. To chair an initial committee meeting or delegate or appoint someone to do so.
 9. To create absentee ballots and make them available upon request, and then bring them to the next monthly GPTO meeting.
 10. To make absentee ballots available in the event that voting on an issue will take place at the next monthly meeting. These ballots are to be numbered consecutively and returned in a sealed envelope to the GPTO mailbox. These ballots are to be handed to the person requesting the ballot, and are not to be taken from the building.
- C. The duties of the Secretary shall be as follows:
1. To provide assistance to Executive Board members as needed.
 2. To call an emergency Executive Board meeting if the need arises.
 3. To record the minutes at all GPTO meetings.
 4. To have an attendance sign-in sheet at each meeting.
 5. To prepare a report or newsletter of the GPTO monthly meeting (which will be called the *Grapevine*) to be posted to the GPTO website within 10 days of the meeting date and made available to the general membership at the next GPTO meeting.
 6. To arrange for meeting babysitting and refreshments.
 7. To maintain a Secretary's journal of all records to be handed down to the next Secretary.
 - a. The Secretary's journal is to include copies of the monthly GPTO meeting agenda, copies of the monthly attendance sheets from the monthly GPTO meeting, copies of the monthly Treasurer's Report and Check Register, and copies of the monthly GPTO meeting minutes/Grapevine.
 - b. The Secretary's journal shall also keep accurate records of all committee sign-up sheets.
 8. To maintain the GPTO file cabinet.
 - a. The Secretary shall maintain a sign out sheet of all files kept in the GPTO file cabinet.
 - b. The Secretary will collect, file, and maintain current Activity Reports for all committees. Activity Reports not received by their due date will be reported as missing at the next general meeting. All Activity Reports for the fiscal year not received by the June meeting date are to be reported as missing at the June general meeting, even if not due until after the June meeting date.
 9. To maintain all electronic files.
 - a. The Secretary will collect all electronic files used throughout the year and post them on the GPTO Dropbox website.
 10. To record Executive Board decisions made outside of the general membership meetings.
 11. To act as chairperson for the Classroom Representatives/Basket Raffle Committee.
 12. To oversee maintenance of the GPTO website and social media accounts.
- D. The duties of the Treasurer shall be as follows:
1. To provide assistance to Executive Board members as needed.
 2. To call an emergency Executive Board meeting if the need arises.
 3. To preside over the general membership meetings when the President and Vice President are unavailable.
 4. To be an advisor on the Budget Committee, and to be present at all Budget Committee meetings.
 5. To keep accurate and complete financial records and make reports available.
 - a. A Monthly Financial Report and Check Register Report must be presented at each GPTO meeting and copies prepared for distribution to all members present. This report must consist of all monetary transactions, including detailed lists of deposits, withdrawals, and budgeted reserved funds. A copy will be maintained in a ledger form for review.
 - b. A summary current monthly budget statement for all active committees must be presented at each GPTO monthly meeting.
 - c. A copy of these reports must be given to the Secretary for the Secretary's journal.
 - d. A detailed school-year-to-date transaction register for each committee and reserve fund must be available for the relevant chairperson or an Executive Board Member within three days of a request.
 - e. All general and reserved funds shall be maintained in one account.
 - f. A Check Register will be kept for the full school year.
 - g. A Check Requisition Form must be filled out and submitted to the Treasurer, and returned to the GPTO mailbox for any monetary request from the GPTO account. Receipts or

invoices must be attached to the Check Requisition Form unless the request is for advance funds according to Article 4.D.8. The Check Requisition Forms can be obtained from the GPTO Treasurer.

6. To complete and submit, or secure the services of an accountant to complete and submit, all required tax forms by the yearly deadline in order to maintain the organization's 501(c)(3) status.
7. To make bank deposits and withdrawals as soon as practical but not more than a three (3) day time span of receiving funds from a chairperson.
 - a. All committees must turn in money within 48 hours of the end of the event to the Treasurer.
8. To pay out funds that were pre-approved by the general membership or bylaws as follows:
 - a. Provide a member or chairperson with a check made payable to a business organization to purchase items. The member or chairperson will provide an invoice or receipt from the business organization to the Treasurer for record keeping prior to receiving the check.
 - b. Provide a member with a check made payable to a member to reimburse a member for purchases previously made. The member will provide an invoice or receipts to the Treasurer for record keeping prior to receiving the check. All member reimbursement requests for a school year must be turned in to the Treasurer on or before the June general meeting date.
 - c. Provide a chairperson with a check made payable to the chairperson in advance for the purpose of purchasing items that were pre-approved. The advance is limited to up to one third of the committee budget for budgets over one hundred dollars (\$100) or up to fifty dollars (\$50) for budgets under one hundred dollars (\$100). The payee of this check will provide the Treasurer, for record keeping purposes, with receipts or invoices to substantiate all expenditures as soon as practical but not more than thirty (30) days from the date of the check. A second advance may be paid once the receipts/invoices have been supplied for the first advance. Any unspent advance funds must be returned to the Treasurer within thirty (30) days from the date of the check. After thirty-one (31) days the Treasurer will contact a chairperson to request the documentation. After sixty (60) days the Treasurer will report the missing documentation at the next general meeting.
9. To maintain the Graebner Parent Teacher Organization checking and/or savings account, with the four (4) Executive Board members' signatures required on the account. Two (2) signatures shall be required for any and all checks. The payee of a check may not also be a check signer. The Check Requisition Form and receipts will be reviewed by each check signer prior to check signature.
10. To ensure that no blank check is signed and no check is made payable to "cash."
11. To adhere to the following procedures in regard to any non-sufficient funds (NSF) checks.
 - a. Call the bank of the issued check within three (3) days of an NSF notice and inquire if funds are available.
 - b. If funds are not available, immediately contact the NSF check writer and obtain full cash payment.
 - c. If full cash payment is not received within three (3) days of personal contact, issue a formal request in writing to be sent by registered mail demanding that cash payment be made or legal action will follow. Maintain a copy of the letter and the signed registered receipt for record keeping and legal action.
 - d. Proceed with legal action per recommendation of UCS Administration if funds are not received within thirty (30) days of the NSF notice.
 - e. The general membership must be made aware of all NSF items through the monthly Treasurer's Report.
 - f. NSF check writers with outstanding checks will be notified through a mailed letter that their checks will no longer be accepted by the Graebner Parent Teacher Organization. Any committee chairperson in a position of having to accept money will be given a confidential listing of persons whose checks are not to be accepted.
 - g. The Executive Board reserves the right to refuse checks, for the remainder of the school year, from anyone who has written two (2) or more NFS checks during the current school year.
12. To review PayPal activity and arrange transfer to the checking and/or savings account.
13. To announce at the next general meeting any Committee Chairperson who did not submit a timely profit and loss report as required in Article 9.B.14.
14. The Treasurer may obtain up to \$250 to be used as start-up cash to make change at any GPTO-sponsored event where goods, tickets, admission, and the like are sold. These funds will then be

returned to the GPTO account after the event has concluded, and will not be considered part of the income for any event.

ARTICLE 5: DUTIES OF EXECUTIVE BOARD

The duties of the Executive Board shall be as follows:

1. To hold a monthly general membership meeting where a minimum of two (2) officers are present.
 - a. Executive Board members must attend at least seven (7) of the ten (10) general membership meetings.
2. To hold Executive Board meetings in order to prepare an agenda for the monthly GPTO meeting. At least two (2) members must be present. All members will be notified of this meeting.
 - a. Absent Executive Board members will be provided with a summary of the Executive Board meeting.
 - b. An agenda will be prepared for distribution to the general membership on the Friday prior to the monthly GPTO meeting.
 - c. Any monetary requests subject to a vote will be published in the agenda.
3. To hold an emergency Executive Board meeting if the need arises.
 - a. No Executive Board decision shall be made without a majority vote of the Executive Board officers.
 - b. If, at the emergency Executive Board meeting, a decision cannot be reached by a majority vote, an emergency meeting must be held within 48 hours with the general membership of the GPTO.
4. To familiarize themselves with the organization's bylaws and *Robert's Rules of Order, Newly Revised*.
 - a. A copy of *Robert's Rules of Order, Newly Revised* shall stay on file with the current Executive Board members. A copy will be made available at each monthly GPTO meeting.
5. To authorize the expenditure of not more than \$100.00 when the general membership cannot be convened for a decision. The Executive Board will discuss this expenditure and a majority vote will rule.
6. To maintain a positive balance in the bank accounts at all times and leave a minimum of \$2,000 in the account at the end of each fiscal year.
7. To discuss, at the March GPTO meeting, the duties of each Executive Board member and nomination/election process.
8. To sign an annual certification statement that they have read and agree to follow these by-laws prior to assuming Executive Board duties
9. To have the financial records examined by a person designated by the current Executive Board within thirty (30) days prior to the newly elected Executive Board taking office. Once satisfied that the Treasurer's reports are accurate, the outgoing Executive Board will sign off on them, verifying an accurate transfer to the new Executive Board.
10. Upon completion of term, turn over all relevant documents and information to the incoming Board members.
11. To have a private, professional audit done of all the Graebner Parent Teacher Organization's banking accounts if requested by Utica Community Schools Administration.
12. To maintain all financial records and submit all required yearly tax forms in order to maintain the organization's 501(c)(3) status.
13. To maintain insurance coverage at all times for the organization.
14. To forbid any board or committee member, in their capacity with the Graebner Parent Teacher Organization, to directly or indirectly participate or intervene (including publishing or distributing of statements) in any political campaign. Attempts to influence legislation or other lobbying activities as a substantial part of his/her duties are similarly forbidden.

ARTICLE 6: ELECTION OF OFFICERS

The nomination/election process shall take place as follows:

- A. In March, a Nomination/Election Committee will be formed, consisting of a chairperson and a minimum of one other volunteer, to oversee the nomination/election process established herein:
 1. Executive Board members seeking re-election may not serve on this committee.
 2. These committee members will be ineligible to run for an elected office.
- B. At the April GPTO meeting, the Nomination/Election Committee will make nomination forms available.
 1. The Nomination/Election Committee will collect the completed nomination forms at the end of the April GPTO meeting.
 2. A Nomination/Election Letter will be sent home to notify each member of his/her nomination(s). This letter will request him/her to accept or decline any office for which he/she has been

- nominated. The candidates will be given ten (10) days to respond, and failure to respond by the tenth (10th) day means the candidate declines acceptance of all current nominations.
3. In order to accept a nomination for an Executive Board position, that member must have served as a chairperson or co-chairperson for at least one (1) GPTO committee and be a voting member during the term served.
- C. During the May GPTO monthly meeting, the Nomination/Election Committee will announce the slate.
1. Voting will take place at the May GPTO meeting.
 2. Only members present at the May GPTO meeting are eligible to vote.
 3. Ballots will be distributed at the meeting and collected immediately.
 4. The Nomination/Election Committee will go into a closed session meeting to tabulate the votes.
 5. At the end of the May GPTO meeting, the Nomination/Election Committee will announce the results of the election.
 6. The candidates will be given written confirmation of their newly elected position. Results will then be published by way of the Grapevine.
- D. If the entire Executive Board is running unopposed, there will be no election.

ARTICLE 7: TERM OF OFFICE

The Executive Board's term of office will be governed by the following:

- A. The Executive Board members' term of office shall run from July 1st to June 30th of the following year.
- B. No one is eligible to hold the same office for more than three (3) consecutive years.
- C. No one is eligible to hold more than one (1) office at any given time unless a temporary vacancy per Article 7.D, below.
- D. Vacancies in office will be handled in the following manner:
 1. Any other Executive Board member shall fill any temporary vacancies of the Executive Board. If an Executive Board member is unable or unwilling to fill this temporary position then the Executive Board may appoint a voting member to fill a temporary vacancy by majority vote at an Executive Board meeting. This temporary position will not last more than two (2) months.
 - a. If a vacancy lasts over the two (2) month limit, nominations will be accepted to fill this position at the next monthly GPTO meeting.
 - b. An election to fill the vacancy will then be held at the following month's GPTO meeting.
- E. A transition period will take place from the election until the official end of the school year. During this time, all outgoing Executive Board members shall deliver to their successors all official material and updated files pertaining to their offices.

ARTICLE 8: FISCAL YEAR

The fiscal year shall run from July 1st to June 30th of the following year.

ARTICLE 9: COMMITTEES

Volunteers will be accepted to fill the committees listed in the Official GPTO Handbook. The Official GPTO Handbook will be updated each summer and made available at Graebner's Open House/Curriculum Night and at every monthly GPTO meeting and posted on the GPTO website. It will be the GPTO Vice President's duty to appoint a committee chairperson and maintain accurate records of that chairperson's activities, and be prepared to give progress reports at monthly GPTO meetings.

- A. Additional committees will form as the need arises throughout the school year.
- B. The guidelines for any committee chairperson shall be as follows:

Committee Chairperson Guidelines

1. All chairpersons are to be voting members. A non-member over the age of eighteen (18) may be a committee chairperson if no voting members volunteer three (3) months prior to the event and with the approval of a majority vote at a general meeting.
2. Each Chairperson must sign an annual certification statement that they have read and agree to follow these by-laws prior to assuming chairperson duties.
3. The chairperson must find out what amount is budgeted for the event and whether that budget must be repaid through participation fees.
4. The chairperson cannot spend any money over the budgeted amount without the general membership's approval, even if the chairperson expects to make money at the event to cover these extra expenses. A cash box and/or start up cash must come out of the budget. If the activity does not have a budget, the GPTO Executive Board will allocate up to \$100.00 for this purpose.

5. The chairperson shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.
 6. If a problem arises that needs attention before the next monthly GPTO meeting and cannot wait until that meeting, the chairperson will contact one of the GPTO Executive Board members.
 7. All monies collected, whether cash or checks, must be turned in to the Treasurer within 48 hours of the conclusion of the event. The chairperson is responsible for the money until it is turned in to the Treasurer.
 8. Any person or persons helping on the committee must turn in all receipts to the chairperson of the event as soon as possible.
 9. Upon receiving the receipts, the chairperson must fill out a Check Requisition Form and turn it in to the Treasurer. The Treasurer will then give the reimbursement checks to the chairperson to disperse to the appropriate committee members.
 10. Any papers that need to be sent out to the general membership or anywhere else must first be shown to the Principal for approval, preferably one (1) week prior to the day the flier is to be distributed.
 11. The name, phone number, and email address of a chairperson must be included on all flyers being sent home to the school children.
 12. Chairpersons are expected to make attempts to work with persons who have signed up to be committee members. New parent involvement is often through committee membership and helps the Graebner Parent Teacher Organization recruit new volunteers for its activities and provide potential new chairpersons in the future.
 13. When the event has ended, the chairperson must complete a Committee Activity Report. It should be filled out and turned in to the GPTO Secretary to be filed within two (2) weeks following the event or two weeks prior to the June meeting for year-round committees.
 14. The committee chairperson will assign one member to be the treasurer for the event and this treasurer will make sure the committee stays within its budget.
 15. A report of profit or loss must be turned in to the GPTO Treasurer and then presented by the chairperson at the next monthly GPTO meeting.
 16. In the case of a new committee/event not on the current budget, the GPTO Executive Board will determine the amount of money to be allocated for this committee/event for the current school year. The committee/event will be added to the budget for the following school year and the allocation amount will be voted on during the Budget Committee meeting for the following school year.
- C. In the event of the death of a student's parent, sibling, stepparent or legal guardian, the Community Relations Committee will take the following actions:
1. The book "The Next Place" written by Warren Hanson (ISBN#0-85N-53-634-3) will be given to the student upon his/her return.
 2. A book selected by the student is to be purchased for circulation in the Graebner Media Center. The book will include a dedication plate in honor of the deceased. The book can be purchased outright or ordered through the Media Center and paid for by the GPTO. A committee member will initiate and follow through with this process.
 3. Due to the sensitive nature of the Community Relations Committee, the chairperson for this committee must be a member of the Executive Board.
- D. Any one person should not serve as chairperson for more than two (2) committees per school year. This allows more people to become involved in the organization's yearly events. Unfilled chair positions will be offered on signup sheets. If there is not a volunteer the chairperson position will first be offered to committee members. If the chairperson position is still not filled three (3) months prior to the event date, the event may be cancelled, chaired by a member already chairing two (2) other committees, or chaired by an Executive Board member.

ARTICLE 10: GENERAL MEETING

The Graebner Parent Teacher Organization's meetings shall be conducted in the following manner:

- A. All GPTO meetings will be held monthly at Graebner Elementary. The date and time of the meetings will be determined by the availability of the building and the availability of the Principal. This schedule will be decided by a vote at the first GPTO meeting of the school year.
- B. Six voting members present at a general meeting, two of which must be Executive Board members, will constitute a quorum for the purpose of voting.

- C. Agendas of the monthly meetings will be written by the Executive Board and prepared for distribution to the general membership on the Friday prior to the next monthly GPTO meeting.
- D. Any expenditure request up to \$250.00 will be voted on at the current GPTO monthly meeting during which the motion is made for it.
- E. Any expenditure request over \$250.00 will be voted on during the monthly GPTO meeting at which the motion/request is made, provided that the request was published in the agenda for that meeting.
- F. A committee that has obtained three (3) quotes, when possible, must present any expenditure over \$1000.00. Each quote shall include the company's name, address, phone number, and an itemized list of all goods and services being provided for or to Graebner Parent Teacher Organization. If not presented in this manner, it will not be voted on at the current monthly GPTO meeting.
- G. *Robert's Rules of Order, Newly Revised* will be used as a guideline for conducting all meetings.
- H. Discussion time for any given agenda item or topic will be limited to fifteen (15) minutes. The discussion time can be extended an additional fifteen (15) minutes by a majority vote of all those present.
- I. All motions being voted on by the Graebner Parent Teacher Organization shall require a majority vote by all members present.
- J. All voting for monetary funds will be done on written ballots. Ballots will be distributed and collected by the Treasurer. The Treasurer will then tally the votes and announce the results.

ARTICLE 11: BYLAWS

All members of the Graebner Parent Teacher Organization shall adhere to these bylaws. A current copy of these bylaws shall be obtained from an Executive Board member and is also included in the welcome packet handed out at the first GPTO meeting of the new school year.

- A. These bylaws can be amended at any monthly GPTO meeting by a majority vote of the members present. The amendment(s) will be read and then voted upon at the current meeting, provided that the request was published in the agenda for that meeting. Proposed bylaw amendments that were not published in the agenda for that meeting will be voted on at the next meeting.
- B. Review of these bylaws will occur every three (3) years by a volunteer committee to be titled the Bylaw Committee. The next review will occur in April or May 2022 in time for the 2022-2023 school year.
 - 1. A ratification vote will occur in the following manner:
 - a. A special meeting will be called to review the proposed bylaws.
 - b. A vote will take place at the May monthly GPTO meeting.
 - c. If there are no changes to the bylaws, other than updating when the next review is required, no vote is needed.
 - d. The results will be published in the next Grapevine.
 - 2. Upon ratification, the adopted bylaws will take effect immediately.
 - 3. In the event that the proposed bylaws are not ratified, the Bylaws Committee will re-convene to rework the bylaws to bring back to the general membership for ratification at the June monthly meeting.

ARTICLE 12: VIOLATION OF BYLAWS AND REMOVAL FROM POSITION

If a member suspects that any article or amendment of the bylaws is being deliberately violated, it is suggested that a letter (signature optional) be forwarded to the Executive Board for investigation and disclosure to the general membership.

- A. The Executive Board will meet in an effort to assess and discuss the problem and make attempts to resolve the problem. The Executive Board is expected to solicit input from the general membership.
- B. Any member found to have repeated violations of bylaws will be disclosed to the general membership at the next general meeting.
- C. If the investigation reveals any improprieties by the member, the Executive Board may request resignation from any committee or Executive Board position. Examples of improprieties include, but are not limited to, failure to perform assigned duties, is corrupt, abuses the position, acts/behaves in a manner that brings dishonor to, or negates the purpose and/or goals of this organization.
- D. If the member in Article 12.C, above, refuses to resign he or she may be removed. Removal from office or exclusion from serving the Graebner Parent Teacher Organization will be for a period of up to one (1) school year for most violations. Removal for corruption, theft or misappropriation of funds can result in permanent exclusion from all future board, chairperson or committee positions. Removal or exclusion may occur only by the following process:

1. An emergency closed session meeting will be held with the (4) Executive Board members, the Graebner Elementary School Principal and all Committee Chairpersons to discuss the problem.
 2. Removal will be only by majority vote of the four (4) Executive Board members plus one vote that consists of the majority decision of the Committee Chairpersons present at the emergency closed session meeting for a total of five (5) votes.
 3. If the subject for removal is an Executive Board member the vote will be held with the three (3) remaining Executive Board members, the Graebner Elementary School Principal, and one vote that consists of the majority decision of the Committee Chairpersons present at the emergency closed session meeting for a total of five (5) votes.
 4. Removals and exclusions will be announced at the next general meeting.
- E. In the event that an Executive Board member or chairperson no longer has a child enrolled at Graebner Elementary School, for any reason, said position will be considered vacant. A chairperson may continue if no voting members volunteer and with the approval of a majority vote at a general meeting.

ARTICLE 13: DISSOLUTION

The Graebner Parent Teacher Organization can only be dissolved by a majority vote at a scheduled monthly meeting. Notice of intent to dissolve shall be given to all members, in writing, at least 30 days prior to the dissolution vote.

- A. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or to a state or local government for a public purpose.

These bylaws were originally approved on May 3, 2016 and revised on May 21, 2019.