

Scarlett Middle School Parent-Teacher-Student-Organization BYLAWS
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Article I: ELECTED PTSO OFFICERS AND APPOINTEES

A. Elected PTSO Officers. The elected officers of the PTSO shall be the President, Vice- President, Secretary, PTO Council Representative and Treasurer (all voluntary positions). A two-person team may fill each of the offices of President and Vice-President. A two-person team shall fill the position of treasurer

B. Executive Board. The Executive Board shall be composed of the elected PTSO officers and the Principal (or Assistant Principal acting in the Principal's stead).

C. PTSO Appointees. The Executive Board shall appoint PTSO members to various school and PTSO committees. In addition, the PTSO President may, as needs arise, establish additional special PTSO committees whose terms shall coincide with the school year.

D. Staff Representative. One or more staff members may fill the Staff Representative position.

Article II: PTSO EXECUTIVE BOARD

A. Duties: Executive Board members are expected to attend the PTSO meetings and to report, when appropriate, on matters within their areas of responsibility.

B. Meetings: The PTSO Executive Board is empowered to meet as necessary. Minutes from each meeting of the Executive Board shall include at a minimum whether there was a quorum, the names of those present at the meeting, and actions taken by the Executive Board.

C. Expenditures: No one Executive Board member can spend funds, over the amount of \$100, without conferring with all of the Executive Board members and receiving a 2/3 majority vote. The exception to this being that the Scarlett Gear/school store appointee can spend up to but not exceeding the allotted school store budget for store supplies without 2/3 Executive Board approval. All such financially approved Executive Board transactions must be in accordance with the Organization's Constitution and Bylaws, and be made public at the next regular meeting.

Article III: DUTIES AND TERMS OF OFFICE

A. Starting and Ending Dates. PTSO elected officers and appointees members shall serve from July 1 to June 30 or until qualified successors have been chosen.

B. Term Durations of PTSO Officers. Each PTSO office has a term of one year. An individual may serve in the same capacity for no more than two (2) consecutive terms, unless an exception is granted by a two-thirds (2/3) vote of meeting attendees.

C. Duties of Elected PTSO Officers.

1. President or Co-Presidents: To preside at all executive and regular meetings; to set the agenda for meetings; to oversee and assist in budget and financial operations of the PTSO; to submit newsletter announcements on behalf of the PTSO; to update and maintain the master calendar; to organize and lead PTSO officers and appointees and all PTSO events and activities; to represent the PTSO at community and district events; to serve as ex-officio members of all committees.

2. Vice-President or Co-Vice-Presidents: To perform the duties for the President in his or her absence; to conduct monthly inventories of all PTSO assets; to assist the President in ongoing events, operations and procedures of PTSO; to represent the PTSO at community and district events; help maintain the PTSO's Website, master calendar and general correspondence: thank you letters, etc.

3. Secretary: To take minutes at all PTSO regular meetings and Executive Board; to maintain a notebook of all meeting minutes, monthly reports, bylaws, the calendar, and volunteer list along with the Articles of Incorporation and Insurance policy; to perform the duties of Treasurer or Vice-President as needed; to chair meetings in the absence of the President or Vice President; help maintain the PTSO's Website and general correspondence: thank you letters, etc.

4. Co-Treasurers: To maintain all PTSO financial records; to have primary possession of PTSO checkbook and records; to submit a monthly financial report at PTSO regular meetings; to collect and disburse PTSO funds according to the budget; to follow cash handling procedures and control over funds; to file or work with a tax preparer approved by the board, to file yearly taxes and maintain files of taxes and previous years financial records, along with Articles of Incorporation; to pay yearly insurance and dues; to pay all PTSO bills in a timely manner; to supply cashbox requests and deposits thereof; to have possession of Tax I.D. and 501(c)(3) information; to have possession of Insurance policy and memberships. All treasurers, due to access to PTSO funds, will be subject to a background check to be handled by the Ann Arbor Public Schools.

5. PTO Council Representative: To attend PTO Council meetings and report back to the PTSO.

D. Duties of PTSO Appointees. Appointees shall act within their areas of responsibility in accordance with the directions and guidelines given by the PTSO Executive Board. If persons are appointed to the following positions, they will have the following duties:

1. Leadership Team Appointee (up to 2): To attend Leadership Team meetings and represent the parents and students.

2. **Tech Team Appointee:** To serve as a liaison between evolving technology and the PTSO. Responsible for making appropriate suggestions to improve and/or enhance the technology used by the Scarlett students.

3. **Communications Appointee (up to 2):** To provide community news to parents, students and staff via eNotes and the Scarlett Newsletter; via email/School Messenger, PTSO Website, school announcements and flyers, and must adhere to the budget.

4. **Fundraising Appointee (up to 2):** To coordinate the fundraising plan for the school year and organize and lead all fundraising efforts; to schedule and lead the fundraising presentations for consideration for the upcoming school year; to communicate all fundraising events, news and information to the President and the school community via eNotes, newsletters, and announcements; via email/School Messenger, PTSO Website, school announcements, flyers and must adhere to the budget.

5. **Hospitality Appointee:** To coordinate any food or beverages for PTSO sponsored events, meetings and activities and to form committees when needed to perform these duties; to adhere to the budget for hospitality.

6. **Scarlett Gear/School Store Appointee:** To assist the Executive Board in the ordering of Scarlett gear; to purchase school store supplies; to adhere to the budget of the Scarlett Gear and School Store; to maintain records of inventory, sales and expenses and provide a report in September, February, and June to the Treasurer and President; to submit all monies and receipts in a timely manner to the Treasurer; to sell Scarlett Gear during school store hours (lunch hours on specified dates for each month) and to make Scarlett Gear available for sale at school wide events when available.

7. **PTO Thrift Shop Representative:** To interact with the AAPS PTO Thrift Shop on their fundraising programs to understand and implement their procedures in order to ensure PTO Thrift Shop funds are allotted to Scarlett throughout the year.

8. **Members-At-Large (up to 3):** To be appointed by the Executive Board for the purpose of reflecting the diverse school population.

Article IV: OFFICIAL REPRESENTATIVES

Official representatives of the PTSO to outside organizations are expected to represent only the PTSO at the meetings they attend and to report back regularly to the PTSO Board and/or general membership.

Article V: ELECTIONS

A. **Timing; Majority Vote.** The elections of PTSO officers shall take place at the May or June Meeting. A simple majority of the votes cast shall be sufficient for election.

B. Positions. At each Annual Meeting, members shall be elected to the following offices: President (one member or a two-member team), Vice-President (one member or a two-member team), Secretary (one member), PTO Council Representative (one member) and Treasurer (two member).

C. Procedure. The PTSO Executive Board may determine the procedure for conducting elections, within the following limitations: (1) the results of the election shall be determined and announced at the Annual Meeting; and (2) any person who timely states a desire to run (at least seven (7) days prior to an election) for an office shall be entitled to run. The PTSO Executive Board may determine, at its discretion, whether voting will be oral, by show of hands, by written ballot, or by some other appropriate method.

D. Vacancies Between Elections. Vacancies can occur when (1) an officer or representative resigns; (2) an officer or representative ceases to have a child enrolled at Scarlett, or (3) an officer or representative is removed under subsection (E) below. When vacancies occur between elections, replacements will be elected by the PTSO Executive Board to serve the balance of the term.

E. Involuntary Removal From Office. A two-thirds (2/3) majority vote of PTSO members present shall be required to remove, for just cause, any elected officer or appointee. Such a vote shall take place upon motion of the PTSO Executive Board at a regular PTSO meeting or at a special meeting called for that purpose pursuant to Constitution Article VI (C). Prior to such a vote, a special committee under the supervision of the Principal or Assistant Principal shall conduct an investigation of the facts and submit a report to the members. Public notice to the members (via e-notes and written form) (via email) of the intent to remove an officer must be made at least forty-eight (48) hours in advance of the meeting at which a vote will be taken for the removal to be binding.

Article VI: NOMINATING COMMITTEE

A. Duties. The President shall appoint a Nominating Committee at least one month before the election meeting. The Committee shall consist of the Vice-President and no fewer than two (2) and more than five (5) additional members, at least one of who is not PTSO Executive Board member. The Committee shall present the ballot of candidates for elective office to be included with the notice of the meeting sent to the membership at least five (5) days before the meeting via written form. The ballot shall consist of all persons who have been nominated by the Nominating Committee, together with any other PTSO members who have asked to be included on the ballot as candidates. Prior to the voting, the Nominating Committee shall inform each candidate of the responsibilities of the office for which the candidate is running.

B. Diversity. The PTSO shall strive to ensure that the ballot includes candidates that reflect the diversity present within the Scarlett community.

Article VII: AUDIT COMMITTEE

A. Purpose: The Audit Committee shall exist solely for the purpose of completing semi-annual audits of the current fiscal year. The audits must be completed in January and June. The audit must be completed by the end of June.

B. Appointments: The President and Treasurer shall appoint not less than three (3) members to the Audit Committee, one of whom shall be a qualified independent auditor.

C. Exclusions: No Executive Board member shall be on the Audit Committee.

Article VIII: GRANTS

Teachers, staff and organization affiliated with Scarlett Middle School may apply for a mini-grant (\$100) or a maxi – grant (up to \$1000) in support of enhanced academic experiences for Scarlett Students. These grants can be requested (in addition to the amount allocated by the BUDGET for individual departments/programs) and used to acquire special materials, bring resources to the classroom or provide unique experiences related to the curriculum and over-all school experience. Mini-Grants are designed to meet needs of individual teachers, staff and Scarlett affiliated organizations. Maxi-Grants are designed to augment facilities and/or programs that benefit a large group of students (beyond one classroom). All grants will be presented at a PTSO regular meeting and are subject to discussion and a vote.

Article IX: CONFLICT OF INTEREST POLICY

Any elected or appointed officer, or member of a committee with board delegated powers must disclose the existence of any financial interest that he/ she has (directly or indirectly, through business, investment, or family benefit) when the Organization is contemplating entering into a transaction or arrangement that might benefit the private interest of the person either as an owner or investor or recipient of any other compensation arrangement.

The board will decide (with or without the party present) if there is any conflict of interest after which time a vote will be taken. Reasonable due diligence will be exercised and appropriate action taken. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall by a majority vote determine whether the transaction or arrangement is in the PTSO's best interest, for its own benefit and whether it is fair and reasonable. In accordance with the above decision, the PTSO shall a make its decision as to whether to enter into the transaction or arrangement.