

Bylaws of Thurston Elementary Parent Teacher Organization

ARTICLE I: NAME, DESCRIPTION, & PURPOSES

Section 1: NAME—The name of the organization shall be Thurston Elementary Parent Teacher Organization (“Thurston PTO”). The Thurston PTO is located at Thurston Elementary, 2300 Prairie Street, Ann Arbor, Michigan.

Section 2: DESCRIPTION—The Thurston PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSES—The purposes of the Thurston PTO shall be: to identify needs particular to Thurston Elementary and to provide financial support in meeting those needs when appropriate; to assist in identifying and organizing parent volunteers to support school activities; to serve as a forum for communication among parents, teachers, administrators, and the Ann Arbor Board of Education; to receive and administer funds and to operate exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or comparable provisions of subsequent legislation (the “Code”); and to give funds and property from time to time to other organizations to be used (or held for use) directly in carrying out one or more such purposes.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Thurston Elementary students, plus all teachers and staff at Thurston Elementary. There are no membership dues, however the Thurston PTO Board shall reserve the option to recommend a voluntary dues contribution from the membership each year. Each member in attendance at the meetings shall have voting privileges, one vote per Member.

Section 1: MEMBERSHIP MEETINGS

Section 1a: GENERAL MEETINGS - General Meetings shall be held monthly during the school year. Written notice of the time, place, and purpose(s) of each General Meeting shall be published in advance in the Thurston Newsletter and/or provided via notice sent home to the General Membership.

Section 1b: SPECIAL MEETINGS—Special meetings of the Thurston PTO may be called by the PTO Board, President, or Secretary at the written request of any 25 Members. No business outside of the business specified in the special meeting request shall be conducted at a special meeting.

Section 2: Voting and Quorum - A simple majority of Members attending the Membership Meetings shall constitute a sufficient quorum for the conduct of any business. Every Member in attendance at a General Meeting shall be eligible to vote.

ARTICLE III: PTO BOARD—The business of the PTO shall be managed by the PTO Board which is the governing body of the PTO. The PTO Board shall meet as often as necessary to conduct the business of the PTO.

Section 1: BOARD MEMBERSHIP—The PTO Board shall include no less than eight (8) Members (“Officers”), to be elected by the Membership for the following positions: President, Vice President, Secretary, Treasurer, Co-Treasurer, Health, Wellness & Safety Chair, Members at Large (up to two positions) (position can only be held by a parent or guardian of a current Thurston student), PTOC Representative, Communications Chair (up to two positions) and Fundraising Chair (up to two positions).

The PTO Board shall also include the following additional honorary members: the Thurston Elementary Principal, Vice Principal, up to two Teacher Representatives selected by the Thurston Elementary teaching staff, the Thurston Nature Center Chairperson, and the President of the Thurston Community Players.

Section 2: TERM OF OFFICE—The term of office for all Officers shall be for two consecutive Fiscal Years as defined in Article IV, Section 1.

Positions held by more than one person shall have alternating year elections (Treasurer, Communications Chairs, Members at Large, Fundraising Chairs). If both positions become vacant within the same school year, both shall be included in the next election. The person with the highest number of votes will be assumed to fill the vacant two year position, but will have the option to fill the position with only one-year remaining in the term. The person collecting the second highest number of votes shall receive the remaining position. All elected board members will be allocated one vote, regardless of role.

Section 3: QUALIFICATIONS—Any Member in good standing may become an Officer of the PTO Board.

Section 4: DUTIES

PTO Board: Develop the Thurston PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and address the needs and wants of the Thurston Elementary Membership.

The PTO board shall be authorized to allocate funds within approved budgetary line items via simple-majority agreement of the elected board members, which can be garnered in-person, via phone, email, etc. Approvals of this nature are to be documented by the Secretary to be recorded into the minutes to be presented at the next PTO meeting. Items that do not receive majority support can, if requested, be brought into the monthly PTO meeting for a vote by all members in attendance.

Any proposed item(s) that would cause a line-item overage greater than the remaining amount budgeted, or unbudgeted amounts greater than \$1,000 would require a member vote at the next monthly PTO meeting.

Special Exception Clause: Any budget increase can be approved by the PTO Board, without Membership vote, provided:

1. The budget increase is associated with a previously approved project or event.
2. The additional funding request is not due to an under-projection of the total required funding at the time of the original proposal and approval of the project/event.
3. The incremental approval does not result in a net increase in total cost or a net decrease in profit for the project/event.
4. A written request is provided, by the project/event chair or committee that includes a justification on how the cost increase will result in additional revenue, thus resulting in no net increase in total cost or net decrease in profit.
5. The above items are presented and approved by the PTO President and PTO Treasurer(s).
6. Any such approved budget increase shall be included in the minutes of the following General Meeting under 'actions since the last PTO meeting.'

President: Preside at general PTO meetings and PTO Board meetings, serve as the primary Thurston PTO contact to the Thurston Elementary Principal, and represent the PTO at meetings of other groups, if needed. The President shall also serve as an ex-officio member of all committees.

Vice President: Oversee the Committees system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary: Send all required notices of the monthly and special meetings, record and distribute meeting minutes of all PTO Board meetings and all General Meetings, file all state required paperwork to maintain the organization in good standing, ensure 501(c)3 compliance filings are timely and accurate, prepare agendas for official PTO meetings, and maintain PTO records.

Treasurers: Serve as custodians of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Communications Chairs (up to two positions): Coordinate and integrate PTO communications (including parental support materials, teaching aids, etc.) into multiple media forms (Weekly newsletter, Facebook, PTO website). Oversee, organize and obtain answers to general membership questions. Bring areas of opportunity or concern to the Board. Manage and update the PTO website, Facebook page, monitor posts and responses, flagging and removing when necessary.

PTOC Representative: Attend and represent the Thurston PTO at the AAPS PTOC Meetings. Obtain options or recommendations from the PTOC to open items facing the Thurston PTOC. Report back to the Thurston PTO as to new information from the PTOC.

Health, Wellness & Safety Chair: Oversee the activities of the Safe Routes to School Committee and improve the health and wellbeing of all kids and families. Work together with the Communications Chairs to get materials integrated into communications and media platforms.

Member(s) at Large: Serve as liaison between the PTO and the general membership.

Fundraising Chair(s): Coordinate fundraising strategies and is responsible for supporting major fundraising programs. Assists in the development of fundraising goals and soliciting funds throughout the school year.

Section 5: ELECTIONS— The elections shall be held annually in May or June to elect members to fill any PTO Board Officer vacancies for the following Fiscal Year. All Members are eligible to submit their candidacy for any PTO Board Officer vacancies. A

slate of candidates, along with the respective candidate statement, shall be published in the Thurston Newsletter at least two weeks prior to the election. All parents or legal guardians of current Thurston Elementary students, regardless of position, are eligible to vote. One vote per person. Voting shall be overseen by a minimum of two currently elected PTO Officers, but anyone may be present within the voting or reception of said votes, provided that they are not creating a disturbance or trying to unduly influence voters. Candidates should stay at least 50 feet away from the voting area except when casting their vote, unless present to observe voting as identified above.

Absentee and proxy votes by Membership or PTO Board members are not allowed for the purposes of voting in the elections.

Section 6: BOARD MEETINGS—The Board shall meet monthly during the school year, or at the discretion of the President. Monthly meetings of the PTO Board shall be held to conduct the business of the PTO during the school year. Special meetings of the PTO Board may be called by the PTO Board, President, or Secretary at the written request of any two (2) members of the PTO Board.

Section 7: REMOVAL—An Officer of the PTO Board can be removed from office for failure to fulfill his/her duties, after reasonable notice, by an affirmative vote of two thirds of the Membership, or by the affirmative vote of two thirds of the PTO Board.

Section 8: VACANCY—Any vacant Officer position shall be filled by the affirmative vote of the majority of the remaining PTO Board. The Member, voted by the PTO Board, to fill the vacancy shall serve for the remainder of the Officer's term or until the next annual election, whichever is earlier.

Section 9: VOTING—The vote of a majority of PTO Board members present at any monthly or special PTO Board Meetings at which there is a quorum shall be the acts of the PTO Board, except as a larger vote may be required by the laws of the State of Michigan or these bylaws. Absentee and proxy votes are not allowed by the Members, but shall be allowed for PTO Board members to establish a quorum for the purposes of voting.

Section 10: QUORUM—A majority of the Thurston PTO Board members in attendance will be considered a quorum. Any member of the Thurston PTO Board may participate in a vote by telephone conference, proxy, or similar communication by means of which all persons participating in the meeting can hear one another.

ARTICLE IV: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the Thurston PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a local financial institution in the name of Thurston Elementary PTO.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurers shall reconcile the account(s) monthly and report all financial activity monthly during the General Meeting. The PTO Board shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE— In accordance with PTOC Guidelines, the PTO shall strive to hold 50% of the prior year budget in the treasury at the end of each Fiscal Year. In the event that a proposed financial action would result in the projected year-end treasury balance to drop below 25% of the prior year budget, an offsetting budget action must be approved concurrently to ensure that the projected treasury balance does not fall below 25% of the prior year budget.

Section 5: NEW BUDGET PROPOSAL— Budget proposal for the following Fiscal Year shall be presented to Members in June annually. The proposed budget shall not exceed 250% of either the projected year-end financial position or the actual treasury cash balance.

Section 6: CONTRACTS—Authority to sign contracts is limited to the PTO President or the President's designee.

Section 7: FUNDRAISING PROPOSALS - Fundraising Proposals are to include all relevant information for a complete, thorough understanding. Examples of project details would be: projected expenditures/income, contingency plans, guidelines; and should be included in the proposal process, approval, revision requests per Article V, Section 2a.

ARTICLE V: PTO COMMITTEES AND SUB-ENTITIES

Section 1: The PTO Board may establish such standing or special committees from time to time as it shall deem appropriate and shall define the powers and responsibilities of such committees. The PTO Board may establish one or more executive committees

and determine the powers and duties of such executive committee or committees within the limits prescribed by law.

Section 2: NAME AND DESCRIPTION OF SUB-ENTITIES—The Thurston PTO has two sub-entities - The Thurston Nature Center (TNC) and The Thurston Community Players (TCP). Each sub-entity has its own fully functioning board.

Section 2a: RESPONSIBILITIES OF SUB-ENTITIES—the Chair/President and Treasurer of each sub-entity is responsible with regard to their specific budgets in the same manner as the Thurston PTO President and Treasurers. As such, both the TNC and the TCP are accountable for the following areas of responsibility in the same manner in which the Thurston PTO Board oversees the PTO budget:

1. Establish an annual budget associated with their area of responsibility.
2. Present said budget and adjust as required to obtain approval at one of the monthly PTO meetings.
3. Provide transactional update summaries (monthly preferred, but not less frequently than quarterly), including budget spends and funds received.
4. Present any requests for non-approved spends at one of the PTO meetings for approval.
5. Ensure control and accountability for funds managed.
6. Have a defined process by which payments are issued and tracked.
7. Approve and Track all financial transactions.
8. Keep a paper trail for all incurred expenses as well as funds received for filing with the Thurston PTO Board.
9. Choose their own board and officers.
10. Be allowed to allocate their own funds, provided they align with the budgeted line items as approved by the PTO and that the sub-entity does not request more funding to do so from the Thurston PTO treasury.

Section 2b: DISPUTES WITH SUB-ENTITIES—In the case of a dispute between a sub-entity and the PTO Board, the PTO Board will have the final authority to overrule and/or direct the sub-entity to follow the direction of the President. In extreme circumstances, or in situations where financial traceability requirements (or other bylaw adherences) are found to be lacking, these actions may include the relinquishment of all funds from the sub-entity into the direct control of the PTO Board as well as the potential suspension of the sub-entity board.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to these bylaws may be proposed at any PTO meeting provided a notice setting forth the amendment or a summary of the changes to be affected thereby is given to each member entitled to vote. Amendments presented at a PTO meeting shall be considered for voting at a subsequent monthly meeting, thus providing notice to each Member entitled to vote thereon. A 60% approval of all voting Members present is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the Thurston PTO, any funds remaining shall be donated to Thurston Elementary School.

These bylaws were adopted on November 19, 2019.

Amended (date): September 1, 2020