

**BYLAWS**  
**of**  
**Riverview Elementary PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

Section 1: The name of the organization shall be Riverview Elementary PTO. The PTO is located at Riverview Elementary School, 509 Willow Ave, Big Rapids MI 49307.

Section 2: The PTO is a non-profit 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: The purpose of the PTO is to enhance and support the educational experience at Riverview Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Riverview Elementary through volunteer and financial support.

Section 4: The Riverview Elementary PTO will fund teacher supplies, field trips, class parties, technology, playground equipment, and educational activities, which benefit the majority of the school as a whole.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership shall be automatically granted to all parents and guardians of Riverview Elementary students, plus all staff at Riverview Elementary. There are no membership dues.

Section 2: Teacher Representatives will act as an advisor and liaison between the other Teachers/Staff and Riverview Elementary. This position is voluntary and/or may be assigned by the school Principal; this is not an elected position and is not considered an Officer.

**ARTICLE III –GENERAL POLICIES**

Section 1: The Riverview Elementary PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.

## ARTICLE IV – OFFICERS

Section 1: The Executive Board shall consist of the following officers: President, Vice President, Vice President, Recording Secretary, and Treasurer. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: Any PTO member in good standing may become an officer of the PTO.

Section 4: The election of officers shall take place during the May general membership meeting each year. All general and faculty members of the Riverview PTO may participate in the election.

Section 5: A majority of the votes cast by the general and faculty members shall be necessary for election. In the event there is a tie, the Officers will vote to determine a majority. If there is still a tie, a drawing of the names will occur.

Section 6:

- a. Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$200.00.
- b. President – Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, prepare agendas for official PTO meetings, and retain all official records of the PTO.
- c. Vice President– Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Work as a liaison between the Executive Board and the staff of Riverview Elementary.
- d. Recording Secretary – Record and distribute minutes of all Executive Board meetings and all general PTO meetings, hold historical records for the PTO.
- e. Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 7: The Executive Board shall meet at the discretion of the President.

Section 8: An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 9: If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer’s term.

## ARTICLE V – MEETINGS

Section 1: General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: Each member in attendance at 3 PTO meetings per year is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. In the event of a tie the Executive Board will vote.

Section 3: Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

## ARTICLE VI – FINANCIAL POLICIES

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

Section 2: The Treasurer shall present to the membership at the first general meeting of the year a budget of anticipated revenue and expenses for the year as determined by the general membership at the close of the previous year. This budget shall be used to guide the activities of the Executive Board during the year. Any deviation from the budget of more than 10% must be approved in advance by the membership.

Section 3: All funds shall be kept in a checking account in the name of Riverview Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 4: Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

Section 5: No reimbursements will be made without valid receipts unless approved by General Membership.

Section 6: A designated fund account is for money put aside for a specific purpose. Any money put into a designated fund account shall only be used for that purpose. It cannot be used for other activities or be voted upon to be moved to fund other activities.

Section 7: The Treasurer shall present a financial report at each Regular Meeting of the Riverview Elementary PTO and shall prepare a final report at the close of the school year. The Officers shall have the report and the accounts examined by an external auditor or an informal auditing committee consisting of Three (3) General Members, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 8: All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 9: The organization shall leave a minimum of \$5,000.00 in the treasury at the end of each fiscal year.

Section 10: Contract signing authority is limited to the President or the President's designee.

#### ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

#### ARTICLE VIII - DISSOLUTION

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

These bylaws were adopted on \_\_\_October 5th 2016\_\_\_\_\_.