



2017-2018

DA/OES PTO Bylaws

2016-2017 PTO Officers

President	Melissa Williams
Vice President	Melissa Castonia
Secretary	Shannon Shafer
Treasurer	Holly Bennion

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

Article I Name

The name of this organization shall be Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization (DA/OES PTO), Inc.

Article II Purpose and Mission Statement

The purpose of the DA/OES PTO is:

The DA/OES PTO shall be a non-profit corporation organized exclusively for educational and charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

The mission of the DA/OES PTO is:

Section 1. To support and promote a school experience that is educational, secure, and fun for students, their families, and the staff of Daniel Axford/Oxford Elementary Schools (DA/OES).

Section 2. To enhance the educational facilities, opportunities, and materials for the students of DA/OES.

Section 3. To promote the welfare of DA/OES children and their families at home, in school, and in our community.

Article III Policies

The DA/OES PTO shall cooperate with the schools to support education in ways that will not interfere with the administration and/or policies of the schools.

Article IV Membership

Section 1. Any person with a child enrolled in Daniel Axford or Oxford Elementary Schools will be considered a member.

Section 1A. Non-Members can request approval to attend meetings by contacting the PTO Executive Board prior to the meeting date.

Section 2. All staff of Daniel Axford and Oxford Elementary Schools shall be considered members.

Section 3. Member's as described above have the right to vote on any item brought forward by its membership. If any executive board member requires additional time to gather information before a vote is taken on any new business brought forward by the general membership, then the business will be tabled and discussed further at the next PTO meeting.

Article V Officers and their Elections

Section 1. The officers of the DA/OES PTO shall be President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties described by these bylaws in Article VI.

Section 1A. The officers of President, Vice-President and Secretary may be held by more than one person if there is not a single person willing to run. If more than one person, but not more than two are elected for a position then the position is now called a Co-President, Co-Vice-President, and Co-Secretary. Should an individual resign or be removed from the board, an election will not be held if the remaining board member agrees to carry out that position by themselves. If the officer does not want the position by themselves then Article V – Section 10 is in effect.

Section 1B Each officer position regardless if it is held by one or two members is only given one vote when used for a matter requiring a vote from the board. Likewise, teacher liaisons share one vote per school.

Section 2. Nominations for officer positions will be accepted at the next to the last meeting (usually March or April) prior to the election. Nominations may also be submitted in designated officer nomination boxes at either DA or OES anytime between the next to last meeting and the nomination deadline (7 days prior to the voting meeting). If you want to be considered for a position then you are encouraged to prepare up to a 5 min. speech/bio presentation on why you want to be on the board and accept general Q&A from the membership at the voting meeting

Section 3. The nominated candidate must have a child at DA/OES for the length of their term

Section 4. The nominated candidates will be contacted by the Principals, or a person of the Principals choosing, to verify that the candidate accepts the nomination. Nominations must be accepted a minimum of 3 days prior to the voting meeting.

Section 4A. The Principals, or a person of the Principals choosing, will be in charge of counting the votes at the election.

Section 5. Officers shall be elected by secret ballot annually at the last (April or May) PTO meeting. Majority of the votes cast will be necessary for election. A tie will result in a revote for that position between the nominees that received the same amount of votes.

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

- Section 6.** Both outgoing and incoming officers shall be expected to attend an end of the year executive board meeting to be held between the last meeting and July 1.
- Section 7.** All officers shall deliver to their successors all official material related to that office at the close of their service of office.
- Section 8.** Officers shall assume their official duties on July 1 in the year of their elected term.
- Section 9.** Officers shall be elected for a one year term. This will begin with the Secretary and Vice President positions for the 2017-18 school year. The following year (2018-19) all positions will be elected as one year terms.
- Section 10.** If there is a vacancy in the office of the President, the Vice-President will become the President. At the next regularly scheduled meeting, a new Vice-President will be elected to finish out the term. If there is a vacancy in any other office, members will fill the vacancy through an election at the next PTO meeting.
- Section 11.** A petition containing a minimum of fifty signatures of the general membership must be submitted to the executive board to initiate a recall from office. Upon receiving such a petition, the executive board will notify the general membership. Officers can be removed from office by a two thirds vote of those present at a regular PTO meeting where previous notice of recall election has been given.
- Section 12.** All PTO Officer votes shall require a quorum. A quorum shall be half the number of PTO officers, plus one.

Article VI Duties of the Officers

- Section 1.** **President:** The president shall preside over meetings of the PTO and the executive board committee, serve as the primary contact for the Principals, represent the PTO at meetings outside the organization, serve as ex-officio member of all committees, and coordinate the work of all the officers and committees in order that the purposes of the PTO be served.
- Section 2.** **Vice-President:** The Vice-President shall assist the President and carry out the Presidents duties in his/her absence or inability to serve. The Vice-President shall serve as the fund-raising chairperson for the PTO.
- Section 3.** **Secretary:** The Secretary shall be responsible for taking and recording minutes of all meetings of the PTO and the Executive board committee, preparing PTO meeting agendas and PTO newsletters on a monthly basis, maintaining the PTO website, preparing the yearly PTO incorporation paperwork, and sending notices of meetings to the general membership. The Secretary shall be responsible for the retrieval of all incoming PTO communications via the PTO phone line and email, and distributing the messages to the appropriate person(s). The Secretary shall also be responsible for maintain the records of the organization. The records should be kept in the PTO office and should include the bylaw, meeting minute logs, and copies of all PTO communications for the current school year.
- Section 4.** **Treasurer:** The Treasurer shall receive all funds of the PTO, deposit funds into the PTO bank account, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive board and general membership. Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive board, and make a full report at the end of the year. Treasurer will be responsible for preparing any necessary paperwork to obtain and/or maintain the PTO's 501(c)3 status. Treasurer will be responsible for preparing a preliminary budget for the following school year, to be presented to the Executive board committee in May prior to the PTO meeting in May.
- Section 5.** **All Officers:** Each officer shall serve as a liaison to designated PTO committees as determined by the Executive board.

Article VII Executive Board

- Section 1.** The Executive board shall consist of the PTO elected officers as defined in Article V, Section 1, the Principals of Daniel Axford and Oxford Elementary Schools, and two teacher liaisons from each school.
- Section 2.** The duties of the Executive board shall be to transact necessary business between meetings in preparation for the general meeting, create standing and temporary committees as needed, review incorporation paperwork as prepared by the Secretary, -review the IRS paperwork as prepared by the Treasurer, review budget as prepared by the Treasurer and submit budget recommendations to the general membership at the May PTO meeting.
- Section 3.** All Executive board votes shall require a quorum. A quorum shall be a minimum of 5 votes.

Article VIII Meetings

- Section 1.** Regular PTO meetings shall be held monthly. Meetings shall be held at either DA or OES. Date, time, and/or place may be altered by the Executive board with notification of the general membership.

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

Section 2. Executive board meetings shall be held prior to that month's general PTO meeting by decision of the PTO board. Meetings shall be held at either DA or OES. Date, time, and/or place may be altered by the Executive board. Special meetings of the Executive board may be called by any two board members with a twenty four hour notice to the remaining Executive board members.

Section 3. Special PTO meetings may be called by the President, any two members of the Executive board, or five members submitting a written request to the Secretary. Advance notice of the special meeting shall be sent to the general membership at least one week prior to the meeting by posting notices, sending home fliers, and/or phone calls.

Article IX Committees

Section 1. Membership committees may consist of members and/or board members, with the President acting as an ex-officio member of all committees.

Section 2. The board may appoint committees as needed.

Section 3. Committee chairperson(s) shall be provided committee guidelines by the Executive board committee. At the completion of their committee work, chairperson(s) shall be expected to return a feedback form to the Executive board to facilitate future planning of PTO activities.

Article X Finances

Section 1. A tentative budget shall be drafted and presented in the spring for the following school year and approved by a majority vote of the members present at the last PTO meeting of the school year.

Section 1a. At the first Executive Board Meeting of the school year the budget may be modified due to the finalization of personnel. All changes made will be presented at the first PTO meeting and must be approved by a majority vote of the members present at the meeting.

Section 1b. The budget will be modified by the Executive board as required based on the 1st fundraiser of the year (typically the Fund Run in Sept/Oct). All changes will be presented at the next PTO meeting and must be approved by a majority vote of the members present at the meeting.

Section 1c. Once the money from the first fundraiser has been deposited and any budget modifications have been made to all line items, the principals/teachers may then spend the money as intended for that line item.

Section 2. The PTO shall maintain a checking account separate from the schools, and any board members, and/or any individual PTO members. The statements for this checking account shall be reconciled each month by a non-signing PTO Executive board member. A copy of the reconciliation will be provided monthly to each principal.

Section 3. Two authorized signatures shall be required on each check. Authorized signers shall be the President and the Treasurer.

Section 3a. A reimbursement request must be filled out to obtain any money from the PTO account. The reimbursement request must be signed by the PTO president and treasurer, all teacher reimbursement forms must also be signed by their building Principal.

Section 3b. If the principal decides to spend the money on something other than what the line item is called for (example-to buy books out of the assembly line item) then the PTO officers by vote of a quorum (as defined above) must approve the expense if the expense is under \$1,000.

Section 3c. If the principal decides to spend the money on something other than what the line item is called for (example-to buy new computers out of the I/B line item) and the expense is above \$1,000 then the executive board by vote of a quorum (as defined above) must approve the expense.

Section 3d. If a request is made to spend money on something not originally in the budget and is under \$500 then the Executive Board by vote of a quorum (as defined above) must approve the expense. If a request is over \$500 must be voted on by the general membership.

Section 3e. If an emergency comes up, then the Executive board can have an electronic vote initiated and counted by the PTO president.

Section 3f. Money not spent by the PTO during the school year will be rolled over into the next school year. The executive board will decide via a quorum (as defined above) if the money will be designated to a specific line item or will be used to supplement the following year's budget.

Section 3g. The executive board has the authority to reallocate the funds in the line items indicated above in case of an emergency.

Section 4. All PTO functions where cash is received, money shall be counted with at least two members of the PTO present.

Section 5. The Treasurer shall keep accurate records of all disbursements, income, and bank account information.

Section 6. The board and general membership shall approve all expenses of the organization. This may be done by individual expense and/or by approval of the expenditures included in the budget.

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

- Section 7.** The fiscal year shall be July 1 through June 30 of each year.
- Section 8.** The Treasurer shall prepare an end of the year report and complete necessary IRS forms to maintain 501(c) 3 status.
- Section 9.** The PTO checking account records, PTO Treasurer records, and all financial files including check requests and receipts shall be audited on an annual basis by a committee of a PTO member, the PTO Treasurer and a Certified Public Accountant.
- Section 10.** All PTO financial records shall be made available to the general membership for review at request.
- Section 11.** The PTO Executive board will review, before submitted, all necessary documentation to the State of Michigan and to the IRS as required on a timely basis.

Article XI Dissolution

Upon dissolution of the DA/OES PTO, the Executive board shall, after paying or making provisions for the payment of all of the corporation's liabilities, dispose of all of the assets of the DA/OES PTO exclusively in a manner consistent with the corporation's educational and charitable purposes. These educational and charitable purposes shall, at the time of dissolution, qualify as appropriate for an exempt organization under Section 501(c)3 of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law). Any assets not so disposed of shall be disposed of by the Court of Common Pleas of Oakland County, Michigan exclusively for purposes supported by such organizations as determined by the court.

Article XII Standing Rules

Standing rules may be approved by the Executive board, and the Secretary shall keep record of the standing rules for future reference.

Article XIII Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given. This notice must be in writing and sent to all members of the PTO. Notice may be sent by postal mail, email, or sent home with the students. Amendments will be approved by a two thirds vote of those present. There must be a minimum of fifteen members present.

Document Control

The DA/OES PTO Bylaws have undergone several revisions before document control was put into place; therefore, there are no records of changes made prior to the 2009-2010 school year. This amendment record will track all changes beginning in May 2009.

Amendment Record

Ver.	Date Approved by membership	Officer Name & Position	Summary of Changes
1.0	19 May 2009	Chad Griffith President	Article X, Sections 2, 3, & 9. Changes reflect requirements for reconciliation, signing and auditing of financial records
2.0	April 16, 2013	Amy Watson President	Article V, Section 6 & 8 -Fiscal year changed from August 1 to July 1. Article X, Section 7-Fiscal year changed to July 1-June 30. Article V, Section 9 - Officer term changed from 1 yr to 2 yr term.
3.0	April 22, 2014	Danielle Kavc President	Article 5 – add section 12 Article X, Section 1 – change date from May PTO mtg to April PTO mtg Article X – add section 1a, 1b, 1c Article X – add section 3a, 3b, 3c, 3d, 3e, 3f, 3g

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

4.0	April 19, 2016	Danielle Kavc President	<p>Article IX- added Section 1a Article IX, Section 3 – modified verbiage from “issue brought before its membership.” To “agenda item brought forward by the executive board”</p> <p>Article V, added Section 1a Article V, added Section 1b</p> <p>Article V, Section 2 modified from “March meeting, and at the April meeting prior to the election” to “ next to the last meeting (usually March or April) prior to the election.” Modified “anytime between the March and April PTO meetings” to “the next to last meeting and the nomination deadline (7 days prior to the voting meeting).” And added the last line.</p> <p>Article V, Section 3 modified “must be a member of the DA/OES PTO” to “ must have a child at DA/OES for the length of their term”</p> <p>Article V, Section 4 changed “before being placed on the ballot.” To “3 days prior to the voting meeting.”</p> <p>Article V, Section 5 changed it from the “April PTO meeting” to “ last (April or May) meeting” and added the last line</p> <p>Article V, Section 6 changed “between July 1 and the start of the school year” to “between the last meeting and July 1. “</p> <p>Article V, Section 9 added everything after the first line</p> <p>Article V, Section 10 add the following “to finish out the term”</p> <p>Article VIII, Section 1 modified verbiage from “on the third Tuesday of the month, September through May, excepting the month of December, at 7:00 p.m. Meetings shall be held in the media center at Daniel Axford Elementary.” To “monthly. Meetings shall be held at either DA or OES.”</p>
5.0	April 18, 2017	Melissa Williams President	<p>Article IV, Section 1A changed “If you do not have a child enrolled at DA or OES or are not on the staff at either school then you may not attend the PTO meetings unless you have prior approval by an executive board member.” to “Non-Members can request approval to attend meetings by contacting the PTO Executive Board prior to the meeting date.”</p> <p>Article IV, Section 3 changed “Member’s as described above have the right to vote on any agenda item brought forward by the executive board.” To “Member’s as described above have the right to vote on any item brought forward by its membership. If any executive board member requires additional time to gather information before a vote is taken on any new business brought forward by the general membership, then the business will be tabled and discussed further at the next PTO meeting.”</p> <p>Article V, Section 4 changed “The nominated candidate must accept the officer nomination 3 days prior to the voting meeting.” To “The nominated candidates will be contacted by the Principals, or a person of the Principals choosing, to verify that the candidate accepts the nomination. Nominations must be accepted a minimum of 3 days prior to the voting meeting.”</p> <p>Article V, added Section 4A</p> <p>Article V, Section 9 changed “Officers shall be elected for a term of two consecutive years. President and Treasurer will be elected on even number years. Secretary and Vice President will be elected on odd number years. (This will begin for the Spring 2016 officer election. The President and Treasurer will be 2 years. Secretary and Vice President will be 1 year terms) The one year term for the Secretary and Vice President is for the 2016-17 school year only.” To “Officers shall be elected for a one year term. This will begin with the Secretary and Vice President positions for the 2017-18 school year. The following year (2018-19) all positions will be elected as one year terms.”</p> <p>Article VII, Section 3 changed “All Executive board votes shall require a quorum. A quorum shall be half the number of PTO officers, plus one.” To “All Executive board votes shall require a quorum. A quorum shall be a minimum of 5 votes.”</p> <p>Article VIII, Section 2 changed “Executive board meetings shall be held monthly at the same day, time, and place, to be determined by the board. Special meetings of the Executive board may be called by any two board members with a twenty four hour notice to the remaining Executive board members.” To “Executive board meetings shall be held prior to that month’s general PTO meeting by decision of the PTO board. Meetings shall be held at either DA or OES. Date, time, and/or place may be altered by the Executive board. Special meetings of the Executive board may be called by any two board members with a twenty four hour notice to the remaining Executive board members.”</p> <p>Article X, Section 1 changed from April PTO meeting to last PTO meeting of the school year</p> <p>Article X, Section 1A changed “At the August Executive Board Meeting the budget may be modified due to the finalization of personnel. All changes made will be presented at the September PTO meeting.” To “At the first Executive Board Meeting of the school year the budget may be modified due to the finalization of personnel. All changes made will be presented at the first PTO meeting and must be approved by a majority vote of the members present at the meeting.”</p> <p>Article X, Section 1B changed “All changes will be presented at the next PTO meeting.” To “All changes will be presented at the next PTO meeting and must be approved by a majority vote of the members present at the meeting.”</p> <p>Article X, Section 1C changed “Once the money from the 1st fundraiser has been deposited, the principals/teachers may spend the money as intended for that line item.” To “Once the money from the first fundraiser has been deposited and any budget modifications have been made to all line items, the principals/teachers may then spend the money as intended for that line item.”</p>

Bylaws - Daniel Axford/Oxford Elementary Schools' Parent Teacher Organization, Inc.

			<p>Article X, Section 3A changed "A reimbursement request must be filled out to obtain any money from the PTO account. The reimbursement request must be signed by the PTO president and treasurer. Once signed, the treasurer will provide written confirmation that the money may be spent." To "A reimbursement request must be filled out to obtain any money from the PTO account. The reimbursement request must be signed by the PTO president and treasurer, all teacher reimbursement forms must also be signed by their building Principal." The last sentence was deleted.</p> <p>Article X, Section 3C changed "under \$1,000" to "above \$1,000"</p> <p>Article X, Section 3D changed "If a request is made to spend money on something not originally in the budget then the Executive Board by vote of a quorum (as defined above) must approve the expense." To "If a request is made to spend money on something not originally in the budget and is under \$500 then the Executive Board by vote of a quorum (as defined above) must approve the expense. If a request is over \$500 must be voted on by the general membership."</p> <p>Article X, Section 3F changed "Money that is not spent by each school by the end of the school year will be rolled over into the next school year. The Executive Board needs to approve via a quorum (as defined above) how that money will be spent. It can continue to roll into the following year on the condition that it is added as a line item on the budget that needs to generate a large sum in order to spend it (example-OES has \$2,200 left over from 2012 and \$1800 left over from 2013. The line item in the PTO budget is to purchase new playground equipment when the line item reaches \$10k)." to "Money not spent by the PTO during the school year will be rolled over into the next school year. The executive board will decide via a quorum (as defined above) if the money will be designated to a specific line item or will be used to supplement the following year's budget."</p>
--	--	--	---

Melissa Williams, President

Melissa Castonia, Vice President

Shannon Shafer, Secretary

Holly Bennion, Treasurer