

**Parent Teacher Organization (PTO)
Carvel M. Bentley Elementary School
1100 S. Sheldon Road, Canton, Michigan 48188**

BY_LAWS

ARTICLE I – NAME, DESCRIPTION, PURPOSE AND POLICIES

Section 1: NAME – The name of the organization shall be the Bentley Elementary School Parent Teacher Organization (PTO) Inc. The organization may also be referred to as the Bentley PTO and Bentley Elementary PTO. The Bentley PTO is located at Carvel M. Bentley Elementary School, 1100 S. Sheldon Road, Canton, Michigan, 48188.

Section 2: DESCRIPTION – The Bentley PTO is a non-profit 501(c)(3) corporation that exists for charitable and educational 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: PURPOSE – The purpose of the Bentley PTO is to enhance and support the educational experience at Carvel M. Bentley Elementary School; to promote collaboration, communication and unity between the parents, the school, the community at large, and to support the activities and programs of Carvel M. Bentley Elementary School through volunteer and financial support.

Section 4: POLICIES – The Bentley Elementary PTO shall be non-commercial, non-sectarian and non-partisan. The name of this organization or the names of any member in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to promote the purposes of the organization. The Bentley Elementary PTO may cooperate with other organizations and agencies concerned with child welfare, but no persons representing the Bentley Elementary PTO shall have the authority to make any commitment that is binding the Bentley Elementary PTO without previous approval of the general membership.

ARTICLE II – MEMBERSHIP

Membership is automatically granted to all parents, guardians of currently enrolled students and teachers. All members have the right to attend, speak and vote at all Bentley PTO general meetings. All members agree to comply with provisions of these by-laws. At least two volunteers must be present when students are present (no one volunteer should be alone with child(ren)).

ARTICLE III – NON-DISCRIMINATION

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability.

ARTICLE IV – OFFICERS

Section 1: BOARD OF DIRECTORS – The Board of Directors (Board) shall consist of at least (5) members of the Bentley PTO and include the President and/or co-President, Vice President, Secretary, Treasurer and/or Financial Secretary, and Bentley Elementary School Principal (or his/her designee). The President, Vice President and Secretary and Treasurer and/or Financial Secretary shall be elected officers. Members of the Board may hold only one of these positions at any given time. The Principal (or his/her designee) shall be a non-voting member of the Board. Additional directors may be added as the Board deems necessary, may include co-officers and shall be voted on annually by the Bentley PTO voting members.

Section 2: NOMINATIONS AND ELECTIONS – Election of officers shall take place at the May meeting. Nominations will be accepted in writing to the current President and Principal (or his/her designee) up to one week prior to the May meeting. If there is only one nominee for any office, he/she may be elected by voice vote or show of hands. In the event, a position is left without a nomination the current President and Co-President can appoint a person regardless of that person's previous term commitments. Any contested election shall be by written ballot; the persons elected by plurality of the votes cast for each office shall be deemed elected.

Section 3: TERM OF OFFICE – The term of office for all officers is one year, beginning no later than the last day of the school year in which he/she was elected and ending on the last scheduled class day of the following school year. A person shall not be eligible to serve more than three consecutive terms in the same office.

Section 4: QUALIFICATIONS – All parents, guardians, teachers and staff of Carvel M. Bentley Elementary School as well as parents and guardians of students in young 5s (incoming Kindergarten class), may run for a Bentley Elementary PTO office.

Section 5: DUTIES

Board of Directors – The business and affairs of the Bentley Elementary PTO shall be managed by a Board of Directors, which is the governing body of the corporation. The Board shall transact business between meetings in preparation for general meetings, prepare reports, and recommendations to the membership, develop an annual budget, establish, and oversee committees (if applicable) to conduct the work of the Bentley Elementary PTO, and establish fundraising and other programs. The Board shall approve all expenses and funds requests.

President – The President shall preside at the Bentley Elementary PTO Board and general meetings, prepare agendas for the Bentley Elementary PTO meetings, serve as the official representative of the Bentley Elementary PTO and primary contact for the Principal, monitor the work of all officers and committees to ensure the purpose of the organization is served, retain all official records of the Bentley Elementary PTO, sign contracts on the organization's behalf and perform other such duties as may be necessary that are consistent with these by-laws.

Co-President (if applicable) – Assists the President in the duties outlined above.

Vice President (2 positions) – The Vice President shall assist the President, chair meetings in the absence of the President and perform other such duties as may be delegated.

Secretary – The Secretary shall keep a complete record of the proceedings of each Board and Bentley Elementary PTO general meeting, present the minutes for approval, distribute minutes to membership via email and/or in hard copy at meetings, and perform other such duties as may be delegated.

Treasurer – The Treasurer shall serve as custodian of the Bentley Elementary PTO finances, collect revenue, pay authorized expenses, report financial activity every month, present a monthly budget, prepare a beginning of the year and year-end financial report, facilitate an annual audit, submit annual tax and corporation paperwork, coordinate grant procedures and requests, hold all financial records, and perform other such duties as may be delegated by the Board of Directors. The Treasurer will make all deposits to the local bank.

Financial Secretary – Assist the Treasurer in his/her duties; support with accounts payable/accounts receivable and financial correspondence between the Executive Board, staff and membership, unless otherwise stated by the President, Co-President, and Treasurer. Reconcile receipts and expenditures with bank records monthly and present the statement of account for each bank account at all Executive Board and General meetings. Participate in drafting the budget as Treasurer-elect for the following year and shall perform such other duties as may be assigned by the Board of Directors. The Financial Secretary will assist the Treasurer by getting all deposits ready to be deposited into the local bank.

Principal – The Principal (or his/her designee) must be present at all meetings. The Principal is responsible to communicate ideas to/from the staff and attempt to involve all staff at Carvel M. Bentley Elementary School in the Bentley Elementary PTO committee and activities.

Teacher Representative – At least one teacher (or his/her designee) representative must be present at all meetings. The teacher representative is responsible for communicating ideas to/from the staff and attempt to involve all staff at Carvel M. Bentley Elementary School in the Bentley Elementary PTO committee and activities.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties or in the event of a conflict of interest, after reasonable notice, by majority vote of the Board.

Section 7: VACANCY – If a vacancy occurs on the Board, the President or Vice President shall appoint a Bentley Elementary PTO member to fill the vacancy for the remainder of the officer's term. This appointment must be affirmed by a majority vote of the Board by the conclusion of the next meeting.

Section 8: END OF TERM RESPONSIBILITIES – The Board of Directors shall deliver to their Successors all properties of the Bentley Elementary PTO no later than June 20th of each year (or the Friday before if June 20th falls on a weekend). All property and physical documents (if applicable) must be placed into a file box labeled with the school year and locked in the Bentley Elementary PTO closet at Carvel M. Bentley Elementary School.

ARTICLE V – MEETINGS

Section 1: BOARD MEETINGS – The Board of Directors shall meet monthly during the school year or at the discretion of the President to conduct the business of the Bentley Elementary PTO.

Section 2: BENTLEY ELEMENTARY PTO GENERAL MEETINGS – The Bentley Elementary PTO general meetings shall be held monthly during the school year or at the discretion of the Board of Directors.

Section 3: VOTING – Each voting member in attendance at the Bentley Elementary PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 4: USE OF ELECTRONIC MEANS FOR MEETING PARTICIPATION AND VOTING – When any provision of these bylaws calls for notice, communication, a meeting, or voting, the Bentley Elementary PTO is

authorized to use electronic means to the fullest extent permitted under Chapter 4 of the Michigan Nonprofit Corporation Act (Act 162).

Section 5: QUORUM – A majority of the directors then in office constitutes a quorum for any Board of Directors' meeting. Six (6) members of the Bentley Elementary PTO constitute quorum for the Bentley Elementary PTO general meetings.

ARTICLE VI – COMMITTEES

Section 1: COMMITTEES – The Board may create standing/special committees to promote the objectives and carry out the work of this organization.

Section 2: CHAIRPERSON – The chairperson(s) of all standing/special committees shall present plans of work and periodically report the activities of their respective committees to the two members of the Board. The chairpersons of each standing/special committees shall have the authority to make commitments binding this organization consistent with the purpose of the committee and this organization, including commitments for expenditures up to the committee's approved budget amount for the current fiscal year. Total expenditures exceeding the approved budget amount shall be considered a personal expenditure to the chairperson(s) and not of this organization but may be considered for reimbursement consistent with the provisions of ARTICLE VII.

ARTICLE VII – FISCAL POLICY

Section 1: BUDGET – The fiscal policy document for the organization shall be the "Bentley Elementary PTO Budget." The organization will adhere to the fiscal policy in its entirety as described in this document. The Board will review and update the fiscal policy document on an as needed basis. Changes to the fiscal policy must receive a majority vote by the Board. The budget for the next fiscal year will be presented at the Bentley Elementary PTO meeting in May and voted on in June. Budget modifications may be presented and approved at any time during a Bentley Elementary PTO monthly meeting. The budget shall be drafted by the Treasurer and/or Financial Secretary with the assistance of the Board.

Section 2: BANKING INFORMATION – The Bentley Elementary PTO shall have a non-interest-bearing checking account at a local Bank and a petty cash fund maintained by the treasurer. The following board members must be on the bank account(s), President, Treasurer and Financial Secretary. All checks must be signed by two of the following members of the Board: President, Vice President, Treasurer and/or Financial Secretary.

Section 3: REIMBURSEMENTS, UNBUDGETED EXPENDITURES AND RECEIPTS – Teacher grants can be submitted between November 1st and April 30th of each school year (or the following Monday if April 30th falls on a weekend). Reimbursements for events cannot occur until after the event happens. Unbudgeted expenditures up to and including \$250 may be approved by a majority vote of the Board. Unbudgeted expenditures over \$250 must be voted on at the next scheduled general PTO meeting. The treasurer shall keep all receipts for a period of four years.

Section 4: SPECIAL FUNDRAISING – Special fundraisers can be held with the approval of the general membership if presented at a general monthly PTO meeting and voted on at the next consecutive general monthly PTO meeting. Definition of special fundraiser: fundraiser held where all the proceeds are used for a special goal and not used as general funds.

Section 5: AUDITS – Member volunteers shall be solicited to form an audit committee of at least Three members to review the records of the Treasurer including the budget Checkbook ledger, and other financial records at the end of each fiscal year. Any audit committee formed shall review information and present a committee report at the first general membership meeting of the next fiscal year. Elected officers of the Bentley Elementary PTO are not to be members of the audit committee. An audit of the Treasurers' records shall be completed by a qualified professional at least once every three years.

Section 6: MONEY – At least two adult volunteers must be present when money is handled.

ARTICLE VIII – BYLAW AMENDMENTS

The Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two-thirds majority vote of the Board of Directors present. Changes to the Bylaws may be proposed by any Bentley Elementary PTO member at a Bentley Elementary PTO general or Board meeting and shall be considered for voting at a subsequent Board meeting.

ARTICLE IX – DISSOLUTION

In the event of dissolution of the Bentley Elementary PTO, any assets remaining after payment of all debts and liabilities of this organization shall be donated to Carvel M. Bentley Elementary School.

These bylaws were adopted on 05/25/2022.