

Avondale GATE PTO Bylaws

Article I: Name

The name of this organization is Avondale GATE PTO (referred to herein as “PTO”).

Article II: Organization

The PTO is a Michigan domestic non-profit corporation, formed on a membership basis on May 17, 2019, and controlled by the procedures and rules contained in these bylaws and the Michigan Nonprofit Corporation Act.

Article III: Purpose and Principles

Section 1: Mission Statement - Avondale GATE PTO supports our gifted community of students, parents, and teachers through strong communication, vital parental involvement, and financial support to enhance our school environment and improve understanding of gifted learners.

Section 2: Vision -

- a. Communication - Establish open and effective communication regarding school and classroom news, activities, events, programs, and needs through newsletters, websites, and social media
- b. Student success – Research shows that parental involvement has a major impact on academics, and we strive to keep our parents active and involved in our school.
- c. Teacher support – We value our teachers’ efforts and passion, and we actively partner with our teachers to promote academic success.
- d. Build community - Provide events and activities that encourage interaction in our school family
- e. Volunteering - We ask each parent and student to volunteer at Avondale GATE activities, events, classrooms, and school, building school pride, ownership, and community
- f. Financial support - To support our school through purchasing necessary and beneficial items for students, teachers, and classrooms
- g. Promotion and Advocacy - Market our school to potential families and advocate for support of gifted learners with the business and political community

Section 3: The following are basic principles of the PTO:

- a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with any partisan interest for any purpose not appropriately related to the promotion of the objectives of the PTO.
- c. The PTO shall remain neutral regarding all political candidates and any issues not involving education. The PTO may encourage members as individuals to participate in the democratic process according to their own conscience and may advocate, educate, or host events related to gifted education, school bonds, and sinking funds.
- d. The PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools and/or personnel.

- e. The PTO may cooperate with other organizations and agencies concerned with child and youth welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless authorized by the PTO Board.

Article IV: Membership

Section 1: Any parent or legal guardian of current students or incoming 2nd through 8th grade students, any member of the faculty or staff of Avondale GATE Magnet School who subscribes to the purpose, goals, policies and bylaws of the PTO is considered to be a member. Membership is available without regard for race, gender, creed, disability, or national origin.

Section 2: Any member of the PTO is eligible to hold an elected or appointed office or position.

Article V: PTO Board Members and Duties

Section 1: The “PTO Board” will consist of the elected officers, the principal and Committee Chairpersons. A Faculty Representative may be added consistent with Section 5, part (g)5 of this Article V.

Section 2: The PTO Board may operate with no less than a President, Secretary and Treasurer; ensuring that there are a minimum of 3 individuals on the PTO Board. This minimum number should only be used in circumstances to prevent the PTO Board from dissolution, and the PTO Board should be able to demonstrate that every attempt was made to recruit a full PTO Board.

Section 3: The general duties of all PTO Board members shall be:

- a. To transact the necessary business of the PTO;
- b. To present a report of matters related to their particular committee at the PTO meetings;
- c. To vote on PTO business and expenditures;
- d. To maintain a job description of their committee’s annual responsibilities and activities;
- e. To encourage the ongoing participation of the PTO membership in PTO activities; and
- f. To participate in the process of determining the number of committee(s) and the number of chairperson(s) required to conduct the business of the PTO.

Section 4: The officers of the PTO and their duties are as follows:

1. President: The President will prepare agenda and preside at all general membership meetings and all meetings of the PTO Board; will coordinate the work of the officers and committees of the PTO, will serve as an ex-officio member of each standing and special project committee; will be listed on PTO bank account for the purpose of conducting transactions in Treasurer’s absence; and will perform other duties as may be prescribed in these bylaws, assigned by the PTO Board or during a general membership meeting.
2. Vice President. The Vice President will preside at all meetings in the absence of the President and will perform the duty of providing a slate of officers and chairpersons for the standing committees which will be presented before a general membership meeting in May, and will make the nomination form available to incoming new families. The Vice President will perform other duties as may be prescribed in these bylaws, assigned by the PTO Board or during a general membership meeting. The Vice President will distribute copies of the bylaws to all PTO Board

- members prior to the school year beginning. Vice President is also head of the fundraising committee in any year when a separate Fundraising Chair is not elected.
3. Secretary. The Secretary will take minutes of all general membership meetings and present the minutes at subsequent meetings for approval. The Secretary shall serve notice of the results of any elections.
 4. Treasurer. The Treasurer will have custody of all assets of the PTO; maintain the assets in accounts with financial institutions approved by the PTO Board; keep full, accurate records of all transactions via computer or web-based accounting system; make disbursements in accordance with approved directions of the PTO Board; reconcile the accounts and report all financial activity at each regular general membership meeting; receive from committees of the PTO all records and proceeds from fund-raising activities; submit all records and books of the PTO after closing the books at the end of the fiscal year to the financial review committee and ensure that the annual financial review results are presented at a general membership meeting in the Fall; shall maintain the financial records of the organization in accordance with all non-profit corporation laws of the state of Michigan and the Internal Revenue Service. The treasurer is responsible to file all required Michigan Annual Reports, federal income tax returns and any other documentation in a timely fashion; and perform duties as may be prescribed in these bylaws, assigned by the PTO Board or during a general membership meeting. The treasurer will be responsible for preparing and presenting at the September meeting a budget for the following fiscal year.
 5. Volunteer Chair. The volunteer chair shall create list of volunteer activities for distribution in a method of distribution intended to reach the full membership, recruit volunteers needed for all PTO events with a focus on recruiting first time parents, coordinate with all event chairs to insure the appropriate number of volunteers are available, communicate with Honor Society sponsors to recruit high school and middle school volunteers.

Section 5. Standing Committees and Chairpersons.

- a. The chairperson(s) of each committee will be elected at a general membership meeting in May, for the ensuing fiscal school year.
- b. Committee chairperson(s) shall volunteer, be recommended, or may be co- chairs in order to encourage broad participation.
- c. The term of a committee chairperson(s) shall be one year and no longer than three years in any one position. In the event that no replacement can be identified for a chairperson who has completed their term, that person may remain in their PTO Board position.
- d. In the case of a committee chairperson vacancy, the PTO Board shall oversee the recruitment and selection of a replacement.
- e. Each chairperson may recruit as many members of the PTO to serve on said committees as necessary and convenient to conduct its duties.
- f. All committees and chairpersons will keep accurate financial records and turn in proceeds to the Treasurer.
- g. The standing committees of the PTO, and duties of each, are as follows:
 1. Ways and Means. This committee will recommend and staff fundraising activities and solicit contributions to the PTO, as appropriate.
 2. Appreciation Committee. This committee will plan and implement activities for Appreciation Weeks (Teacher, Principal and Secretary), as appropriate.
 3. Public Relations. This committee will be responsible for social media related posts for the PTO and maintaining membership for various PTO related groups. At a minimum, the PTO should be

present on Facebook, Twitter and Instagram. Additional responsibilities will likely include advertising and publicity related to the Avondale GATE Magnet School.

4. Awards and Recognitions. This committee will assist with the planning and conduct of awards events, ceremonies, or other forms of citation.
5. Faculty Representative(s). This committee will be filled by the Avondale GATE Principal until such time that an additional faculty member is deemed necessary by the PTO Board to facilitate communication and understanding between the faculty and the PTO.
6. Financial Review Committee. This committee will be comprised of two members of the PTO, of which one must be a PTO Board member who does not have signatory authority of the PTO bank account, and shall be chosen by a vote of the membership at the general meeting in September, unless not already assigned. This committee shall review the records of the organization at the end of each fiscal year and will report its findings at the first general meeting of the school year.

Section 6. Special Project Committees. On an as-needed basis, the President may create ad-hoc committees to carry out specialized duties which are not currently assigned to one of the standing committees listed above and may appoint chairpersons to head them.

- a. The creation of Special Projects committees and the appointment of chairpersons will have the approval of a majority of the PTO Board.
- b. Each chairperson may recruit as many members of the PTO to serve on the committee as necessary and convenient to conduct its duties.
- c. Special Project Committees cannot carry into a subsequent fiscal school year but must be reappointed, if necessary, to continue duties.

Article VI: Elections

Section 1:

- a. The elected officers of the PTO shall consist of a President, Vice President, Secretary, Treasurer, Fundraising Chair and Volunteer Chair. These positions can be filled by more than one person and operate as co-chairs.
- b. All non-staff members are eligible to serve as officers. Nominees for President shall have the additional requirement of having served at least one year on the PTO Board.
- c. Officers shall be elected by ballot. Ballots shall be issued to all PTO Members present at the general meeting when the election takes place.
- a. Officers, except the Treasurer, shall assume their official duties on the day following the last official school day. Elected officers accept their position for a period of one year.
- b. A person shall not be eligible to serve more than three consecutive terms in the same office. In the event that no replacement can be identified for a PTO Board member who has completed their term, that person may remain in their PTO Board position.

Section 2: Nominations, Officers, and Duties.

- a. A nomination ballot will be drafted and distributed using a method of distribution intended to reach the full membership. This ballot will nominate officers and chairpersons for the standing committees for the ensuing fiscal school year of the PTO, and will clearly state that all positions are open to nomination. This ballot will include:
 1. all board and standing committee positions.
 2. the names of all those currently serving in those positions.
 3. the names of all those currently nominated for those positions for the ensuing fiscal school year.

- b. The officers and chairpersons of standing committees of the PTO will be elected at a general membership meeting in May for the ensuing fiscal school year.
- c. Other than members proposed by the ballot nominating process, other persons may be nominated from the floor of the regular May general membership meeting.
- d. Consent to both stand for election and to serve will be obtained from each person prior to nomination by the current Vice President.

Section 3:

- a. In the case of the occurrence of a vacancy in an elected office, the Secretary, or other designated officer, shall accept candidates from the PTO Board roster.
- b. The vacancy shall be filled by a majority vote of the remaining members of the PTO Board.
- c. The newly elected officer shall complete the term and be subject to the election process at the end of that term.
- d. The Secretary shall serve notice of the results of any election.

Section 4: In the event it is necessary to remove a member of the PTO Board, the following steps shall be implemented:

- a. Any member can make a motion to remove a member of the PTO Board due to any of the following causes:
 - 1. Absenteeism: Absent from three (3) or more consecutive meetings (pre-arranged absences can be excused if approved by a majority vote of the PTO Board excluding the PTO Board member who is having the pre-arranged absence).
 - 2. No confidence: Due to a person's failure to fulfill duties, a perceived diminished ability to fulfill duties, or conduct which the PTO determines to be distracting or harmful to their position, the school, the students, or the PTO organization and its purposes.
- b. The motion of removal of a person from office can be made at any regular or special meeting called for that purpose, however the vote on the motion must be held at a subsequent regular or special meeting.
- c. Any person subject to a motion of removal shall be entitled to written notice, at least five (5) calendar days prior to the meeting date at which such motion is to be voted upon, and shall be entitled to appear before and be heard by the members present at that meeting.
- d. The motion of removal will either pass or fail with a 2/3 majority vote from the PTO Board members with the Avondale GATE Magnet School Principal voting in the place of the named board member who is being voted on.
- e. If a motion passes resulting in a person being removed from office all records, binders, and other materials pertaining to the position shall be turned over to a PTO Board member at that time.

Article VII: Meetings, Quorums, Notice, Approval Majorities, Voting

Section 1: General Membership Meetings.

- a. There will be a general membership meeting monthly, beginning with September, ending in May. At the discretion of the PTO President, meetings may be canceled and not rescheduled for due cause (i.e., schedule conflicts with other school events, room availability problems, weather-related issues, building emergencies, etc.). Every attempt will be made to hold six meetings each school year.
- b. Special general membership meetings may be called at any time by a majority of the PTO Board.
- c. All members of the PTO are eligible to attend any general membership meetings.

- d. All members of the PTO in attendance at a general membership meeting may vote.
- e. For matters before the general membership, approval is defined as “a majority of the members present.”
- f. Voting may be conducted by voice, at the discretion of the officer presiding at the meeting. Any member present may require that a vote be conducted by a formal show of hands or written ballot.
- f. Notice of a general membership meeting will be given at least ten days in advance, using a method of distribution intended to reach the full membership.

Section 2. PTO Board Meetings.

- a. The PTO Board shall hold regular meetings as needed to conduct the duties of the PTO Board. Special meetings of the PTO Board may be called by the President or any two officers.
- b. When a PTO Board vote prior to a regularly scheduled PTO meeting is needed, the President will conduct an electronic method vote of the PTO Board members.
- c. A simple majority of PTO Board members shall constitute a quorum.
- d. When voting on regular propositions or elections, approval is defined as “more than half of the PTO Board members present.”
 - 1. For purposes of voting on amendments or revisions to these bylaws, approval is defined as “at least two-thirds of the PTO Board members present.”
 - 2. Voting may be conducted by voice, at the discretion of the officer presiding at the meeting. Any member present may require that a vote be conducted by a formal show of hands or written ballot.

Article VIII. Financial Policies and Procedures

Section 1. All accounts necessary for the transaction of the financial business of the PTO will be opened and maintained at recognized financial institutions using the full name of the organization. The placement of such accounts are to be approved by the PTO Board. The cancellation of any accounts must have approval and authorization of the PTO Board.

Section 2. All cash accounts are required to reconciled on a monthly basis and reviewed by the President or other knowledgeable member of the PTO. Proof of existence of reconciliation and review should be documented in the PTO Board minutes.

Section 3: At least two members of the PTO Board shall have online access to the bank account for transparency allowing for real time review of any transactions.

Section 4: Any debit cards issued related to the account are only to official account co-signers. They are to be used only for PTO purposes and for approved distributions. Any non-compliance with this policy is grounds for immediate revocation of debit card and potential dismissal from the PTO.

Section 5: Disbursements.

- a. Any PTO member requesting reimbursement for budgeted PTO expenses must present a receipt or have the PTO billed directly.
- b. Any request for disbursement of funds, outside the budget, shall be presented for a vote by any PTO member at a PTO meeting. In case where the disbursement needs to be made between PTO meetings, the President may elect to call a PTO Board meeting or to use electronic voting method. All such disbursements will be reported at the next PTO meeting.
- c. Any surplus monies, from whatever source, belonging to the PTO shall revert to the general fund for reallocation to the PTO budget for the following school year.

Section 6. Annual Financial Review.

- a. An annual financial review will be conducted after the fiscal year ends, but before the first general membership PTO meeting in September, or, upon a change of Treasurer, prior to the transition to a new Treasurer.
- b. The results of the annual financial review will be presented at a general membership meeting in the fall.
- c. A tentative budget for the organization shall be drafted by the treasurer in conjunction with the PTO Board. The budget shall be approved by a majority vote of the general membership at the first general meeting of each school year.
- d. The PTO Board, at their discretion, may designate an outside authority to conduct an audit of the financial records with the provision that a written and signed report is specified and required.

Section 7: Cash Handling

- a. The PTO does not maintain a petty cash account and cannot pay cash for PTO purposes.
- b. Accepting Cash Payments
 1. The PTO does accept cash for payments made to the PTO
 2. The PTO does accept checks made payable to Avondale GATE PTO.
 3. When possible, two people should be present when cash is being handled or counted.
 4. A PTO Deposit Form should accompany any and all deposits. The form should be filled out completely. The form should indicate the applicable committee/project/group benefiting from the fundraiser.
 5. Deposits should be kept secured in the school front offices or PTO safe until they are processed and deposited. Cash is not to leave the premises, unless by the Treasurer taking the money to be immediately deposited into an offsite bank account. In the event that money is collected at an offsite event not on GATE property, the money is to go home with the Treasurer or other signer on the bank account, to be deposited into the PTO bank account on the next available business day.
 6. Funds received are to be fully deposited and not used for any other purpose to ensure appropriate accounting for all transactions and connection between the deposit report and the monthly bank reconciliation.

Article IX: IRS Non-Profit Status

The Avondale GATE PTO operates under IRS code section 501c(3) and being duly registered as a non-profit corporation with the State of Michigan, the organization shall operate within the confines of the laws of the State of Michigan and the Internal Revenue Service so as not to jeopardize this status. All

required Michigan Annual Reports, federal income tax returns and any other required documentation shall be filed on time. The PTO must protect itself against any transaction or arrangement that might benefit the private interest of an officer or director of the PTO or might result in a possible excess benefit transaction. In addition, the PTO directors and members must not enter into a transaction which would be a conflict of interest.

Article X: Fiscal School Year

The fiscal school year of the Avondale Gate PTO begins on July 1, ending on the following June 30.

Article XI: Amendments

These bylaws may be amended or revised at any duly called meeting of the general membership or PTO Board by a two-thirds vote of those present.

Article XII: Parliamentary Authority

Robert’s Rules of Order, Revised, will govern the organization in all cases which they are applicable and in which they are not in conflict with these bylaws.

Article XIII: Dissolution

The Avondale GATE PTO may be dissolved upon a 2/3 vote of the PTO Board or a majority of the vote of the general membership. If the PTO Board has not met for more than one year, the Avondale GATE Magnet School Principal may dissolve the Avondale GATE PTO at his/her discretion. Upon dissolution of the Avondale GATE PTO, all remaining assets will be distributed to the Avondale GATE Magnet School for exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article IXX: Indemnification

Each person who is or was a director, officer or member of a committee of the PTO and each person who serves or who has served at the request of the PTO as a director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise will be indemnified by the PTO to the fullest extent permitted by the Nonprofit Corporation Law of the State of Michigan as it may be in effect from time to time. The PTO may purchase and maintain insurance on behalf of any such person against any liability asserted against and incurred by such person in any such capacity or arising out of his or her status as such.

Article XX: Severability

Each of the sections, subsections and provisions of these bylaws will be deemed and considered separate and severable so that if any section, subsection or provision of the bylaws is deemed or declared invalid or unenforceable, this will have no effect on the validity or enforceability of the remaining sections, subsections and provisions.

These bylaws are adopted and approved as of the 19th day of September 2019 by the initial PTO Board of the Avondale GATE PTO.

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 2/28/20
Megan Marx, Treasurer

