

**Mohawk Elementary
Parent Teacher Organization By-Laws
Adopted April 1999**

**Revised September 2008, March 2010, September 2012,
January 2013, April 2015, February 2016, February 2024**

Article I – Name

The name of this organization shall be the Mohawk Elementary Parent Teacher Organization (Mohawk Elementary PTO) of the Chippewa Valley School District, Macomb, Michigan.

Article II – Purpose and Objectives (Rev. 2/16)

1) The purpose of this organization shall be to create a positive and healthy learning environment for our students by providing support for educational and social programs along with open communication between the staff and our parents.

2) Mohawk Elementary PTO shall forever remain a non-profit organization. (Rev. 2/16)

Article III – Membership

1) The membership of the Mohawk Elementary Parent Teacher Organization will be limited to parents or guardians of the children attending Mohawk Elementary School and members of the Mohawk Staff thereof.

2) Membership entitles that person to attend general meetings, offer suggestions, express opinions, and participate on committees established by the Executive Board.

3) Members are entitled to vote on all matters up for discussion with the exception of issues that were tabled at a previous meeting in which they were not in attendance. To vote for officers at the May PTO meeting, members must attend 3 or more meetings during the school year, prior to the board elections to be eligible to vote.

Article IV – Policies (Rev. 4/15)

1) This organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the organization, or the names of any of its members, in their official capacity, shall not be used in any connection with the commercial concern or with partisan interest or purpose not appropriately related to the promotion of the purpose of this organization.

2) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization. Cooperation with any other organization or agency must be approved by a majority vote of the Executive Board.

A. 3) All bank accounts established in the name of this organization shall require four authorized positions to control such accounts. Authorized positions shall be the PTO President, Vice President, Treasurer, and a person appointed by Chippewa Valley Schools. Authorized persons cannot be an employee of Chippewa Valley Schools, except for the person appointed by the administration building to have access to the

account. Checks written by the organization shall require two authorized signatures. Bank statements must be reconciled monthly and initialed by both the PTO Treasurer and President. (Rev. 4/15) Authorized positions shall be the PTO President, Vice President, Treasurer, Secretary, and a person appointed by Chippewa Valley Schools. (Rev. 02/24)

- 4) The organization shall maintain an uncommitted minimum balance of \$3,000.00 at the conclusion of the school year. The purpose of this balance is to ensure adequate funding for initial expenses usually incurred at the beginning of the school year. The organization will also maintain the minimum balance required by the banking institution. (Rev. 9/08)
- 5) Any special requests for funds from the PTO must be made in person at a general meeting.
- 6) A motion for a secret ballot can be made when voting on controversial issues.
- 7) Checks should be written in sequential order. Blank checks should never be signed. The “payable to” section must be completed. Checks should never be written to “Cash.”
- 8) When cash is needed to supply cash boxes for an event, a check should be written for the necessary amount of funds needed. Money from advance sales should never be used for cash boxes. All monies from events should be deposited in a timely manner.
- 9) If during the course of a school year, excess PTO funds are amassed, the general assembly may vote to hold those funds for a specified purpose for the following school year. The following year, the funds will automatically be set aside for the stated purpose unless a motion is made by that year’s general assembly to alter the funds’ destination and a majority vote is obtained. (Rev. 03/10)
- 10) If the PTO disbands due to lack of Executive Board volunteers, the funds in the PTO bank account(s) will be retained as a separate account within Mohawk’s school accounts for two complete school years. If during that time, the PTO Board re-forms, the funds will be given back to the PTO. If the PTO does not re-form in the two-year time limit, the money will be distributed in Mohawk’s general account to be used for activities and supplies to enrich the students’ curriculum. (Rev. 1/13) , “all assets and real property of Mohawk Elementary PTO will revert back to Mohawk Elementary School should the organization dissolve.” (Rev 02/24)

Article V – Financial Procedures (Rev. 4/15)

- 1) All committees must consist of a chairperson or co-chairpersons who will be accountable to the PTO for all committee actions. The person(s) will present a committee report at the general PTO meetings when required to do so, and will adhere to the documentation procedures established by the Executive Board and the Chippewa Valley School District administrators. (Rev. 9/12)
- 2) Event chairs are responsible for keeping accurate record of all income and expenses for their event. A financial report should be submitted to the President and Treasurer within two weeks after the event is completed. (Rev. 9/08)
- 3) Financial reports should include the following information: request for fundraiser form, class list or cash management detail form, deposit slips, check requests, and a profit sheet. It is the

duty of the chairperson to ensure that all deposit slips reconcile with the information on the cash management detail or the class list. (Rev. 9/08)

4) A Fundraiser Form is to be filled out by the chairperson and submitted to the PTO President for review and approval by the building principal. After approval has been obtained, the original is to be sent by the Treasurer or President to the Business Department at the Board Office. A copy should be kept by the chairperson to be given to the Treasurer upon completion of the fundraiser. (Rev. 9/12)

5) Check request forms are to be filled out completely with original receipt attached. Check requests are then submitted to the President or Vice President for approval. Chairpersons are responsible for keeping copies for their records. Once reviewed, the President or Vice President will forward the check request to the Treasurer for payment. Checks are to be written once a week unless otherwise noted by the Treasurer. Checks will not be payable to "Cash." No blank checks will be signed. (Rev. 4/15)

6) All deposit slips must specify from whom the money was collected. This can be done by listing an individual name and cash or check info directly on the deposit slip or by having a cash management detail sheet or a class list attached as backup. Chairpersons are responsible for keeping their own copies for their records. An adding machine tape listing each check, the total of the checks, and the total number of checks must be run for all deposits. If only one check is being submitted, chairpersons do not need to run a tape, but must make a copy of the check. The back of all checks must be stamped with the banking information stamp prior to deposit. Backup documentation must equal the deposit total. (Rev. 4/15)

7) Money shall never leave the building for any reason, no matter how convenient it may be, unless a bonded PTO member is transporting monies to the financial institution for deposit. (Rev. 9/08)

8) All incoming fundraiser money will be deposited in the assigned event lock box. When access to the lock box is required, either to check responses or to count money, the committee chair, along with a second adult, may sign-out a lock box key from the main office or may arrange with a bonded PTO Executive Board member to open the lock box. Money must be counted in the PTO office and then deposited in the PTO safe with necessary documentation. (Rev. 03/10)

9) Cash must remain in the school safe or event lock boxes. For off-site events, it is recommended that a night deposit be made if possible and practical. If unable, deposits need to be made the next banking day. (Rev. 9/08)

10) Two persons must be present when counting cash. An internal deposit sheet must be used and both persons counting the cash must sign the form and verify that the amount is correct. A person shall not sign the deposit slip unless they have counted the money personally. (Rev. 9/08)

11) All cash received must be deposited as revenue received, no expenses can be paid in cash.

12) All variances in cash deposits or cash handling concerns must be reported to the Business Department at the Chippewa Valley Board Office. (Rev. 9/08)

13) The safe shall be accessible to the President, Vice-President and Treasurer unless an employee of Chippewa Valley Schools. Opening the safe requires two keys, which shall not be duplicated. Once one of the officers vacates the position any and all keys shall be returned to the PTO. (Rev. 9/08)

14) Every check must have two signatures on it. Authorized signers on the account are the President, Vice-President, and Treasurer unless an employee of Chippewa Valley Schools. These board positions are bonded. (Rev. 9/08)

15) Two people within the positions of President, Vice President, or Treasurer must approve all payments and reimbursements before they are issued. One of their signatures must be on every request for payment. Payments will be on a weekly basis. (Rev. 4/15)

Article VI – Election of Officers (Rev. 4/15)

Section 1:

A) The offices of the organization must include a President, a Vice President, a Treasurer, a Secretary, two Room Parent Coordinators, and a Social Committee Coordinator. Optional positions include: Co-Vice President, Co-Treasurer, Co-Social Committee Coordinator, Publicity Coordinator, and Historian. (Rev. 4/15)

B) Officers shall be elected by ballot annually in the month of May. (Rev. 9/08) However, if there is only one candidate for any office, upon motion from the floor, the election may be by voice vote. A list of eligible members will be distributed to general members in the month of April. All potential candidates must verify their intent to run for a specific position by the specified date, to the nomination committee. Failure to do so will exclude a candidate from the ballot.

C) Officers shall assume their duties following the close of the regular school year and serve for a term of one year.

D) A person shall be eligible to serve no more than three (3) consecutive terms in the same office unless there is no opposition at the time of the election. (Rev. 9/08)

E) The President shall have previously served on the Executive Board. (Rev. 03/10)

F) In order to be eligible to state intention to run for a position on the Executive Board a person must have attended a minimum of three (3) PTO meetings prior to the April meeting and have established an active membership by chairing at least one PTO-sponsored committee. In the absence of an interested person who meets the criteria, a person who is interested in filling a position who has not met the criteria may be nominated for the position at the May meeting and voted in to the position at the May meeting. If a position is not filled by the following September PTO meeting, the President may appoint a member to serve, waiving the three (3) meeting requirement. (Rev. 4/15)

G) If the position of president is unfilled at the conclusion of the May election, a second election will be held at a specially-scheduled June PTO meeting. During the interim between the May and June elections, anyone interested in holding the president's position as well as any other open positions, regardless of whether or not three meetings were attended, may submit a notice of intent to Mohawk's principal for the position desired. These individuals will then be listed on the ballot as eligible for the specified positions for the June election. (Rev. 03/10)

H) If at least the positions of President, Vice-President, Treasurer, and Secretary are not filled at either the special June meeting OR by a September meeting hosted by the Principal, the PTO shall disband until such a time as at least those positions are filled. (Rev. 1/13)

Section 2:

A) The President and Secretary will work together to determine members eligible to run for a position based on meeting attendance throughout the year and committees chaired.

B) Petitions will be distributed to all eligible members at the regular April meeting. (Rev. 9/08)
These candidates are able to submit their intention to run for a position on the Executive Board if they so choose.

C) A list of active members will be presented at the May meeting and each will be given a ballot to vote. If a position is vacant the nominating committee can nominate an eligible person and report its nominees to the Executive Board at the regular meeting in May. (Rev. 9/08) If more than one person is nominated for a position, a vote will be taken at the regular meeting.

D) A person appointed by the President and approved by the Executive Board may fill a vacancy occurring in any office for an unexpired term.

Article VII – Duties of Officers (Rev. 4/15)

Section 1:

A) It shall be the duty of all officers to attend the Executive Board meetings and the general meetings.

B) If an officer misses two (2) consecutive meetings without notifying the President, or misses a total of three (3) meetings throughout the school year, their positions will be considered vacant. The President will make contact with that person. The general assembly will have to vote whether to reinstate the officer. (Rev. 9/12)

C) It shall be the duty of all officers to perform the duties outlined below specific to each position. In addition, officers may be expected to help with other activities, such as managing the PTO website, Facebook page, and monthly newsletter, covering the PTO information table during parent nights, such as Curriculum Night and conferences, and maintaining cleanliness and organization of the PTO spaces and equipment at the school. (Rev. 4/15)

Section 2: President

It shall be the duty of the President to preside over all meetings, ensure that each committee has a chairperson and said committees are following procedures outlined by the by-laws, call regular and/or special meetings of the Executive Board, giving all members adequate notice. The President will provide direction to the Executive Board, committees and the operation of the Parent Teacher Organization in general. The President shall understand and ensure that the By-Laws are conformed to. The President shall be bonded according to the standards set by the Chippewa Valley School District. (Rev. 9/08)

Section 3: Vice-President

It shall be the duty of the Vice-President to assist the President in said duties and be prepared to take over in the President's absence. The Vice-President shall be bonded according to the standards set by the Chippewa Valley School District. (Rev. 9/08) The Vice-President chairs the Sunshine Committee and coordinates childcare attendees for the monthly PTO meetings. (Rev. 4/15)

Section 4: Room Parent Coordinators

There will be two persons to head this position, one for the lower level (K-2) and one for the upper level (3-5) grades. It shall be the duty of the Room Parent Coordinators to act as liaison between the Executive Board and class room parents. Their responsibilities include

coordinating with the teachers the selection of room parents, organizing the initial room parent meeting, distributing parent packets with all necessary information, organizing and preparing for holiday parties for the students, and coordinating the collection of raffle prizes and packaging of gift baskets for the Spring Fair. (Rev. 9/12)

Section 5: Secretary

It shall be the duty of the Secretary to keep a record of all proceedings during regular and special meetings of this organization. The Secretary shall provide the President with a copy of the meeting minutes and be responsible for placing a copy thereof in the school PTO file as a permanent record. The minutes shall be read and approved at the following general meeting. The Secretary will also maintain and update as needed the PTO By-Laws. (Rev. 4/15)

Section 6: Treasurer

It shall be the duty of the Treasurer to receive all Mohawk PTO monies collected by individuals and committee chairpersons and deposit them in bank accounts authorized by the organization. The Treasurer shall keep accurate records of said funds and pay all debts incurred by the PTO functions. The Treasurer shall prepare a financial report for Executive Board and general meetings. All records of the PTO will be available to the membership for review. The Treasurer should not chair an event, but can co-chair an event. The Treasurer shall assist the President to establish an annual PTO budget for the upcoming school year. All financial reporting forms will be completed and delivered to the Chippewa Valley School District administrators within a specified time frame. (Rev. 9/12)

Section 7: Social Committee Coordinators

It shall be the duty of the Social Committee Coordinators to help supervise social activities such as, but not limited to, Staff Appreciation Week and other staff appreciation events throughout the year. The Social Committee is also responsible for refreshments and room set-up at general monthly PTO meetings. (Rev. 4/15)

Section 8: Publicity (Optional Position)

It shall be the duty of the Publicist to maintain the PTO website. To handle all communications of the website, fliers and publicity requested by the President or Executive Board. The publicist shall also prepare a bulletin for parents, PTO news briefs, synopsis of events and dates when warranted. (Rev. 9/08)

Section 9: Historian (Optional Position)

It shall be the duty of the Historian to record, photograph, or collect photographs, and keep an updated record of school events, happenings, and activities.

Section 10:

Every member of the Executive Board, except the Treasurer, must chair at least one committee during the school year and also one for the Spring Fair. The Treasurer can co-chair committees. (Rev. 9/12) **Every member of the Executive board, except the Treasurer, must chair at least one**

committee or co-chair two committees during the school year. The Treasurer can co-chair committees. (Rev 02/24)

Article VIII – Meetings

- 1) Dates and times of regular meetings of the organization shall be determined annually by the Principal and the Executive Board.
- 2) The President or the Principal may call special meetings of this organization.
- 3) The annual election shall be held in May. (Rev. 9/08)
- 4) General meetings shall not last longer than two hours unless two-thirds of the members present vote to continue beyond that time.

Article IX: Executive Board

- 1) The Executive Board shall consist of the officers of the organization and the Principal of the school.
- 2) The Executive Board shall manage the affairs, activities and operations for the organization. The duties of the Executive Board shall be, but are not limited to establishing the annual PTO budget and attending Executive meetings.
- 3) Each authorized position on the Executive Board shall be entitled to one vote whenever votes are cast.

Article X: Agenda (Rev. 9/12)

Meetings of this organization shall be in the following order:

- a. Welcome and Roundtable Introductions
- b. Principal Report
- c. Teacher Report
- d. Parent Q & A
- e. President Report
- f. Treasurer Report
- g. Committee Reports
- h. Business
- i. Adjournment