WALNUT HILLS P.T.O. BY-LAWS

ARTICLE I - NAME

The name of this organization shall be Walnut Hills Parent-Teacher Organization.

ARTICLE II - PURPOSE

To bring the home and school into a closer relationship so that parents, teachers, and support staff may cooperate intelligently in the training of the child so that each child may have the highest advantages in physical, mental, and social education.

We will work together toward unity and friendship within the entire school setting.

ARTICLE II (A)

Mission statement: To promote Respect, Cooperation, and Academics.

ARTICLE III - BASIC POLICIES

Section 1. The purpose of the P.T.O. shall be promoted through an educational program directed toward students, parents, teachers, and the general public. The P.T.O. shall be developed through projects and meetings.

Section 2. The P.T.O. shall be non-commercial, non-sectarian, and non-partisan.

ARTICLE IV - MEMBERSHIP

Section 1. Any person interested in the objectives of the P.T.O. who is willing to uphold its policies may become a member. Members may be accepted at any time.

ARTICLE V - OFFICERS AND THEIR ELECTIONS

Section 1.
A. The officers of this organization shall be a president, a vice-president, a secretary, a treasurer, a principal, 2 teacher representatives, and 1 parent representative.
B. Officers shall be elected in the month of May, beginning in May of the current year. However, if there is but one candidate for any office, it shall be in order to move that the candidate be elected.
C. Newly elected officers shall assume their official duties on June 10th; and shall remain in office until their successors assume that office, beginning on June 10th the following year.
D. A candidate must be present to be elected or send a letter of willingness to
to serve to the P.T.O. or give notice to the president to have his/her name added to
the election ballot.

Section 2. A vacancy occurring in any office shall be filled for the unexpired term
by a majority vote of the executive board. In case of the presidency being vacant,
the vice-president will fill the office until the president returns or the next election.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The president shall:
A. Preside at all meetings of the P.T.O. and of the executive board.
B. Be an ex-officio member of all committees.
C. Perform the duties of these bylaws and any other duties designated by the
executive board.
D. Coordinate the work of the officers, coordinators, and committees in order
that the objectives may be promoted.

Section 2. The vice-president shall:
A. Act as an aide to the president, and shall perform the duties of the president
in his/her absence or disability.
B. Perform the duties of these bylaws and any other duties designated by the
executive board.

Section 3. The secretary shall:
A. Keep an accurate record of all meetings of the P.T.O. and executive board
meetings, with copies to be distributed to all members of the executive board
and the principal.
B. Handle all correspondence such as: sending sympathy cards, thank-you cards,
and letters, etc.
C. Present all P.T.O. approved announcements that are to be published to the
D. Perform the duties of these bylaws and any other duties designated by the
executive board.

Section 4. The treasurer shall:
A. Receive all monies of the P.T.O.
B. Keep accurate records of receipts and expenditures.
C. Make disbursements in accordance with the approved budget as authorized
by the executive board. All purchases over $50.00 shall have executive board
approval. All disbursements must be co-signed by two officers in the following
order: Treasurer, President, Principal.
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D. Present a written treasurer’s report at every meeting and at other times when requested by the executive board.
E. Submit a written financial statement at the annual meeting in September at “Meet the Teachers Night”.
F. Be responsible for maintaining a petty-cash fund at a level of $50.00. All disbursements must be replaced by a receipt.
G. Perform the duties of these bylaws and any other duties designed by the executive board.

Section 5. The school Principal shall:
A. Attend executive meetings.
B. Keep the P.T.O. informed concerning the policies of the school system.
C. Give information to the executive board pertaining to special needs of the school.

Section 6. The Teacher Representative shall:
A. He/She shall keep the officers informed as to activities, projects, and needs of the teachers and support staff; as well as dates of school events and pertinent information.

Section 7. The Parent Representative shall:
A. Attend executive meetings.
B. Keep the P.T.O. informed of special concerns, or ideas from parents or the general public.

Section 8. Special committees may be formed by the executive board or by the president when necessary.

Section 9. Special committees automatically cease to exist when their project is finished. A final report must be filed within two weeks of the committees completion of their work.

Section 10. All officers shall deliver to their successors all official material within a reasonable amount of time after June 1st, but before August 1st.

ARTICLE VII - MEETINGS

Section 1.
A. Regular meetings of the P.T.O. shall be held twice a month consisting of 1 open meeting with the first 15 minutes being held for the general public, and 1 closed meeting being held with the executive board.
B. Regular meetings of the executive board shall be held monthly during the
school year; the time will be set by the board at its first meeting of the school year.
C. The annual meeting shall be held in September unless a special meeting is called.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the P.T.O.

Section 2. The duties of the executive board shall be:
A. To transact necessary business of the P.T.O.
B. To create committees as needed.
C. To approve plans of committees.
D. To present a report at regular P.T.O. meetings.

Section 3. Decisions made at any regular P.T.O. meeting cannot be changed without a majority vote of the P.T.O.

ARTICLE IX - FINANCE

Section 1. The treasurer shall collect and be responsible and accountable for all monies with help if needed by the executive board.

Section 2. All funds shall be disbursed by check except expenditures out of the petty cash fund.

Section 3. A complete set of records shall be maintained. A complete treasurer’s report shall be given at each meeting.

Section 4. A final, written financial statement of the P.T.O. finances shall be made at the end of the school year. A written copy shall be available in the school office by the last day of the school year.

ARTICLE X - MISCELLANEOUS

Section 1. Room parties:
A. There shall be room parties for Halloween, Christmas, and Valentine’s Day. The day and time shall be set by the principal.

Section 2. All Walnut Hills P.T.O. mail shall be addressed to Walnut Hills Elementary School, 712 North Walnut Street, Greenville, Mi 48838.
Section 3. The bylaws of the Walnut Hills P.T.O. cannot be changed or amended without a majority vote of the executive board and a majority vote of the P.T.O.

Section 4. In the event of the dissolution of the organization, its assets shall revert to Walnut Hills Elementary School; and such assets shall be distributed at the principal's discretion.

ARTICLE XI - FISCAL YEAR

The fiscal year of the organization shall begin on July 1st and end on the following June 30th.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of order, Newly Revised, shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Revised 09/24/2002