

# Bylaws of Huron High School PTSO

## ARTICLE I – NAME, DESCRIPTION & PURPOSE

**Section 1: NAME** – The name of the organization shall be the Huron High School Parent Teacher Student Organization, Inc. (Huron PTSO). The Huron PTSO is located at Huron High School, 2727 Fuller Rd., Ann Arbor, Michigan 48105.

**Section 2: DESCRIPTION** – The Huron PTSO 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 Huron PTSO is to enhance and support the educational experience at Huron High School; to promote collaboration, communication, and unity between the parents, the students, the school, and the community at large; and to support the activities and programs of Huron High School through volunteer and financial support.

## ARTICLE II – MEMBERSHIP and DUES

**Section 1: MEMBERSHIP** – Membership is automatically granted to all parents, guardians of currently enrolled students, teachers, one student representative, and staff of Huron High School students. All members have the right to attend, speak, and vote at all Huron PTSO general meetings. Huron High School students may attend and speak at general meetings but are considered non-voting members except for one student representative to be selected annually by the board.

**Section 2: DUES** – Dues or donation amounts will be determined by the current Board of Directors.

## 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, or disability.

## ARTICLE IV – OFFICERS

**Section 1: BOARD OF DIRECTORS** – The Board of Directors (Board) shall consist of at least five (5) members of the Huron PTSO and include the President and/or co-President, Vice President, Secretary, Treasurer and/or Financial Secretary, and Huron Principal (or his/her designee). The President, Vice President, 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 PTSO voting members.

**Section 2: NOMINATIONS AND ELECTIONS** – Election of officers shall take place at the May meeting. Nominations will be accepted up to and including at the May meeting. The election of the slate, if non-contested, may be by voice vote or a show of hands. Any contested election shall be by written ballot; those persons elected by a 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.

**Section 4: QUALIFICATIONS** – All parents, guardians, teachers, and staff of Huron High School students, as well as parents and guardians of students in the 8th grade (incoming Huron 9th grade class) at a Huron feeder middle school, may run for a Huron PTSO office.

#### **Section 5: DUTIES**

Board of Directors - The business and affairs of the Huron PTSO 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 to conduct the work of the PTSO, and establish fundraising and other programs. The Board shall approve all expenses and funds requests.

President – The President shall preside at PTSO Board and general meetings, prepare agendas for PTSO meetings, serve as the official representative of the PTSO 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 PTSO, sign contracts on the organization's behalf, and perform other such duties as may be necessary that are consistent with these by-laws and the PTSO's Articles of Incorporation.

Vice President – 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 PTSO 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 PTSO's 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.

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 on a monthly basis 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.

**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 a majority vote of the Board.

**Section 7: VACANCY** – If a vacancy occurs on the Board, the President or Vice President shall appoint a PTSO 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.

## **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 PTSO.

**Section 2: PTSO GENERAL MEETINGS** – PTSO 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 a PTSO 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 Huron PTSO 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 PTSO constitute quorum for PTSO general meetings.

## **ARTICLE VI – 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 PTSO member at a PTSO general or Board meeting and shall be considered for voting at a subsequent Board meeting.

## **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the Huron PTSO, any assets remaining after payment of all debts and liabilities of this

organization shall be donated to Huron High School.

### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

### **ARTICLE IX - FISCAL POLICY**

The fiscal policy document for the organization shall be the "Huron PTSO 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.

**These bylaws were adopted on 04/08/2013**