

**WILLOW WOODS ELEMENTARY SCHOOL
PARENT-TEACHER COMMUNITY ORGANIZATION BYLAWS**

The articles herein described shall be the governing rules and regulations of this organization and shall be referred to as the Bylaws of the Parent-Teacher Community Organization of Willow Woods Elementary School. This organization shall be non-commercial, non-sectarian, non-partisan, nonpolitical and organized solely to promote a better understanding and provide a closer working relationship between school and home. The Willow Woods PTCO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE I - MEMBERSHIP

Section 1: All adults within the attendance area as defined by the Warren Consolidated School system, all parents and guardians of students registered at Willow Woods Elementary School, the teaching staff and the principal are eligible for membership.

Section 2: Membership for the school year will be from September through June. One must be a member in good standing to be eligible to vote.

ARTICLE II - GENERAL MEETINGS

Section 1: General meetings shall mean meetings held for the PTCO membership as a whole.

Section 2: There shall be no fewer than four general meetings per membership year. The first general meeting of each membership year shall be no later than September. The last shall be no later than June for election of officers.

Section 3: Five members shall constitute a quorum for the transaction of business at any general meeting of this organization.

ARTICLE III - OFFICERS

Section 1: The Executive Board will consist of the President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2: Any three members of the Executive Board shall have the authority to approve an expenditure up to \$200.00 without approval of the membership.

Section 3: The principal will be an honorary member of the board.

Section 4: The President's voting power will be restricted to tie breaking votes. The President shall appoint chairpersons to standing committees.

ARTICLE IV - ELECTIONS

Section 1: Elections for positions on the Executive Board shall be held every year at the April meeting, to fill positions for the following school year. Any person seeking the position of President of the Executive Board must have held a seat on the Executive Board at some time in the past, or receive unanimous nomination by the current Executive Board.

Section 2: The following duties and procedures shall guide the election process:

1. An announcement of the election and a description of officer positions will be sent home in March.
2. Nominations will be accepted from the floor at the April meeting. Individuals nominated from the floor must be present to accept or decline the nomination. If a nominee is unable to attend, he or she may appoint a representative to accept or decline on his or her behalf.
3. If more than one person is nominated for a position, paper ballots will be prepared to assure confidentiality in the voting process. If only one person is nominated for a position, balloting may be done by a show of hands.
4. Officers shall serve for a term of one year, and shall not be eligible for the same office for more than two consecutive terms. In the event that there are no eligible persons willing to fill an available position, current officers may be elected to additional terms to prevent the dissolution of the organization.
5. The new Executive Board will officially assume their duties as of July 1st.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1: The PRESIDENT shall preside at all meetings of the organization and of the Executive Board; shall be an honorary member of any committee; and shall perform such other duties as may be prescribed in these bylaws.

Section 2: The VICE-PRESIDENT shall act as an aide to the President, and in the absence of the President, he/she shall perform the President's duties.

Section 3: The RECORDING SECRETARY shall keep minutes of all meetings and submit a copy to the President; keep on file all records and papers; and prepare copies of the minutes of each meeting for distribution to the membership at the next meeting.

Section 4: The CORRESPONDING SECRETARY shall conduct all correspondence of this organization and send out all notices.

Section 5: The TREASURER shall receive all moneys of the organization. He/she shall be bonded. He/she shall keep an itemized account of all receipts and disbursements and present it at each general meeting. The treasurer may make disbursements in the manner most convenient to him as long as invoices are signed by another member of the Executive Board, preferably the President. Signature cards naming the President, Vice-President, Secretary, and Treasurer shall be on file at the bank. Two signatures shall be required for issuing of all checks.

Section 6: All records and other property belonging to the organization shall be turned over to the new officers at the beginning of their term.

Section 7: Executive Board meetings shall be held as needed during the school year. Three members shall constitute a quorum.

ARTICLE VI - RESPONSIBILITIES AND RIGHTS OF MEMBERSHIP AT GENERAL MEETINGS

Section 1:

1. Address the chair before speaking, and always address your remarks to the chair.
2. Abstain from personalities in debate.
3. Avoid speaking upon any matter until it is properly brought before the assembly.
4. Keep upon the question pending.
5. Yield the floor to call to order.
6. Avoid disturbing in any way the speakers of the assembly.

Section 2: Rights

1. To offer any motion or resolution to the assembly.
2. To explain or discuss the motion or any matter properly put before the assembly.
3. To call to order if necessary.
4. To appeal from the decision of the chair to that of the assembly.

ARTICLE VII - PURCHASES FOR USE OF SCHOOL

Any items or materials purchased for Willow Woods Elementary School shall become the property of the Warren Consolidated School District.

ARTICLE VIII - STANDING COMMITTEES

Section 1: Standing committee chairpersons will be appointed for one year terms by the President, with approval of the Executive Board. Chairpersons of the committees shall present

plans of work for Executive Board approval. Committee representatives shall give progress reports at each meeting as needed.

Standing rules for all chairpersons:

1. Shall remain within budget guidelines set by the Executive Board.
2. Shall submit proof of purchase to the Treasurer for any bills.
3. Shall publicize the event and solicit volunteers via fliers going home with students.
4. Shall report progress at monthly meetings and answer questions by the general membership.
5. Shall organize committee meetings.
6. Shall return written documentation to the board at the meeting following the particular event.

Volunteers:

1. Shall attend any necessary committee meetings set by the chairperson.
2. Shall be contacted in a timely manner to help with the event.

ARTICLE IX - COMPENSATION OF MEMBERS

Section 1: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

ARTICLE X - PROHIBITED ACTIVITIES

Section 1: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or the corresponding section of an future federal tax code.

ARTICLE XI- DISSOLUTION OF ORGANIZATION

If it ever becomes impossible to fill all the positions on the Executive Board during the June election, then the matter shall be suspended for the summer. If, after a new election is held at

the first meeting in September, it is still not possible to fill the positions on the Executive Board then the Willow Woods Elementary School Parent-Teacher Community Organization shall be dissolved.

In the event of dissolution, all properties and funds belonging to the organization shall become the property of Willow Woods Elementary School. Should Willow Woods Elementary School no longer exist, assets shall be distributed in an appropriate manner among the schools that Willow Woods students will attend after the closure of Willow Woods. If this means of distribution is not feasible, then assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Macomb County, Michigan, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII- NON PROFIT STANDING OF PTCO

The Willow Woods PTCO shall remain nonprofit in perpetuity.

These revised bylaws were officially adopted by a vote of the general membership on May 8, 2007 as witnessed by the undersigned:

Terri Nowosad, President

Anne Holtvluwer, Vice-President

Linda Hoisington, Treasurer

Anne Barker, Recording Secretary

Michele Blain, Corresponding Secretary