

**Houghton Portage Township District  
Houghton Elementary School Parent Teacher Organization Bylaws  
Revised February 2021**

The Houghton Portage Township Elementary School Parent Teacher Organization (PTO) is an equal opportunity 501(c)(3) non-profit organization.

**Mission**

To strengthen our children's education and development through the collaborative effort of parents, teachers, and administrators with parent involvement and financial support.

**Objectives**

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teachers, administrators, community and elected school officials.
3. To promote volunteer opportunities and resources for the school.
4. To promote educational and informative programs.
5. To raise funds as required to provide for all the above objectives.

**Executive Board**

1. The Executive Board shall consist of the PTO Officers, an optional Teacher Representative, the Principal, and the Chairs of each standing committee.
2. The Executive Board shall approve and schedule all PTO programs and activities.
3. The Executive Board shall review the Bylaws annually and ensure the adherence of the organization to the Bylaws.

**Officers and Elections**

1. The officers of the PTO shall be a President (or Co-Presidents), Vice-President, Secretary, Treasurer, and Promotions.
2. Officers shall be elected by the Executive Board and parents and teachers attending the business meeting in April.
3. No person shall serve more than two consecutive terms in the same office. In the event of a vacant office, an officer may continue in an interim capacity until the position is filled.

**Duties of the Officers**

1. The President (or Co-Presidents) shall schedule and preside at all business meetings of the PTO. The President will determine the need for standing PTO committees and will ensure appointments of chairs for the committees. The President will monitor the progress of the committees and have reports available for the PTO business meetings. The President will adhere to the bylaws of the organization. The President will oversee the PTO Facebook Page, the District Website PTO Page, and the monthly school newsletter content.
2. The Vice-President shall perform the duties of the President in the event of the President's absence. The Vice-President shall also perform such other duties as assigned by the President of Executive Board of the PTO.

3. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board, and conduct the correspondence delegated to the Secretary. The Secretary is custodian of all communications, documents and papers belonging to the organization. The Secretary ensures that all Executive Members receive the most recent copy of the bylaws. The Secretary will provide a list of the Executive Board with phone numbers/addresses to each member of the Executive Board and to the school office.
4. The Treasurer shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board; and shall present a statement of account at every meeting of the PTO. The Treasurer will pay the annual MI Licensing & Regulations Department Fee as well as file a 990-n tax form by October 1 for the fiscal year that ended June 30 of that same year. The Treasurer is responsible for the Amazon Smile account.
5. The Promotions officer shall create and execute communications as needed via Facebook, List Serve, and fliers. The Promotions officer will annually review the PTO page on the school district website and provide updates to the school office as needed. Additionally, the Promotions officer shall periodically change the PTO Bulletin Board content and may work with the Spirit Wear chairperson to design new product graphics.

### **Standing Committees**

Standing Committees shall be created by the Executive Board as may be required to promote the objectives and plan the activities of the PTO. Chairs of the committees are appointed by the President of the PTO. Annual positions include but are not limited to Spirit Wear, Book Fair, Giving Tree, Teacher Boosters, Track Friday, Restaurant/online Give Backs, Carnival/Dance events, and Teacher Appreciation Week.

### **Meetings**

1. All business meetings of the PTO shall be open to the public. Meetings may be in-person or held virtually.
2. The public should be encouraged to attend and contribute ideas, make motions, and debate issues.
3. Voting shall be limited to the Executive Board and to those who have attended the previous meeting. Eligibility for the vote will be announced prior to voting on any amendment. Eligibility can be verified by review of attendance records.
4. A quorum shall be required for approval of proposed funding which exceeds \$250. A quorum shall consist of at least 5 (five) voting members, 3 (three) of which are Executive Board members. In the event that there is not a quorum and a vote must be taken, the vote will be postponed.

### **Membership**

All parents, guardians, teachers and administrative staff of the Houghton Elementary School are eligible for "membership" in the PTO. There is no application, form, or fees associated with PTO participation.

### **Amendments to the Bylaws**

A committee may be appointed by the Executive Board to submit revisions to these bylaws which must be passed by a majority vote of the Executive Board.