

Lawton Elementary School
Parent-Teacher Organization
Constitution

Article I.

NAME

The name of this organization shall be the Lawton Elementary School Parent-Teacher Organization (referred to hereinafter as “PTO” or “the Organization”).

Article II.

PURPOSE

A. Cooperation Among Parents and Teachers. The purpose of this Organization shall be to provide for the close cooperation between parents and teachers:

1. In facilitating the educational process at Lawton Elementary School and in studying the problems of educating all children in the Ann Arbor School District.
2. In presenting the educational needs of Lawton Elementary School to the community at large.
3. In engaging in appropriate action on school issues in the community at large.
4. In providing forums and opportunities for communication among parents, teachers, school building administration, school district administration and the community at large.

B. Non-Political Purposes. 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 any political campaign on behalf of any candidate for public office. Individual members and officers of the Organization may participate in campaigns and endorse candidates, provided that they do not purport to represent the Organization in doing so.

C. Educational Purposes. The PTO is organized exclusively for educational and charitable purposes. Notwithstanding any other provisions of these articles, the Organization shall not carry on any activities not permitted to be carried on (a) by an association exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

D. Not for Profit. The Lawton PTO shall be established in perpetuity as a non-profit organization described under Section 501(c) (3) of the Internal Revenue Code to support the educational and charitable purposes of Lawton Elementary School.

Article III.

MEMBERSHIP

The parents and/or guardians of all children in attendance at Lawton Elementary School, and all teachers and officials of the school, shall be members of this Organization. Members have the right to vote on the election of officers, amendments to this Constitution, approval of minutes, approval of the budget, and any matter that may be presented by the President or the Executive Board for a vote of the membership. Each member has one vote. Members also have the right to attend and speak at PTO meetings. Only persons who are members of the Lawton PTO may serve as PTO officers.

Article IV.

NON-DISCRIMINATION

The PTO shall not discriminate on the basis of race, color, gender, religion, creed, political beliefs, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

Article V.

DUES

No dues shall be required. However, the Executive Board shall have authority to ask for a nominal donation by the members to support the Organization. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Article VI.

MEETINGS

A. General Membership Meetings. A minimum of four (4) meetings of the entire membership per year shall be held. In addition, programs on grade and/or interest levels may be held. Notice of the meeting shall be given to the membership at least three days in advance.

B. Special Meetings. The PTO Executive Board shall call a special meeting when so requested in writing by at least 10 members. Notice of the meeting shall be given to the membership at least five days in advance. The special meeting shall address only the issue(s) presented in the notice.

C. Executive Board Meetings. The Executive Board shall convene at the call of the President(s) or of any two of its members. A quorum shall consist of 50% of its members.

D. Conduct of Meetings. The President(s) shall chair the meetings. If the President(s) is absent from a meeting, the meeting shall be chaired by the President-Elect. If neither the President(s) nor the President-Elect is present, the meeting shall be chaired by the Recording Secretary. Disputed points of parliamentary procedure shall be governed by the Robert's Rules of Order.

E. Motions from the Floor. Motions from the floor may be made by any member at a general membership meeting. The President(s) may, in his or her discretion, allow discussion of the matter at that meeting or defer it for a subsequent meeting. If a vote of the PTO Executive Board or the membership is required, the vote may be taken at that meeting or deferred until a subsequent meeting.

F. Quorums. At a general PTO membership meeting, those members present shall constitute a quorum, provided a written announcement of said meeting has been distributed to the general membership in accordance with Article VI. (A).

Article VII.

PTO EXECUTIVE BOARD

A. PTO Executive Board. The PTO Executive Board shall consist of the President, President-Elect (or Co-President), Recording Secretary, Reporting Secretary, Accounts Payable Treasurer, Accounts Receivable Treasurer, up to two Members at Large and up to two Lawton Teachers. The offices of President and President-Elect may each be filled by a two-person team. The Executive Board shall be empowered to act on behalf of the PTO between meetings of the PTO except that it cannot reverse an action taken by the PTO. It shall otherwise transact all business and act in emergencies for the PTO.

Article VIII.

ELECTED PTO OFFICERS AND APPOINTED PTO POSITIONS

A. Elected PTO Officers. The elected officers of the Lawton Elementary School PTO shall be the President, President-Elect, Recording Secretary, Reporting Secretary, Accounts Payable Treasurer, Accounts Receivable Treasurer, up to two Members at Large, and up to two Lawton Teachers. These officers constitute the PTO Executive Board. The offices of President and President-Elect may each be filled by a two-person team.

B. Appointed PTO Positions. The President(s), in consultation with the Executive Board, shall establish committees and appoint coordinators as needed. The President(s) shall make chairperson appointments to said committees. Membership on all committees shall be open to any member of the organization.

Article X.

DUTIES AND TERMS OF OFFICE

A. Starting and Ending Dates. The PTO Executive Board shall serve from September 1 to August 31, or until qualified successors have been chosen.

B. Term Durations--PTO Officers. Each PTO officer has a term of one year, except as follows: (i) the President-Elect shall serve one year as President-Elect and the following year as President. Terms are unlimited, but the officer must be elected each term.

C. Duties of Elected PTO Officers.

- 1. President or Co-Presidents:** The President shall preside over all general and special meetings of the Lawton Elementary School Parent-Teacher Organization, and the PTO Executive Board. The President will call all such meetings, create agendas and initiate a vote when needed. The President shall appoint special committees deemed necessary by the PTO Executive Board and will serve as ex-officio member of all

committees. The President or Co-Presidents shall schedule a minimum of three (3) meetings per school year with the Principal and/or Assistant Principal to discuss school needs and/or issues that fall within the umbrella of the PTO.

2. **President-Elect or Co-Presidents-Elect:** The President-Elect is voted in to assume the office of President the year following. The President-Elect shall serve as presiding officer at any PTO meetings the President is unable to attend. The President-Elect shall work closely with the President to carry out the duties of that office.
3. **Recording Secretary:** The Recording Secretary shall keep minutes of meetings and conduct any necessary correspondence. The Recording Secretary shall be the custodian of all past non-financial records of the PTO.
4. **Reporting Secretary:** The Reporting Secretary shall inform the general membership of PTO activities and meetings.
5. **Treasurer, Accounts Payable (A/P):** The Accounts Payable Treasurer shall have custody of all funds, maintain a financial record, and report the financial position at PTO meetings. The A/P Treasurer shall pay bills and expend funds only as specified within an approved Budget. The A/P Treasurer shall submit all necessary tax forms. The A/P Treasurer shall be the custodian of all past financial records.
6. **Treasurer, Accounts Receivable (A/R):** The Accounts Receivable Treasurer shall collect PTO funds, deposit funds into the PTO bank account and report deposit information to the A/P Treasurer.
7. **Members at Large:** Duties for Members at Large shall be assigned by the Executive Board according to need.
8. **Teacher Representatives:** Up to two Lawton teachers represent the voice of the larger PTO teaching community.

D. Duties of Appointed PTO Positions.

1. PTO committee chairpersons and PTO coordinators shall act within their areas of responsibility in accordance with the directions and guidelines given by the PTO and the PTO President(s).

Article XI.

OFFICIAL REPRESENTATIVES

Official representatives of the Lawton PTO to outside organizations are expected to represent only the Lawton PTO at the meetings they attend and to report back regularly to the PTO Executive Board and/or general membership.

Article XII.

ELECTIONS

A. Eligibility. Eligibility for service as an officer shall be open to any parent or guardian of a current Lawton student; except for the Teacher Representative, who should be an active Lawton teacher..

B. Timing. The election of PTO Officers shall take place at the final general membership meeting of the year. Elections for any open positions that remain will take place during the next general membership meeting.

C. Majority Vote. A simple majority of the votes cast shall be sufficient for election.

D. Procedure. The Executive Board may determine the procedure for conducting elections, within the following limitations: (1) the results of the election shall be determined and announced at the meeting during which the election was held; and (2) any person who timely states a desire to run for an office shall be

entitled to run. The Executive Board may determine, at its discretion, whether voting will be oral, by show of hands, by written ballot, or by some other appropriate method.

E. Vacancies Between Elections. Vacancies can occur when (1) an officer or representative resigns; (2) an officer or representative ceases to have a child enrolled at Lawton; or (3) an officer or representative is removed under subsection (F) below. When vacancies among the elected PTO officers occur between elections, replacements will be elected by the PTO Executive Board to serve the balance of the term.

F. Involuntary Removal From Office. The PTO membership may remove from office any elected officer who is unwilling or unable to attend to the duties of his or her office, or has committed an illegal act in the performance of the official duties. A majority vote of the general membership shall be required in order to remove a PTO-elected officer. Such a vote may take place upon a motion of the Executive Board or at a special meeting called for that purpose pursuant to Article VI(B). Prior to such a vote, the Executive Board shall investigate the situation and submit a report to the membership.

Article XIII.

NOMINATING COMMITTEE

The PTO Executive Board shall serve as the Nominating Committee. The Committee shall present a ballot of candidates for elective office to be included with the notice of the meeting sent to the membership at least three days before the meeting. The ballot shall consist of all persons who have been nominated by the Nominating Committee, together with any other PTO members who have asked to be included on the ballot as candidates. Prior to the voting, the Nominating Committee shall inform each candidate of the responsibilities of the office for which the candidate is running.

Article XIV.

ADOPTION

This constitution shall go into effect when approved by a two-thirds majority of the members present at a general PTO meeting.

Article XV.

AMENDMENTS

Amendments to this constitution shall require a two-thirds vote of the members present at a general PTO meeting. The membership of the PTO shall be notified of such a meeting and proposed changes to this constitution at least three days in advance of said meeting.

Article XVI.

INDEMNIFICATION

The PTO indemnifies all officers, volunteers, and others serving at their behest for any personal or other liability arising from their good-faith acts that arise within the scope (or what is erroneously but reasonably believed to be within the scope) of their duties to the PTO to the maximum extent permitted by law, including the law required to keep the PTO's tax-exempt status, provided such acts are not intentionally wrongful or reckless.

Article XVII.

DISSOLUTION

Upon the dissolution of the Organization, the PTO Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Organization, dispose of all of the assets of the Organization exclusively for charitable or educational purposes. The assets remaining shall be transferred to one or more organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).