

South Lyon East PTSO

By-Laws

The Parent Teacher Student Organization of South Lyon East High School

ARTICLE I

Name

The name of this Organization shall be the Parent Teacher Student Organization of South Lyon East High School. (Hereafter referred to as PTSO and SLEHS.)

ARTICLE II

Purpose

The SLEHS PTSO is a non-profit organization whose members are the students, parents and legal guardians and staff of South Lyon East High School. The mission of the PTSO is to create a strong relationship between home and school. The PTSO sponsors assistance to teachers in the classroom setting, raises funds for supplemental educational materials, and supports school and family social interaction and provides a forum for sharing information on issues that impact our students.

ARTICLE III

Administrative Policies

Section 1: Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest for any purpose other than the regular work or activities of the organization.

Section 2: The organization may cooperate with other organizations on matters considered to be in the best interest of students.

Section 3: The funds and resources of the organization shall not be appropriated or expended for purposes other than the work and activities of the organization.

Section 4: In the event of the dissolution of the organization, the assets of the organization shall be distributed by the Executive Board to one or more of the exempt purposes specified in Section 501(c) 3 of the Internal Revenue Code of 1954 as from time to time amended.

Section 5: The fiscal year for the organization will be from July 1 to June 30.

ARTICLE IV **Membership**

All parents and guardians whose student(s) are attending this school as well as the students themselves and the faculty and the staff of SLEHS are members of the PTSO

ARTICLE V **The Executive Board, PTSO Board and Standing Committees**

Section 1: The Executive Board shall consist of the elected officers of the organization. These will be President, Vice-President, Secretary, Treasurer and Public Relations Officer.

Section 2: The PTSO Board shall consist of the Executive Board, representatives of each standing committee, the high school principal, a staff representative and a student representative.

Section 3: Standing committees include, but are not limited to, the following: a Student Council Representative, a CHEERS Representative, a SIP Representative, a Cougar Activity Night Representative, a Homecoming-BBQ Representative, and a Cougar Closet Representative.

ARTICLE VI **Elections and Voting**

Section 1: a) The Nominating Committee shall be chaired by the Vice President and include the President and two other board members.

b) The Nominating Committee shall nominate one or more eligible persons for each office to be filled, and report its nominees (taken from the membership at large) at the regular meeting in April, at which time additional nominations may be made from the floor.

c) Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 2: Voting will be by secret ballot; ballots will be counted by a parent and a staff representative; and the results will be announced at the end of the May meeting.

Section 3: Elected officers will serve a one year term and may not serve in that position for more than 2 years, except in the event that no one is nominated or comes forward to fill such position.

ARTICLE VII

Duties of the Officers, Executive Board and PTSO

Section 1: The President shall preside over all general and special meetings of the Executive Board and PTSO Board, shall prepare an agenda for all meetings, shall be the ex-officio member of all committees, shall be a member of the nominating committee, and shall in the absence of the treasurer pay all bills.

Section 2: The Vice President shall act as an aide to the President, shall preside in the absence of the President, and shall be the chairperson of the nominating committee.

Section 3: The Secretary shall keep an accurate record of all board meetings, shall disseminate the minutes within one week, shall be responsible for all the official correspondence of the PTSO and shall prepare and disseminate a current listing of all PTSO Board members, including name, address, phone and e-mail addresses.

Section 4: The Treasurer shall receive all moneys of the organization, including the Cougar Closet, depositing same in a depository selected by the officers, shall keep an accurate record of receipts and expenditures, shall pay out funds only in accordance with the budget authorized by the PTSO Board, and shall distribute a written financial statement at every meeting of the organization. The books of the Treasurer shall be closed annually on June 30. The annual financial report shall be available to the membership by July 31 of the same year. This report shall be 501 c (3) compliant.

Section 5: The Public Relations Officer shall keep the lines of communication open between the PTSO and other school organizations, shall publicize and promote all events that are sponsored by the SLEHS PTSO and perform other delegated duties as assigned.

Section 6: The PTSO Executive Board shall plan and approve overall programs for the year according to the purpose of the organization and shall appoint committees necessary to accomplish the organization's work.

Section 7: Any time money is to be spent by the PTSO, approval of the expense must be made by a vote at the regular meeting, or by a quorum consisting of 3 of the Executive Board members, if the expense occurs between meetings. In the event money is needed for a PTSO activity between meetings, a maximum of \$100 may be approved by the quorum. Expenses amounting to more than this amount will have to be tabled until the next regular meeting for approval.

Section 8: The Executive Board shall review the by-laws annually.

ARTICLE VIII **Cougar Closet**

The Cougar Closet is a spirit wear store located in the South Lyon East High School that is administered by the PTSO. The function of the store is to promote school spirit through the sale of clothing and other articles bearing the high school name while being a fundraising arm of the PTSO.

Section 1: The Cougar Closet shall have a PTSO appointed committee made up of at least the Treasurer of the PTSO and one other Executive Board member. This committee is responsible for the ordering of merchandise, as well as setting prices, maintaining inventory records, staffing and store operations during business hours.

Section 2: All expenditures for the store over \$100.00 need to be approved by the Treasurer, plus two other Executive Board members.

Section 3: All profits earned by the store will be retained in the PTSO bank account. The Executive Board will retain the right to decide how to spend such profits in carrying out the mission of the PTSO, as outlined in Article I of this document.

ARTICLE IX **Vacancies, Resignations, Dismissals**

Section 1: If a vacancy occurs in any office except the President, the following will occur: The President, Vice President and Principal shall appoint someone to fill the vacancy until the end of the year. At the next membership meeting this person shall be voted into office by a majority vote. If no one is available to fill the vacancy, the Executive Board will share the duties.

Section 2: If a vacancy occurs in the office of President the Vice President will assume the duties of President until one of the following options is chosen:

a) The Vice President may choose to assume the roles, functions and duties until the end of the school year, with the approval of the Principal. The Executive Board will vote to approve this option by a majority;

b) The Vice President and Principal will find a qualified candidate to present to the next membership meeting;

c) If neither of the above option is chosen, the duties of the President will be shared by the remaining officers.

Section 3: An officer shall be dismissed for, but not limited to, gross misconduct, negligence, sexual harassment/assault or blatant disregard for SLEHS PTSO or the South Lyon Community School District policies, procedures or bylaws. The allegations must be made to the President and the Principal. Upon review, the President and the Principal will dismiss the officer if proof substantiates dismissal. Substantiation is up to the discretion of the President and Principal.

Section 4: An officer who accepts monies, scholarships, sponsorships for themselves or family members from SLEHS vendors or suppliers shall be dismissed immediately. Any gift given must be brought to the attention of the Executive Board. Some gifts may be used for, but not limited to, Teacher Appreciation, door prizes at general membership meetings, student activities or given to families in need.

ARTICLE X

Meetings and Voting

Section 1: The general meetings of the organization shall be held on 2nd Tuesday of every month from September to May of that school year, at a time decided on by the Executive Board at their first meeting and subject to change at their discretion.

Section 2: A quorum for the organization at general PTSO meetings shall consist of a simple majority of those present, but must include at least two members of the Executive Board. A quorum for the Executive Board shall consist of a simple majority.

Section 3: All parents and legal guardians of SLEHS students and the students themselves are members of the PTSO and are encouraged and welcomed to attend all general PTSO meetings. All attendees are eligible to vote.

ARTICLE XI
Amending the by-laws

Section 1: Any proposed change in these by-laws must be presented to the PTSO Executive Board at least 30 days in advance of a meeting, at which time such change is to be voted on by the PTSO Board.

Section 2: The by-laws may be amended at any regular PTSO Board meeting by a majority vote of the PTSO Board, including officers, committee chairs, principal, staff and student representatives.