

BY-LAWS OF THE THOMAS M. COOLEY PARENT TEACHER ORGANIZATION

TOWNSHIP OF WATERFORD

STATE OF MICHIGAN

COUNTY OF OAKLAND

ADOPTED AUGUST 1, 2003

REVISED August 26, 2019

NAME: The formal name of this organization is the Thomas M. Cooley Parent Teacher Organization. This organization may also be referred to as 'Cooley PTO' hereafter in these by-laws and in all published documentation and financial records.

MISSION: The mission of the Cooley PTO is to strengthen, enhance and encourage educational growth by fostering relationships among the school and its parents, students, staff and community. The Cooley PTO is focused on supporting Thomas M. Cooley Elementary and the school district of Waterford as it relates to inspiring, empowering and educating students through parent and community volunteerism.

VISION: The vision of the Cooley PTO is for all Cooley students to have the tools, resources and opportunities they need to expect excellence from their school, from each other and from themselves.

CULTURAL PRIORITIES: The cultural priorities of the Cooley PTO are:

- To create and maintain a welcoming atmosphere
- To display transparency in our actions
- To provide Cooley students, staff and families with consistent and open communication about PTO activities and events
- To be open-minded and considerate when ideas and concerns are shared
- To encourage and support equal involvement by all Cooley families

VALUES AND ETHICS: Board members governing nonprofit organizations must maintain the highest standards of ethics and personal conduct in order to attain and retain the trust of their members, donors and community. The Board serves as the public face of the organization and its behavior, including the behavior of its individual officers, should therefore be exemplary.

COOLEY PTO BOARD MEMBER CODE OF ETHICS: Executive Board Members of the Cooley PTO shall:

- Represent Cooley's expectation of excellence by consistently acting with integrity and honesty
- Make all organizational decisions in terms of the best interest of Cooley students, families, staff and families
- Maintain a sense of optimism and refrain from negativity when speaking with other members, parents, staff and students
- Advocate for and support Cooley Elementary School and its students, PTO members, staff, families and community
- Never place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties
- Work as a team with their fellow Board members to accomplish mutual goals and objectives
- Be held accountable for their decisions and display transparency in their actions

POLICIES: The Cooley PTO shall be a non-commercial, non-sectarian and non-partisan organization. The organization may cooperate with other organizations and agencies with similar and/or complimentary missions. This organization has been established exclusively for charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt under section 501(c)(3) of the Internal Revenue Code.

PARLIAMENTARY AUTHORITY: Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and in which they are consistent with these by-laws.

MEMBERSHIP: All persons affiliated with Thomas M. Cooley Elementary School that are willing to uphold its policies and subscribe to its by-laws may become a member by completing a membership form. Membership is to be renewed each academic year. Membership is open throughout the duration of the academic year.

OFFICERS: The officers of this organization shall be a President of Finance, President of Cooley Relations, Vice-President of Finance, Vice-President of Cooley Relations, Recording Secretary, Corresponding Secretary, Treasurer, two Fundraising Coordinators, the school's Principal and at least one Teacher Representative.

ELECTION OF OFFICERS: Officers will be elected by ballot annually in the month of April. However, if there is only one candidate for any office, the election may be made by voice vote. All officers with the exception of the Principal and Teacher Representative(s) are installed by membership vote. Officers shall assume their duties at the close of the regular meeting in May. They shall serve for a term of one year and remain in office until their successors are installed. No person shall serve more than two consecutive terms in the same office.

Nominations for officers shall be made by a nominations committee consisting of at least three members, appointed by the Executive Board, with at least one being from the Executive Board, at least one month prior to the election of officers. This committee shall report at the election meeting the name of one or more nominees for each office to be filled. Following the report of the committee on nominations, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination, either by committee or from the floor.

A vacancy occurring in an office shall be filled by at least a 2/3 vote of the remaining members of the Executive Board. Any board member who chooses to resign from office prior to the completion of their term must do so by submitting a written resignation to the President. If the President chooses to resign, they shall submit a written resignation to the Principal and the Vice President(s). In this case, Vice President #1 would become the organization's new acting President until the next election cycle.

MEETINGS: Regular meetings of the organization shall be held monthly during the academic year from September through May, with the exception of December, unless otherwise directed by the organization or the Executive Board. Board meetings shall be held once monthly prior to the general meetings, unless otherwise decided upon by the Board. General meetings of the Cooley PTO shall be open to the public, but the privilege of holding office and voting shall be limited to members. Eleven members shall constitute a quorum of this organization and shall be considered to be sufficient for elections and official voting. Special meetings of this organization may be called by the President, or upon the request of at least nine members of the organization, having given at least five days' notice.

MEETING AGENDA: General meetings shall, within reason, follow the proceeding agenda:

1. Call to order
2. Review and approval of last meeting's minutes
3. Monthly Special Topic/Report
4. Treasurer's Report
5. Principal's Report
6. Teacher's Report

7. Cub Scout and Girl Scout Reports
8. New Business
9. Announcements/Upcoming Events
10. Open Forum
11. Adjournment

EXECUTIVE BOARD AND OFFICER DUTIES: The duties of the Executive Board as a whole shall be:

- To transact necessary business in the intervals between meetings
- To approve the plans of any standing committees and projects
- To prepare and submit a proposed budget for the fiscal year to the organization's membership each September
- To approve routine bills and purchases that fall within the limits of the budget

OFFICER'S DUTIES:

PRESIDENT - Term Limit 2 Years

- Leads the organization and promotes the fulfillment of the organization's mission.
- Represents the organization in the Waterford Community.
- Presides at all general meetings of the organization and of the executive board
- Acts as an alternate signatory on all orders.
- Coordinates the creation of and oversees the workings of the event committees of the organization.
- Coordinates and oversees the Nomination Committee.
- Supports VP of Finance, Treasurer, and Fundraising Coordinators.**
- Supports VP of Cooley Relations, Corresponding Secretary, and Recording Secretary.**

VICE-PRESIDENT OF FINANCE - Term Limit 2 Years

- Acts as an assistant to the President of Finance.
- Performs the duties of the President of Finance in the president's absence.
- Oversees the fundraising activities of the organization.
- Assists Treasurer as needed.
- Assists Fundraising Coordinators with vendor payment and delivery as needed.
- Assists Fundraising Coordinators with counting and placing orders as needed.
- Reports to the President.**

VICE-PRESIDENT OF COOLEY RELATIONS - Term Limit 2 Years

- Acts as an assistant to the President of Cooley Relations.
- Manages the communications of the organization, delegates communication channels and tasks to secretaries and support team members as desired.
- Performs the duties of the President of Cooley Relations in the president's absence.
- Manages maintenance of the Parent Resource Room, assigns volunteers to manage materials.
- Manages the website, updates documents on website monthly (meeting minutes received via email from Recording Secretary, newsletters received via email from Corresponding Secretary). Updates events and important dates section of website on at least a monthly basis, makes additions, changes as needed on a weekly basis.
- Manages public relations for the organization.
- Reports to the President**

CORRESPONDING SECRETARY - Term Limit 2 Years

- Reports on any PTO correspondence at all meetings.
- Maintains a membership list, updates this list on at least a monthly basis, and has a current copy of the membership list on-hand at all general meetings

Responsible for providing copies of the membership form for Meet & Greet. Collects completed forms at the end of Meet & Greet and updates membership list prior to September meeting.

Designs and manages the monthly PTO newsletter. Collects newsletter content from appropriate board members/volunteers and copies this content into the newsletter. Sends finished draft of newsletter to President of Cooley Relations for proofreading and review.

Assists with other PTO communications as requested by VP and President of Cooley Relations.

Supports the organization's digital communication activities as requested by the VP and President of Cooley Relations.

Reports to the Vice President of Cooley Relations.

RECORDING SECRETARY - Term Limit 2 Years

Keeps accurate record of the minutes of all meetings of the organization, and of the executive board when requested

Presents copies of the minutes at each PTO meeting along with a sign-in sheet

Maintains a copy of the current bylaws and distributes as required

Maintains committee listings and is responsible for appropriate distribution as requested.

Sends meeting minutes to all board and volunteer support team members via email within one week following each general meeting.

Reports to the President of Cooley Relations.

TREASURER - Term Limit 3 Years

Receives all monies of the organization.

Keeps an accurate record of revenues and expenditures.

Pays out local funds as authorized by the organization.

Presents a statement of account at every meeting of the organization and at other times as requested by the board.

Submits a year-end report by the end of June, at which time all books will be turned over to the newly elected treasurer for the upcoming year.

Appoints an independent auditor to review all annual financial records.

Prepares and files the organization's 503C tax return (1099 Ne-postcard).

Issues reimbursements within 5 business (school) days of receipt of paperwork.

Logs into PTO bank account online on a regular basis and monitors account for security purposes.

Stays after PTO's 2 main fundraising event (FFN/SF) counts, documents, deposits all monies.

Gets change for all cash boxes for all PTO events that will have money collected. Will get the change to the event location at least 30 minutes prior to event start time.

Deposits into/withdrawals from PTO bank account as needed.

Briefs President on a monthly basis in all financial activities of the organization.

The Box Tops manager and Pre-Sales manager report to this position.

FUNDRAISING COORDINATORS (2 positions) - Term Limit 3 Years

Work together to plan, organize and implement the PTO's annual fundraisers. Fundraisers may be added, removed or changed at the discretion of the fundraising coordinators with approval from the executive board.

Provide monthly fundraising update reports at PTO meetings.

Work with vendors to coordinate orders, payment and delivery.

Collect, count and record orders and payments. All orders and payments must be counted by two people.

Submit all cash and checks to PTO treasurer with appropriate documentation.

Are the contacts for outside fundraisers (ex: Rolladium, BWW, etc). Works with store management to coordinate fundraiser dates, etc. Gets this information of the VP of Cooley Relations.

Reports to Vice President of Finance.

Member at Large - Term Limit 2 Years

Assists the organization and promotes the fulfillment of the organization's mission.

Represents the organization in the Waterford Community.

Assists the workings of the event committees of the organization.

Assists the Nomination Committee.

Supports VP of Finance, Treasurer, and Fundraising Coordinators.

Supports VP of Cooley Relations, Corresponding Secretary, and Recording Secretary.