

THE HAWKINS ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE II

The purpose or purposes for which the corporation is formed are:

The corporation is organized for the purpose of supporting the education of the children at Hawkins Elementary School by fostering relationships among the school, parents and teachers. The organization is organized exclusively for charitable, religious, educational or scientific purposes under section 501 © (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

ARTICLE III

The Corporation is formed upon NonStock basis.

If formed on a stock basis, the total number of shares the corporation has authority to issue is
If formed on a nonstock basis, the description and value of its real property assets are (if none, insert "none"):

none

The description and value of its personal property assets are (if none, insert "none"):

none

The corporation is to be financed under the following general plan:

Through Contributions

The Corporation is formed on a Membership basis.

ARTICLE IV

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O.

Boxes are not acceptable):

8900 Lee Rd, Brighton, MI 48178

ARTICLE VI- MEMBERS

SECTION 1. MEMBERS. ANY PARENT, GUARDIAN OR OTHER ADULT STANDING ON LOCO PARENTIS FOR A STUDENT AT THE SCHOOL MAY BE A MEMBER AND SHALL HAVE VOTING RIGHTS. THE PRINCIPAL AND ANY TEACHER EMPLOYED AT THE SCHOOL MAY BE A MEMBER AND HAVE VOTING RIGHTS.

SECTION 2. DUES. DUES, IF ANY, WILL BE ESTABLISHED BY THE EXECUTIVE BOARD. IF DUES ARE CHARGED, A MEMBER MUST HAVE PAID HIS OR HER DUES AT LEAST 14 CALENDAR DAYS BEFORE THE MEETING AND BE IN GOOD STANDING WITH VOTING RIGHTS.

ARTICLE VII- OFFICERS AND ELECTIONS

SECTION 1. OFFICERS. THE OFFICERS SHALL BE PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER AND VOLUNTEER COORDINATOR.

***THE OFFICER POSITIONS OF THIS ORGANIZATIONS MAY BE CO-CHAIRLED AT THE BOARD'S DISCRETION BY NO MORE THAN TWO

PEOPLE. IN THE EVENT A POSITION IS CO-CHAIRLED BY 2 PEOPLE, EACH PERSON WILL HAVE INDIVIDUAL VOTING PRIVILEGES.

A.PRESIDENT. THE PRESIDENT SHALL: 1. BE THE PRINCIPAL EXECUTIVE OFFICER OF THE ORGANIZATION AND SUBJECT TO COUNSEL OF THE EXECUTIVE BOARD AND THE DIRECTION OF THE ORGANIZATION. 2. SUPERVISE ALL OF THE ACTIVITIES OF THE ORGANIZATION. 3. PRESIDE AT ALL MEETINGS OF THE ORGANIZATION AND ALL MEETINGS OF THE EXECUTIVE BOARD. 4. BE AN EX OFFICIO MEMBER OF ALL COMMITTEES EXCEPT THE NOMINATION COMMITTEE. 5. COORDINATE, WITH THE VICE PRESIDENT , THE ESTABLISHMENT COMMITTEE IN ORDER THAT THE PTO OBJECTIVES AND MISSION MAY BE PROMOTED. 6. ESTABLISH AD HOC COMMITTEES AS NEEDED TO FULFILL THE OBJECTIVES AND MISSION OF THE PTO. 7. DEVELOP AGENDAS FOR ALL GENERAL MEETINGS AND PROVIDE TO THE RECORDING SECRETARY AT LEAST 3 DAYS IN ADVANCE OF ANY MEETING. 8. PERFORM SUCH DUTIES AS PRESCRIBED IN THESE BYLAWS OR ASSIGNED ORGANIZATION.

B.VICE PRESIDENT. THE VICE PRESIDENT SHALL: 1. ACT AS AIDE TO THE PRESIDENT AND PERFORM THE DUTIES OF THE PRESIDENT IN THEIR ABSENCE OR INABILITY TO SERVE. 2. WORK WITH THE PRESIDENT TO COORDINATE THE LISTING OF VOLUNTEER FOR EACH COMMITTEE, AND WORK WITH THE COMMITTEE TO MAKE SURE THEY UNDERSTAND THEIR DUTIES, PTO OBJECTIVES, AND THE PTO MISSION. 3. BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE. 4. PERFORM SUCH DUTIES AS ARE ASSIGNED BY THE PRESIDENT AND THE EXECUTIVE BOARD.

C.SECRETARY. THE SECRETARY SHALL KEEP ALL RECORDS OF THE ORGANIZATION, TAKE AND RECORD MINUTES, PREPARE THE AGENDA, HANDLE CORRESPONDENCE, AND SEND NOTICES OF MEETINGS TO THE MEMBERSHIP. THE SECRETARY ALSO KEEPS A COPY OF THE MINUTES BOOK, BYLAWS RULES, MEMBERSHIP LISTS, AND ANY OTHER NECESSARY SUPPLIES, AND BRING THEM TO MEETINGS.

D.TREASURER. THE TREASURER SHALL: 1. HAVE CHARGE OF AND BE RESPONSIBLE FOR ALL FUNDS OF THE ORGANIZATION AND SHALL RECEIVE AND GIVE RECEIPTS TO MONIES DUE AND PAYABLE TO THE ORGANIZATION FROM ALL SOURCES AND SHALL DEPOSIT SUCH FUNDS IN SUCH BANKS AS SELECTED BY THE EXECUTIVE BOARD. 2. MAKE DISBURSEMENTS AS AUTHORIZED BY THE MEMBERSHIP IN ACCORDANCE WITH THE BUDGET ADOPTED BY THE ORGANIZATION. 3. KEEP AN ACCURATE RECORD OF RECEIPTS AND EXPENDITURES AND A PRESENT FINANCIAL STATEMENT AT EVERY MEETING AND AT OTHER TIMES REQUESTED BY THE EXECUTIVE BOARD. 4. AS THE OUTGOING

TREASURER, MAKE A FULL FINANCIAL REPORT AT THE FIRST EXECUTIVE BOARD MEETING AT WHICH NEW OFFICERS OFFICIALLY ASSUME THEIR DUTIES. 5. REQUEST THE ACCOUNTS EXAMINED ANNUALLY OR UPON CHANGE OF OFFICER BY AN AUDITOR AND AUDITING COMMITTEE OF NOT FEWER THAN THREE MEMBERS. 6. TREASURER PREPARES AND PRESENTS THE PRELIMINARY PTO BUDGET, AS PRESCRIBED IN ARTICLE IX, SECTION 1, AT THE FIRST GENERAL MEMBERSHIP MEETING AND PRESENTS ANY ADJUSTMENTS TO THE BUDGET THEREAFTER. 7. BE RESPONSIBLE FOR CREATING AND PUBLISHING THE MONTHLY REPORT OF INCOME AND EXPENSES. 8. PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF TREASURER AND SUCH OTHER DUTIES AS MAY BE ASSIGNED BY THE PRESIDENT OR EXECUTIVE BOARD.

E. VOLUNTEER COORDINATOR. THE VOLUNTEER COORDINATOR SHALL: 1. COLLECT VOLUNTEER CONTACT INFORMATION. 2. MANAGE THE PTO VOLUNTEER DATABASE AND PROVIDE APPROPRIATELY LISTED PARENT CONTACT INFORMATION TO THE PTO AND CHAIR PEOPLE IN RELATION TO CURRENT VOLUNTEER NEEDS AND THE MATCHING INTERESTS OF THE PARENTS. 3. WORK WITH THE PTO EXECUTIVE TEAM TO HELP DETERMINE CURRENT AND FUTURE VOLUNTEER NEEDS AND HOW BEST TO MEET THEM.

F. ALL OFFICERS. ALL OFFICERS SHALL: 1. ATTEND ALL PTO MEETINGS. IF AN OFFICER FAILS TO ATTEND 3 CONSECUTIVE GENERAL MEMBERSHIP MEETINGS OR 3 CONSECUTIVE EXECUTIVE BOARD MEETINGS HE/SHE MAY BE REMOVED FROM OFFICE. 2. SELECT AND APPOINT THE CHAIRPERSONS OF ALL STANDING AND SPECIAL COMMITTEES. 3. PERFORM THE DUTIES OUTLINED ABOVE AS WELL AS ANY OTHER DUTIES PRESCRIBED IN THESE BYLAWS AND SUCH OTHER DUTIES AS MAY BE DELEGATED TO HIM/HER. 4. UPON EXPIRATION OF THEIR TERM OF OFFICE OR IN THE CASE OF RESIGNATION, EACH OFFICER SHALL TURN OVER TO THE PRESIDENT, WITHOUT DELAY, AND IN GOOD ORDER ALL RECORDS, BOOKS, AND OTHER MATERIALS PERTAINING TO THE OFFICE, AND SHALL RETURN TO THE TREASURER, WITHOUT DELAY, ALL FUNDING PERTAINING TO THE OFFICE. 5. AT LEAST ONE EXECUTIVE BOARD MEMBER SHOULD STRIVE TO OVERSEE MAJOR EVENTS.

SECTION 2. NOMINATIONS AND ELECTIONS. ELECTIONS WILL BE HELD AT THE SECOND-TO-LAST MEETING OF THE SCHOOL YEAR. THE NOMINATION COMMITTEE SHALL SELECT A CANDIDATE FOR EACH OFFICE AND PRESENT THE SLATE AT A MEETING HELD ONE MONTH PRIOR TO THE ELECTION. AT THAT MEETING, NOMINATIONS MAY ALSO BE MADE FROM THE FLOOR. VOTING SHALL BE BY VOICE VOTE IF A

SLATE IS PRESENTED. IF MORE THAN ONE PERSON IS RUNNING FOR OFFICE, A BALLOT VOTE SHALL BE TAKEN.

SECTION 3. ELIGIBILITY. MEMBERS ARE ELIGIBLE FOR OFFICE IF THEY ARE MEMBERS IN GOOD STANDING AT LEAST 14 CALENDAR DAYS BEFORE THE NOMINATING COMMITTEE PRESENTS ITS SLATE.

SECTION 4. TERM OF OFFICE. THERE IS NO LIMIT ON THE TERM OF OFFICE, AS LONG AS THE RESPONSIBILITIES AND DUTIES OF THE ROLE ARE BEING MET. 2. A PERSON SHALL BE ELIGIBLE TO SERVE MULTIPLE CONSECUTIVE TERMS IN THE SAME OFFICE. IN THE EVENT THAT A CANDIDATE CANNOT BE FOUND FOR A PARTICULAR POSITION, THE PREVIOUS OFFICER MAY TEMPORARILY FILL THE POSITION UNTIL A CANDIDATE IS FOUND. 3. NO ONE PERSON IS ELIGIBLE TO CARRY THE ROLE OF MULTIPLE POSITIONS ON THE BOARD.

SECTION 5. VACANCIES. IF THERE IS A VACANCY IN THE OFFICE OF PRESIDENT, THE VICE PRESIDENT WILL BECOME THE PRESIDENT. AT THE NEXT REGULARLY SCHEDULED MEETING, A NEW VICE PRESIDENT WILL BE DELETED. IF THERE IS A VACANCY IN ANY OTHER OFFICE, MEMBERS WILL FILL THE VACANCY THROUGH AN ELECTION AT THE NEXT REGULAR MEETING.

SECTION 6. REMOVAL FROM OFFICE. OFFICERS CAN BE REMOVED FROM OFFICE WITH OR WITHOUT CAUSE BY A TWO-THIRDS VOTE OF THOSE PRESENT (ASSUMING A QUORUM) AT A REGULAR MEETING WHERE PREVIOUS NOTICE HAS BEEN GIVEN.

ARTICLE VIII - MEETINGS

SECTION 1. REGULAR MEETINGS. THE REGULAR MEETINGS OF THE ORGANIZATION SHALL BE DECIDED AT THE BEGINNING OF THE SCHOOL CALENDAR YEAR. TIME AND PLACE DETERMINED BY THE EXECUTIVE BOARD AT LEASE ONE MONTH BEFORE THE MEETING.

SECTION 2. SPECIAL MEETINGS. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT, ANY TWO MEMBERS OF THE EXECUTIVE BOARD, OR FIVE GENERAL MEMBERS SUBMITTING WRITTEN REQUESTS TO THE SECRETARY. PREVIOUS NOTICE OF THE SPECIAL MEETING SHALL BE SENT TO THE MEMBERS AT LEAST 10 DAYS PRIOR TO THE MEETING, BY FLYER OR PHONE CALL.

SECTION 3. QUORUM. THE QUORUM SHALL BE SEVEN MEMBERS OF THE ORGANIZATION. REMINDER; IT'S A GOOD PRACTICE TO GIVE NOTICE OF ALL MEETINGS.

ARTICLE IX - EXECUTIVE BOARD

SECTION 1. MEMBERSHIP. THE EXECUTIVE BOARD SHALL CONSIST OF THE OFFICERS AND PRINCIPAL.

SECTION 2. DUTIES. THE DUTIES OF THE EXECUTIVE BOARD SHALL BE TO TRANSACT BUSINESS BETWEEN MEETINGS IN PREPARATIONS

FOR THE GENERAL MEETING, CREATE STANDING RULES AND POLICIES, CREATE STANDING AND TEMPORARY COMMITTEES, PREPARE AND SUBMIT A BUDGET TO THE MEMBERSHIP, APPROVE ROUTINE BILLS, AND PREPARE REPORTS AND RECOMMENDATIONS TO THE MEMBERSHIP.

SECTION 3. MEETINGS. REGULAR MEETINGS SHALL BE HELD MONTHLY, ON THE SAME DAY AND AT THE SAME TIME EACH MONTH, TO BE DETERMINED BY THE BOARD. SPECIAL MEETINGS MAY BE CALLED BY TWO BOARD MEMBERS, WITH 24 HOUR NOTICE.

SECTION 4. QUORUM. HALF THE NUMBER OF MEMBERS PLUS ONE CONSTITUTES AS QUORUM

ARTICLE X - COMMITTEE

SECTION 1. MEMBERSHIP. COMMITTEES MAY CONSIST OF MEMBERS AND BOARD MEMBERS, WITH THE PRESIDENT ACTING AS AN EX OFFICIO MEMBER OF ALL COMMITTEES.

SECTION 2. COMMITTEES. THE BOARD MAY APPOINT ADDITIONAL COMMITTEES AS NEEDED.

SECTION XI - FINANCES

SECTION 1. BUDGET. TENTATIVE BUDGET SHALL BE DRAFTED IN THE FALL FOR EACH YEAR AND APPROVED BY A MAJORITY VOTE OF THE MEMBERS PRESENT.

SECTION 2. RECORDS. THE TREASURER SHALL KEEP ACCURATE RECORDS OF ANY DISBURSEMENTS, INCOME, AND BANK ACCOUNT INFORMATION.

SECTION 3. EXPENSES. THE BOARD SHALL APPROVE ALL EXPENSES OF THE ORGANIZATION.

SECTION 4. FINANCIAL STATEMENTS. THE TREASURER SHALL PREPARE A FINANCIAL STATEMENT AT THE END OF THE YEAR, TO BE AUDITED.

SECTION 5. DISSOLUTION. UPON THE DISSOLUTION OF THIS ORGANIZATION, ASSETS SHALL BE DISTRIBUTED FOR ONE OR MORE EXEMPT PURPOSES WITHIN THE MEANING OF SECTION 501 © (3) OF THE INTERNAL REVENUE CODE, OR 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.

SECTION 6. FISCAL YEAR. THE FISCAL YEAR SHALL COMPLETE WITH THE SCHOOL YEAR.

ARTICLE XII - PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDERS SHALL GOVERN MEETINGS WHEN THEY ARE NOT IN CONFLICT WITH THE ORGANIZATION'S BYLAWS.

ARTICLE XIII - STANDING RULES

STANDING RULES MAY BE APPROVED BY THE EXECUTIVE BOARD, AND THE SECRETARY SHALL KEEP A RECORD OF THE STANDING RULES

FOR FUTURE REFERENCE.

ARTICLE XIV - DISSOLUTION

THE ORGANIZATION MAY BE DISSOLVED WITH PREVIOUS NOTICE (14 CALENDAR DAYS) AND TWO THIRDS VOTE OF THOSE PRESENT AT THE MEETING.

ARTICLE XV - AMENDMENTS

THESE BYLAWS MAY BE AMENDED AT ANY REGULAR OR SPECIAL MEETING, PROVIDING THAT PREVIOUS NOTICE WAS GIVEN IN WRITING AT THE PRIOR MEETING AND THEM SEND TO ALL MEMBERS OF THE ORGANIZATION BY THE SECRETARY. NOTICE MAY BE GIVEN BY POSTAL MAIL, EMAIL, ASSUMING A QUORUM.