

Parent Teacher Association

# By-Laws

Hamilton Elementary School

5625 Northfield Parkway  
Troy, MI 48098

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### Hamilton Elementary School

#### REVISION HISTORY

Date	Description	Author
05.2017	Initial draft	K. Ordway, J. Gould
01.2018	Revision history, current officers, table of content	L. Niemerg
10.2018	Current officers, communications, revisions	A. Lentner
9.2020	Current officers	A. Lentner
9.2021	Current Officers, added virtual meetings	N. Reinkensmeyer

#### 2022 – 2023 ELECTED OFFICERS

President	Nicole Reinkensmeyer
Vice – President	Lindsey Larivee
Co-Treasurer	Kelly Clinton
Co-Treasurer	Patty Joliat
Secretary	Angie Herbon

#### OFFICERS

<b>X</b>	Nicole Reinkensmeyer President
<b>X</b>	Lindsey Larivee Vice-President
<b>X</b>	Kelly Clinton Co-Treasurer
<b>X</b>	Patty Joliat Co-Treasurer
<b>X</b>	Angie Herbon Secretary

## **ARTICLE I: NAME**

The name of this organization is the Hamilton Elementary School Parent Teacher Association; hereinafter referred to as "PTA".

## **ARTICLE II: PURPOSE & DISSOLUTION CLAUSE**

The PTA is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(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. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE III: DEFINITIONS**

- Section 1: Executive Board shall consist of all elected officers.
- Section 2. Executive Council shall consist of all elected officers, the chair-person of all standing committees, the principal, and appointed staff.
- Section 3. Standing Committees shall be determined as needed by the Executive Board.
- Section 4. Fiscal Year-The fiscal year of the organization shall begin on July 1 and end on the following June 30.

## **ARTICLE IV: OBJECTIVES**

- Section 1. The objectives of the PTA are:
- a. To promote the welfare of children and youth in home, school and community .
  - b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
  - c. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

Section 2. The objectives of the PTA are achieved through educational programs directed toward parents, teachers, and students. These objectives are through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article V.

## **ARTICLE V: BASIC POLICIES**

The following are the basic policies of the PTA:

- a. The PTA shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the PTA or the names of any members in their official capacities shall not be used in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTA.
- c. The PTA may engage in activities which influence legislation and matters which affect the welfare and education of the children. However, the PTA shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The PTA shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- e. The PTA may cooperate with either organizations and/or agencies concerned with child and youth welfare, but persons representing the PTA in such matters shall make no commitments that bind the PTA unless authorized by the Executive Board.
- f. In the event of the dissolution of the PTA, its assets will revert to Hamilton Elementary School.

## **ARTICLE VI: MEMBERSHIP AND DUES**

Section 1. Any Hamilton Parent/Guardian and/or Teacher is a member of the PTA, subject to compliance with the provisions of these by-laws. Membership in this organization shall be available without regards to race, creed, color or national origin

Section 2. Members of the PTA shall be eligible to vote at its regular general meetings or to serve in any of its elective or appointive positions.

Section 3. Any nonmember guest must introduce themselves to the President prior to the start of the meeting. If time allows, a nonmember guest may be recognized to speak.

## **ARTICLE VII: OFFICERS AND ELECTIONS**

Section 1.

- a. The officers of the PTA shall consist of a President, Vice- President, Secretary, Treasurer, and Communications Officer hereinafter referred to as the Executive Board.
- b. Officers shall be elected annually each spring.
- c. Officers shall assume their official duties on July 1. All officers shall serve for a term of 2 years or until the election of their successors.
- d. A person shall not be eligible to serve on the Executive Board more than two consecutive terms in the same office.

## Section 2.

- a. There shall be a nominating committee comprised of the Executive Board and will also include one person from the general membership and one person from the professional staff.
- b. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominees to the general membership at least one month prior to the May Meeting. Additional nominations may be made from the floor at the May Meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for/or elected to such office.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the remaining members of the Executive Board. In case a vacancy occurs in the office of President, the Secretary shall call an Executive Board meeting for the purpose of filling this vacancy from the Board for the remainder of the term. All appointees shall be approved by a majority vote of the Executive Council.

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the PTA, the Executive Board and the Executive Council; shall perform such other duties as may be prescribed in these by-laws or assigned to her/him by the PTA or by the Executive Board of Executive Council; and shall coordinate the work of the officers and committees of the association in order that the Objectives may be promoted .

Section 2. The Vice-President shall act as aide to the President. The specific duties of the Vice-President shall be designated by the President. In the absence of the President, the Vice-President shall be designated by the President to preside over any meetings.

Section 3. The Secretary shall record the minutes of all meetings of the PTA, of the Executive Board and the Executive Council and shall perform such other duties as may be delegated to her/him.

Section 4. The Treasurer shall have custody of all of the funds of the PTA. She/he shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget or as authorized by the PTA or the Executive Board. The Treasurer shall present a financial statement at every meeting of the PTA and at other times when requested by the Executive Board and shall make a full report at the end of the fiscal year. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of these by-laws and state and federal mandates.

The Treasurer's accounts shall be examined annually by an auditor. The auditor shall be appointed by the Executive Board and/or the President.

Section 5. The Communications officer shall promote and communicate the events and intent of the PTA. The officer shall oversee and maintain the social media and email accounts belonging to the PTA.

Section 6. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- b. Deliver to their successors all official material on the day following the last official school day except that the Treasurer shall deliver all official material to her/his successor during the first week of July.

#### **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

Section 1. The Executive Board may create such additional committees to those listed in Article III, Section 3 as it may deem necessary to promote the Objectives and carry on the work of the PTA. The Executive Board shall consider recommendations for Chair-persons but may appoint, at its discretion, the Committee Chair-person. The term of each Chair-person shall be one year or until the selection of her/his successor.

Section 2. No committee work shall be undertaken without the consent of the President of the Executive Board.

Section 3. The power to form special committees and appoint their members rests with the Executive Board.

Section 4. The President shall be a member ex-officio of all committees.

#### **ARTICLE X: EXECUTIVE BOARD**

Section 1. The duties of the Executive Board shall be:

- a. To transact the necessary business in the intervals between PTA General Meetings and such other business as may be referred to it by the PTA.
- b. To create Committees.
- c. To approve the plans and work of the Committees.
- d. To prepare and submit a budget to the PTA for approval for the fiscal year.

Section 2. Meetings of the Executive Board shall be held periodically. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

#### **ARTICLE XI: MEETINGS**

Section 1. Regular General Meetings of the PTA shall be held as designated by the Executive Board. Ten (10) days notice shall be given of the date.

Section 2. Ten (10) members present at a General Meeting shall constitute a quorum for the transaction of business in any meeting of the PTA.

Section 3. In the event a monthly meeting cannot be held in person, the board will hold that meeting on a virtual platform.

## **ARTICLE XII: AMENDMENTS**

### **Section 1.**

- a. These by-laws may be amended at any Regular General Meeting of the PTA by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at the previous General Meeting of the PTA.
- b. A special committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a general meeting of the PTA, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.