

**BY-LAWS OF THE BURNS PARK SCHOOL
PARENT TEACHER ORGANIZATION**

ARTICLE I: NAME

The name of this organization shall be the Burns Park School Parent Teacher Organization.

ARTICLE II: PURPOSES

The Organization is to be operated exclusively for charitable and educational purposes within the meaning of Sections 170(c), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986, including for such purposes, the making and distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 or future amendments of that Section. All actions and activities of the organization shall be carried on in compliance with the provisions and restrictions set forth in the Articles of Incorporation including any amendments that from time to time may be made thereto.

The purposes of this Organization are:

To promote the intellectual, physical and emotional health of the Burns Park School children in the school and community;

To promote working relationships among all members of the Burns Park School community in a manner consistent with the Ann Arbor Public Schools' Nondiscrimination Policy;

To provide a continuing forum on educational programs and school issues;

To serve as a liaison among students, faculty and staff, the community, school administration, and the Board of Education;

To provide a means of broader parent input to the School Improvement Team (SIT) or whatever success entity is established by the relevant school district governing entity; and

To promote citizen participation in school affairs.

ARTICLE III: MEMBERSHIP

Parents and guardians who have children attending Burns Park School, the principal, the faculty, and any member of the non-faculty staff designated by the principal shall all be members of the Organization. No payment of dues is required.

Each member may cast a vote on any question before the Organization.

ARTICLE IV: MEETINGS

The Organization shall hold regular meetings in the months of September, October, November, January, March, April, and May, with the date of each set at least a month in advance. Notice of the meetings and minutes taken at the meetings shall be circulated to the membership through an appropriate school-wide distribution medium.

A special meeting may be called on one week's notice by the President, any three members of the Executive Committee (as defined below in Article VI), or any fifty members of the Organization. Notice of such a meeting shall be circulated to the membership through an appropriate school-wide distribution medium.

A simple majority vote of those present at any meeting shall prevail in all matters before the Organization except the amendment of these By-laws.

ARTICLE V: OFFICERS

The Organization shall have the following Officers: a President, President-Elect, Secretary, Treasurer, Volunteer Coordinator, and Fundraising Coordinator. Co-occupancy of an office is permissible, and one person may serve as more than one officer.

A. DUTIES OF OFFICERS

1. **PRESIDENT:** The President shall preside at all meetings of the organization and of the Executive Board (as defined below in Article VI), shall serve *ex officio* on all committees, and on behalf of the Executive Board shall present the annual budget (as discussed in Article VIII below) to the Organization. The President shall be responsible for giving notice of all meetings of the Organization but may delegate this responsibility to the Secretary.
2. **PRESIDENT-ELECT:** The President-Elect shall perform all duties of the President in the event of the President's absence, resignation, or inability to perform. The President-Elect shall work with the President and shall perform other duties as assigned by the President.
3. **SECRETARY:** The Secretary shall keep the records of the Organization, including minutes of its meetings, shall keep a roll of all present at any meeting, and shall publish minutes to an Organization website or other appropriate school-wide distribution medium. The Secretary shall coordinate correspondence authorized by the President, Executive Board, or the Organization and shall be responsible for any required government

filings to ensure the Organization's compliance with applicable law, other than the tax filings overseen by the Treasurer.

4. **TREASURER:** The Treasurer shall be responsible for the collection of funds, shall receive all money due to the Organization, shall provide for the safekeeping of such funds, and shall disburse them only upon the authority of the Organization. The Treasurer shall prepare the annual budget (as discussed in Article VIII below) and shall be responsible for filing the Organization's tax returns.
5. **VOLUNTEER COORDINATOR:** The Volunteer Coordinator shall be responsible for organizing all classroom and committee volunteers.
6. **FUNDRAISING COORDINATOR:** The Fundraising Coordinator shall oversee all fundraising and publicity efforts of the Organization, including efforts undertaken by members of the Organization on its behalf, and shall maintain records of community and business solicitations for funds and in-kind donations.

B. NOMINATIONS

Solicitation of self-nominations shall be made annually by the President in April. A Nominating Committee, consisting of all members of the Executive Board not seeking election and chaired by its longest-serving member, shall review self-nominations and recommend a slate of nominations for presentation at the organization's May meeting. This slate shall include at least one nominee for each office unless no self-nomination for that office occurs. Notice of the slate shall be sent to the members at least one week preceding the May meeting by an appropriate school-wide distribution medium. Nominations for an office to be filled may always be made from the floor at the May meeting.

C. ELECTIONS

Each Officer shall be elected by the membership at the May meeting for a term of one year. The newly elected Officers shall assume office at the conclusion of that meeting.

D. REMOVALS

Officers may be removed at a duly called meeting by either a majority vote of the membership or a two-thirds vote of the remainder of the Executive Board (as defined below in Article VI), but removal by Executive Board vote may be overridden by subsequent majority vote of the membership.

E. VACANCIES

Vacancies of offices shall be filled by election at the next practicable meeting of the Organization.

ARTICLE VI: EXECUTIVE BOARD

The Organization's daily affairs shall be governed by an Executive Board, comprising all the Officers plus any additional At-Large members as the Officers may from time to time appoint and remove over the course of the year, with no appointment lasting beyond the year. Such At-Large members will have such titles, terms, attendance, and voting rights as the Officers determine appropriate. In no event shall such At-Large members exceed ten in number, and any appointments of such At-Large members shall be announced to the members through an appropriate school-wide distribution medium.

The Executive Board shall be empowered to act on behalf of the Organization between meetings of the Organization except that it cannot reverse an action previously taken by the Organization. It shall otherwise transact all business for the Organization and shall report on any actions taken between meetings at the next meeting of the Organization.

The Executive Board shall convene at the call of the President or of any two of its members on at least one week's notice (unless such notice is unanimously waived). Notice shall be distributed by any appropriate medium. A quorum shall consist of a majority of the Executive Board, and all matters at such meetings may be decided by majority vote. The Secretary shall not be required to keep minutes of such meetings but shall assist the President in assuring all relevant matters conducted are reported at the next meeting of the Organization.

The Executive Board or its designated representative shall confer with the Principal each month to review issues concerning the Organization and the School.

ARTICLE VII: COMMITTEES

The President, in consultation with the Executive Board, shall establish committees as needed and make appointments to said committees, including, if desired, appointing Chairs, who in turn can make committee appointments on the President's behalf. The President may also delegate these responsibilities to the Volunteer Coordinator. Membership on all committees shall be open to any member of the Organization.

ARTICLE VIII: BUDGET AND AUDIT

An annual budget for the Organization shall be prepared by the Treasurer in consultation with the President. This budget shall be presented by the Executive Board to the Organization for approval at the September meeting.

Any expenditure over \$500 that is not within the scope of the approved budget must be authorized by a vote of the Organization or by a vote of the Executive Board that is reported at the next regularly scheduled meeting of the Organization.

The financial accounts of the Organization shall be audited each fiscal year by a volunteer from within the Organization, other than the Treasurer or President, but if no such volunteer can be found, an external auditor may be selected by the Secretary in consultation with the Principal.

ARTICLE IX: COMMUNICATIONS

The Organization shall publish an annual school directory to appear as soon as practicable after the beginning of school. The Organization shall also publish, no less than monthly during the school year, a communiqué to the membership distributed through an appropriate school-wide medium.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Organization in all cases to which they are applicable and not inconsistent with these By-laws.

ARTICLE XI: INDEMNIFICATION

The Organization 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 Organization to the maximum extent permitted by law, including law required to keep the Organization's tax exempt status, provided such acts are not intentionally wrongful or reckless.

ARTICLE XII: AMENDMENTS

These By-laws may be amended at any meeting of the Organization by a two-thirds vote of the members voting, provided that notice of the proposed change shall have been sent to the members by an appropriate school-wide distribution medium at least one week before the vote is to be taken.

Last Amended 4/04, 2012.