



**HIAWATHA PARENT TEACHER ORGANIZATION (PTO)
BYLAWS (Revised 2023)**

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ARTICLE I: Name of Organization

The name of the parent organization of Hiawatha School will be Hiawatha Parent-Teacher Organization (hereinafter the "PTO"), and its principal place of business will be at Hiawatha Elementary School, 1900 Jolly Road, Okemos, Michigan 48864.

ARTICLE II: Purpose of Organization

SECTION 1: Objectives

- A. To promote the welfare of Hiawatha's students in the home, school and community.
- B. To establish good communication and a sense of community among students, parents, teachers, and administrators regarding matters of mutual concern.
- C. To provide a forum for discussion between parents, legal guardians, teachers and administrators regarding matters of mutual concern.
- D. To provide school/Family activities.
- E. To plan and implement fundraising events for the benefit of the students and the school

SECTION 2: Federal Status

- A. Hiawatha PTO is organized for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future federal tax code (referred to as "Internal Revenue Code").

ARTICLE III: Membership

SECTION 1: Membership

- A. Any parent or guardian of a registered student attending Hiawatha Elementary School is considered a general member of the Hiawatha PTO.
- B. Any teacher or staff member of Hiawatha Elementary School are considered general members of the Hiawatha PTO.
- C. All general members as defined above are welcome to participate and volunteer in the activities or events hosted by the PTO.
- D. General members do not have voting privileges.

SECTION 2. Special Board Appointments

- A. Hiawatha School Principal
 - a. Serve as an ex-officio officer with full voting privileges.
 - b. Expected to attend General Membership meetings.
- B. Teacher Representative

- a. Act as a liaison between the Board and the staff of Hiawatha School.
- b. Expected to attend General Membership meetings.
- c. The position has full voting privileges.
- d. This position is selected by the staff of Hiawatha School.

C. Past President

- a. Maintain the archives of the PTO.
- b. Prepare a brief summary of the year's activities.
- c. Share past experiences with the PTO.
- d. This is an advisory role and does not have voting privileges.

SECTION 3: PTO Board Members

- A. The PTO Board consists of the Executive Officers, Principal, Teacher Representative and Committee Chairs.
- B. The PTO Board will have full voting privileges, which includes but is not limited to expenditures, processes, events and activities.
- C. Two-Thirds (2/3) of the PTO Board Members will constitute a quorum.

ARTICLE IV: Meetings

SECTION 1: General Membership Meetings

- A. General membership meetings of the PTO will be held on a monthly basis during the school year.
- B. The general membership meetings are open to all general members.

SECTION 2. Executive Officer Meetings

- A. These meetings will be held monthly to conduct the general business of the PTO.
- B. These meetings will be open to Executive Officers and Committee Chairs as needed.
- C. Three Executive Officers will constitute a quorum at Executive Board meetings.

SECTION 3. Committee Meetings

- A. These meetings will be set by the Committee Chairs and the frequency will depend on the committee.
- B. These meetings will be open to the committee members, Executive Officers and Teacher Representative.

ARTICLE V: Executive Officers

SECTION 1. Officers

A. President

- a. Arrange agendas and preside at all board meetings and general membership meetings.
- b. Serve as an ex-officio member of all committees.
- c. This position would be a bank signor and responsible for PTO purchases, expenses and revenues.

B. Vice-President

- a. Assist the President and Communication Coordinator.
- b. Assume the President's duties in his/her absence.
- c. Assume a vacated office of the President.
- d. This position would be a bank signor and responsible for PTO purchases, expenses and revenues.

C. Secretary

- a. Record all minutes of the PTO.
- b. Handle the calendar of the PTO.
- c. Maintain all records except those of the Treasurer.

D. Treasurer

- a. This position would be a bank signor and responsible for PTO purchases, expenses and revenues.
- b. This position will maintain all banking credentials.
- c. Maintain accurate accounting of all receipts and disbursements of the organization.
- d. Report regularly to the organization and the Board.
- e. File all required federal, state and local reports and informational returns.
- f. Assist in the creation of an annual budget.

E. Communication Coordinator

- a. Serves as coordinator to provide communication between the PTO, parents and legal guardians, teacher and administrators.

- F. A detailed description of the Executive Officers will be attached in an addendum, and will be updated as needed.

SECTION 2. Election of Officers

- A. Each spring the Executive Board will accept applications for nominations for each Executive Officer. The applications must be submitted 30 days prior to the last Executive Board meeting of the school year.

- B. The Executive Board will prepare a slate of candidates for each Executive Officer position and this slate will be submitted to the PTO Board at least 14 days prior to the final meeting of the school year.

SECTION 3. Eligibility

- A. Any member of the organization, as defined in Article III, can apply and be nominated for an Executive Officer position.
- B. Preference will be given to those who have previously participated in committees or have relevant professional or past experience with boards.
- C. It is preferred that no officer be a chair of any committees.
- D. Only those who consent to serve will be elected.

SECTION 4. Terms of Office

- A. Executive Officers will be installed at the last meeting of the school year.
- B. Executive Officers will assume their duties at the close of the school year and will serve for one full year.
- C. Executive Officers can be elected to a second consecutive term in the same office. However, they will not serve more than three consecutive terms as an officer on the Executive Board.
- D. If an Executive Officer misses three consecutive Executive Board meetings or has not fulfilled the duties of his/her position, the PTO Board can remove an individual from their position by a simple majority vote.

SECTION 5. Vacancies

- A. If there is a mid-year vacancy of any Executive Officer, the PTO Board will fill the vacancy through a nomination and vote.

ARTICLE VI: Committees

SECTION 1. Committees of the PTO

- A. Field Day
- B. Fundraising
- C. Hawk Walk
- D. Hiawatha Happening
- E. Hiawatha Harvest
- F. Mileage Club
- G. Multicultural Night
- H. Science Night/Earth Day
- I. Teacher Appreciation/School Spirit
- J. Yearbook

- K. Any other committee can be added by a simple majority vote of the PTO Board.

SECTION 2. Committee Chairs

- A. Each committee will have two chairs and the responsibilities of each committee is outlined in the attached addendum.
- B. The responsibility outlines will be updated as needed by the chairs or Executive Officers.

SECTION 3. Election of Chairs

- A. Each spring the Executive Board will accept applications for nominations for each Committee Chairs. The applications must be submitted 30 days prior to the last Executive Board meeting of the school year.
- B. The Executive Board will prepare a slate of candidates for each Committee Chair and this slate will be submitted to the PTO Board at least 14 days prior to the final meeting of the school year.

SECTION 4. Eligibility

- A. Any member of the organization, as defined in Article III, can apply and be nominated for a Committee Chair position.
- B. Preference will be given to those who have previously participated with the PTO in a volunteer role.
- C. It is preferred that no one chair more than two (2) committees.
- D. Only those who consent to serve if elected will be elected.

SECTION 5. Terms of Office

- A. Committee Chairs will be installed at the last meeting of the school year.
- B. Committee Chairs will assume their duties at the close of the school year and will serve for one full year.
- C. If a Committee Chair misses three consecutive committee meetings or has not fulfilled the duties of his/her position, the PTO Board can remove an individual from their position by a simple majority vote.

SECTION 6. Vacancies

- A. If there is a mid-year vacancy of any Committee Chair, the PTO Board will fill the vacancy through a nomination and vote.

ARTICLE VII: Amendments

Any member may propose an amendment of the bylaws and Article of Incorporation, by presenting a proposed amendment in writing to the PTO Board. The PTO Board will vote

and an amendment will pass by two-thirds (2/3) vote of the PTO Board. All amendments take effect immediately upon approval.

ARTICLE VIII: Code of Conduct

To maintain a standard of excellence we require that you carefully read, understand and comply with the Code of Conduct. This code of conduct represents minimum standards of behavior and performance. The code cannot cover every conceivable type of situation you may encounter as a General Member, as defined in Article III, but it is intended to guide your behavior as you are involved with the PTO. Together the principles and behaviors will foster an effective and productive PTO for our school.

SECTION 1: Conduct

- A. All General Members are required to uphold a high degree of integrity with students, parents and legal guardians, staff and administration. This conduct expectation extends to include school and community events when acting as a representative of the PTO.

SECTION 2: Continuous Improvement

- A. Maintain a vision and commitment to improvement. Keeping an open mind to new and different ways of thinking to maintain improvements.
- B. Learn from others' ideas.
- C. Seeks honest feedback from others.
- D. Actively seeks out new ideas, activities and fundraisers to keep things fresh and exciting.

SECTION 3: Respect for People

- A. Always uphold and demonstrate high standards of personal ethics and professional conduct; treats all individuals with dignity and respect despite differences.
- B. Honest and truthful.
- C. Place a premium on and make efforts to be fair with everyone.
- D. Accept responsibility for mistakes.
- E. Encourage the spirit of cooperation in one another.

SECTION 4: Team Leadership

- A. Ability to encourage teamwork, cooperation and collaboration within the PTO and school community working towards common goal achievement.
- B. Conflict management.
- C. Acknowledge and celebrate team progress, milestones and successes.

- D. Adapt style to meet the needs of the situation.
- E. Respect and appreciate the time of others.

SECTION 5: Communication

- A. Ability to provide timely and concise information to others.
- B. Keeps people up-to-date with accurate information.
- C. Demonstrates active listening; clarifying, confirmation, summarizing.
- D. Encourages the free expression of opinion between the Board, students, staff, and community.

SECTION 6: Problem Solving

- A. Identify and obtain information needed to understand and solve problems.
- B. Analyze alternative solutions before making decisions.
- C. Collaborate with others and maintain transparency when making decisions.
- D. Take responsibility for decision making.