The Laws and By-laws for Wagar PTO

Mission Statement-

The Wagar PTO is providing our students, parents and teachers a wonderful learning environment and communication among one another by providing fun and positivity. The PTO supplies assistance to classrooms and anything to assistant in our children’s education and experiences while in Wagar. We share information without fear of judgement and work together to achieve our goals.

1.) The name of this organization will be the Wagar PTO. The address for Wagar PTO is 11270 Grafton Rd, Carleton, MI 48117. The PTO treasury is an Airport District internal account.

2.) The purpose of this organization is to establish and keep a good relationship between school and home. We will promote parental involvement at Wagar Middle School. We will raise funds and provide volunteers for activities and school programs to enhance student opportunities at Wagar Middle School.

3.) The Wagar PTO is a non-profit organization.

4.) Order of Business
   a. The president shall call meeting to order.
   b. The secretary shall disburse the minutes from the previous meeting to all members.
   c. Treasurer’s report will include check approval, purchase order approval, and check request approval.
   d. Unfinished business
   e. New business
   f. Committee reports
   g. Public comment
   h. Adjournment

5.) Officers and Election
   a. The election of new officers shall take place after 2 full school year terms at the PTO meeting in May
   b. The officers who are elected are President, Vice president, Treasurer, and Secretary all for a 2 year term.
   c. If officer positions are not filled, consecutive terms must be voted upon by the remaining officers and given a term limit
   d. The nominations shall be submitted to the principal, no later than a week from election.

6.) Voting
   a. All matters requiring action will require a vote.
   b. To hold a vote, a PTO meeting must be called. If unable to hold a meeting, voting can occur in other means (email, etc)
c. A proper voting meeting will be called to order by 2 elected officers and the principal.
d. Any and all changes shall be brought to a meeting for discussion. A vote will take
place next meeting. If item to vote is time bound critical, as long as there is 2 elected
officers and principal present, voting can occur.
e. It shall require a two-thirds majority vote of the members present to amend the by-
laws.
f. Matters requiring a vote of the membership shall require a simple majority vote.
g. Any changed on voted on and passed will go into effect immediately.

7.) Duties of the Officers
a. President
   i. Preside at all meetings of the Wagar PTO and executive board.
   ii. The president shall oversee all committees and perform duties assigned by
       Wagar PTO.
   iii. It shall be the Presidents duty to state time, place, and date of the meetings.
   iv. The President will appoint the committee chairpersons.

b. Vice President.
   i. The Vice President will aid the President.
   ii. The Vice President shall preside at all meetings in the absent of the President.
   iii. The Vice President will assume all responsibilities of the President if the
       President is not available.
   iv. The Vice President shall assist with other officers in their duties as needed
   v. The Vice President shall assist with projects as needed and organize fundraisers

c. Secretary
   i. The Secretary shall keep accurate records of the PTO meetings.
   ii. The Secretary shall present the minutes of the previous meeting.
   iii. The Secretary shall assist with other officers in their duties as needed.
   iv. The Secretary shall assist with other projects as needed.

d. Treasurer
   i. The Treasurer shall collect all funds coming into the PTO and count funds
      with the assistants of at least one other officer.
   ii. The Treasurer shall give deposits of money to the school secretary for internal
      account deposit.
   iii. The Treasurer shall keep accurate records pf the account.
   iv. The Treasurer shall assist the other officers when needed.
   v. The Treasurer shall present a financial report at every PTO meeting.
   vi. The Treasurer shall assist with projects as needed.

e. Teacher Representative
   i. The teacher representative will be notified of all meetings.
   ii. The teacher reprehensive shall report any suggestions from fellow teachers and
       relay communications back to other teachers.
8.) Resignation of Officers
   a. A PTO meeting vote can be taken to declare a vacancy when it is clear than an officer
      can not or will not perform their duties.
   b. When an officer resigns, or a position is vacant, the principal may appoint a member
      to finish the term.

9.) Members of PTO
   a. Any adult who has a child in the family that attends the airport community school
      district can be a member
   b. Any staff or teacher in the airport community school district can be a member
   c. There is no fee to be a member of the PTO
   d. To be considered in membership standing to vote, needs to attend at least 50% of the
      monthly PTO meetings and volunteer participation at least 50% of the school year
      during any of the PTO hosted events.