

Lakewood Elementary School Parent Teacher Organization,
Ann Arbor, MI

PTO Bylaws March 9, 2026

Article I: Name

The name of this organization shall be the Lakewood Elementary School Parent-Teacher Organization (PTO).

Article II: Purpose

The purpose of this organization shall be to provide support for enrichment through fundraising, and to promote an open relationship between Lakewood families and Lakewood Elementary School.

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

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay a reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose of the clause.

No substantial part of the net earnings of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

Other activities not permitted under 501 (c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c)(2) 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 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 the court of Common Plea in the county in which the principal office of the organization is then located, to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Article III: Membership

The parents and guardians of all children in attendance at Lakewood Elementary School and all teachers and officials of the School shall be members of this organization.

Article IV: Operation

Section 1: The affairs of this organization shall be conducted by the Executive Board. The Executive Board shall consist of the officers provided for in Article IV, Section 2., the Principal of Lakewood Elementary School, Teacher-Representative, and such representatives and/or chairpersons, and co-chairpersons of committees as may be established by the PTO officers. The Executive Board shall have the power to do all things necessary and proper to further the purposes of this organization, such as, though not limited to, authorization of expenditures, and planning of all meetings of the organization.

Section 2: The officers shall be President or Co-Presidents, a Vice President or Co Vice Presidents, a Secretary, two Treasurers (Outgoing & Incoming), and a Volunteer Coordinator or Co-Volunteer Coordinators. The President or Co-Presidents shall be the presiding officers of the Executive Board and of all membership meetings; the Vice-President or Co-Vice Presidents shall act as the presiding officer in the absence of both President or Co-Presidents; the Secretary shall keep the minutes and records of correspondence; the "Outgoing" Treasurer shall have charge of all funds and make all disbursements as approved by the Executive Board; the "Incoming" Treasurer shall review and reconcile the accounts monthly and coordinate the annual audit, and the Volunteer Coordinator or Co-Volunteer Coordinators shall recruit and oversee all volunteer activities as approved by the Executive Board.

All positions are one-year terms, with the exception of the Treasurers, which serve a two-year term. The option for running for re-election is available for all positions.

Section 3: The entire Executive Board shall be elected annually at the May election meeting and shall serve from July 1 to June 30, or until their successors are qualified.

Nominations: The Executive Board, or a committee or person appointed by the Executive Board, shall issue a written notice to all members listing all open Executive Board positions at least sixty (60) days prior to the May election meeting. Such notice shall state the terms and responsibilities of each office. Deadline for submission of nominations to the Executive Board shall be no later than seven (7) days prior to the May election meeting.

(a) "Call" to the May election meeting: The president or Co-presidents shall issue a "Call" at least thirty (30) days prior to the set date of the May election meeting.

(b) Quorum of the May election meeting: A quorum shall be the majority of the Executive Board members whose attendance has been verified at the May election meeting. "Attendance", in this instance, is defined as being physically onsite or as participating in the meeting via video conferencing.

(c) Voting at the May election meeting: Each member is entitled to one vote on each matter to be decided at the May election meeting. Each elective office shall be voted on separately. The vote shall be by ballot, except where there is only one candidate for an office, in which case a unanimous vote may be called for by motion from the floor. Cumulative and proxy voting shall be prohibited. Election to office shall be determined by a majority vote from members present at the meeting; "present" referring to members physically onsite and those video-conferencing in. It is important to note, however, that for members attending virtually, ballots will likely not be

anonymous. To allow virtual attendees to participate in the absence of anonymous voting software, members can instead submit their votes through direct message to the video host. Virtual ballots will be accepted for a period of 1 minute following the call to vote and must include the nominee's name along with the position being voted on. Members voting virtually must do so under their own account; one submission per voting issue per account. The provisions of this paragraph may be suspended by a two-thirds vote of those members present at the May election meeting.

Vacancies: If a seat on the Executive Board becomes vacant for any reason, the Executive Board, by a majority vote, may elect a member to fill the vacancy until the next May election meeting, or, with at least 10 days notice, may call a special membership meeting, who by majority vote, elect the replacement.

The Teacher-Representative shall be selected by the faculty of Lakewood Elementary School.

Section 4: All PTO members present at any PTO general meeting shall have a vote and the power to originate and second motions. All Executive Board members present at any PTO Board or general meeting shall have a vote and the power to originate and second motions.

Section 5: A high-level budget for the following year shall be proposed and approved at the May election meeting. The high-level budget will designate the amounts of the following budget headings: a total donation and fundraising goal, total discretionary expenditures, and total field trip expenditures based on said goals. All other categories and line items will be discussed and approved following the transition to the new Executive Board that takes place on July 1st.

Section 6: Amendments to the budget can be made outside of meetings through a two-thirds vote of the Executive Board for amounts totaling up to 1% of the current year's set budget expenditures. Amendments to the budget that exceed the 1% threshold will be made by a majority vote of members present at any general or special membership meeting. Amendments made by the Executive Board outside of recorded meetings must be appended to the next most appropriate meeting minutes.

Article V: Amendments

These Bylaws may be amended at any general membership meeting of the organization by a two-thirds vote of those present, provided the amendment has been presented to the members at least 10 days prior to the general membership meeting.

Article VI: Adoption

These Bylaws shall be effective upon an affirmative vote of two-thirds of those "present" at the general membership meeting on March 9, 2026.