

## Whitmore-Bolles Elementary PTA Bylaw update proposals.

### Article VI: Membership and Dues

**# Section 12.** All unsold membership cards shall be returned to the State PTA Office by June 1 of each year. A local unit shall be billed for any unaccounted for membership cards.

- Membership cards are no longer provided by the State PTA Office. We propose to remove Section 12 completely.

Add **Section 17** to this Article that will be worded as follows:

**# Section 17.** The PTA shall pay annual dues of \$25 to the Dearborn PTA Council on or before September 1 of each year.

### Article VII: Officers and Their Election

#### Section 2.

- a. The officers of this organization shall consist of a president, 1 vice president(s), a secretary, and a treasurer.
- Clarify a provision for Co-Vice Presidents to be elected. Revise to read as follows:

The officers of this organization shall consist of a president, 1 vice president (additional co-vice presidents as deemed necessary), a secretary, and a treasurer

- c. Officers shall be elected by ballot in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.
- Change "April" to "May". Revise to read as follows:

Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.

- d. Officers shall assume their official duties at the close of the meeting in May, and shall serve for a term of one year and shall remain in office until their successors assume office.
- Change "May" to "June". Revise to read as follows:

Officers shall assume their official duties at the close of the meeting in June, and shall serve for a term of one year and shall remain in office until their successors assume office.

### **Section 3. Nominating committee:**

- a. There shall be a nominating committee consisting of three to five members, one of who shall be selected by the executive board from its body, and the balance elected by the association at a regular meeting prior to December 1<sup>st</sup>. This nominating committee shall select its own chairman immediately following the election.
- Change “December 1<sup>st</sup>” to “March”. Revise to read as follows:

There shall be a nominating committee consisting of three to five members, one of who shall be selected by the executive board from its body, and the balance elected by the association at a regular meeting in the month of March. This nominating committee shall select its own chairman immediately following the election.

- b. The nominating committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.
- Change “March” to “April”. Revise to read as follows:

The nominating committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.

### **Article VIII: Duties of Officers**

#### Section 3. The Secretary Shall

- c. Maintain a membership list;
- Include this as a shared duty with the Treasurer. Revise for Section 3c. and Section 4k. to read as follows:

Maintain a membership list (Shared duty between Secretary and Treasurer).

#### Section 4. The Treasurer Shall

- d. Have checks or vouchers signed by two persons, the treasurer and one other person;
- Revise to clarify that the Treasurer (at a minimum) is to sign all checks or vouchers to read as follows:

All checks or vouchers are to be signed by the Treasurer and one additional authorized person.

## Section 6. All Officers Shall

- b. Deliver to their successor all official material not late than ten days following the expiration of their term of office.
- Correct wording “not late” to “no later”. Revise to read as follows:

Deliver to their successor all official material no later than ten days following the expiration of their term of office.

## Article IX: Executive Board

- i. To obtain a fidelity bond for the treasurer and all persons authorized to handle funds and securities;
- Clarify that the Fidelity bond is covered under the PTA’s insurance policy. Revise as follows:

To obtain a fidelity bond for the treasurer and all persons authorized to handle funds and securities under the PTA’s current Insurance Policy.

- j. Register the signature of the Treasurer, the President and the Secretary for all accounts at the bank. All checks shall bear two (2) of the three (3) signatures registered with the bank.
- Revise to include the Treasurer and 2 additional executive board members to be registered with the bank. Revise to read as follows:

Register the signature of the Treasurer, and two additional executive board members for all accounts at the bank. All checks shall bear two (2) of the three (3) signatures registered with the bank.

## Article X: Meetings

**Section 3.** The annual meeting shall be held in August.

- Revise to specify that this is the annual planning meeting. Revise to be worded as follows:

The annual planning meeting shall be held in August.

## Article XII: Council Membership

**Section 2.** This association shall pay annual dues of \$25 to the Dearborn PTA Council as provided in the council bylaws.

- Reword Section 2 to match wording used in Article VI: Membership and Dues. Revise as follows:

The PTA shall pay annual dues of \$25 to the Dearborn PTA Council on or before September 1 of each year.

**Formatting corrections to be made to #Article XV: Disbandment Section 5 as well as Article XVI: Amendments Section 1**