

CODE OF ACADEMIC PERFORMANCE & CODE OF CONDUCT 2020-2021

By-Laws of the A.G.B.U. Parent/Teacher Organization

Southfield , Michigan

Article I – Name

The name of this organization shall be the A.G.B.U. Parent/Teacher Organization.

Article II – Objectives

3. To bring into closer relation the home and the school so that parents and teachers may co-operate intelligently in the training of the child;
4. To cooperate with the school in fostering an environment which shall develop in the children a sense of cultural heritage of the highest advantages in physical, social, and spiritual education;
5. To be involved in fundraising for the school.

Article III – Basic Policies

3. The Organization shall be non-commercial, non-sectarian, and non-partisan;
4. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Organization.
5. The Organization may cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control its policies;

6. The Organization may cooperate with other groups concerned with child welfare, but persons representing the P.T.O. in such matters shall make no commitments that bind the P.T.O. organization.

Article IV – Membership

3. All parents of children registered with the school shall become members of the Organization;
4. All members should comply with the provisions of the By-Laws.

Article V – Board of Directors and Their Elections

Section I

3. The officers of this Organization shall be President, Vice President, Secretary and Treasurer;
4. Other Board members will consist of two advisors and one faculty advisor;
5. The new Board members shall assume their duties on June 1;
6. Board members shall service for a term of one year;
7. Qualifications for the above positions are as follows:
 - The candidate for President must be a former Board member;
 - Advisors shall be nominated from the floor at the May meeting;
 - Faculty advisors shall be selected from among the faculty.

Section II

3. Nominations for officers shall be made by a committee on nominations, consisting of three members appointed by the Board of Directors, (but shall not include the President), at least one month prior to the May meeting;

4. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office;
5. The Nominating Committee shall report the names at the election meeting;
6. These officers shall be elected by ballot at the meeting to be held each May;
7. Nominations shall be accepted from the floor or as write-in candidates.

Section III

3. Vacancy:
 - A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of the Board of Directors;
 - If a vacancy occurs in the office of the President, the Vice-President shall automatically become President.
4. Removal:
 - Board of Director members who do not fulfill their duties as explained in these By-Laws and any subsequent amendments, may be removed from office by a majority vote of the Board.

Article VI – Duties of Officers

Section I

3. All Board Members are required to fulfill any committee chair vacancies and to submit a monthly report to the newsletter editor.

Section II. Presidential Duties :

3. The President shall coordinate, preside, and prepare an agenda for all Board of Director meetings;

4. The President shall coordinate, preside, and prepare an agenda for all the Parent Teacher Organization (P.T.O.) meetings;
5. The President shall appoint chair people to fundraising committees;
6. The President shall give and take guidance and assistance to or from Board members;
7. The President shall ensure that all By-Laws are observed or modified to meet current needs;
8. Is a member ex-officio of all committees and may chair a committee.

Section III. Vice Presidential Duties:

3. The Vice-President shall fulfill Presidential duties in the absence of the President;
4. < /span>
5. The Vice-President shall contact all Board members of monthly meetings and send out notices to parents of P.T.O. meetings.

Section IV. Secretarial Duties

3. The Secretary shall keep a written record of the minutes of all Board of Directors and P.T.O. meetings;
4. The Secretary shall post notices and maintain the P.T.O. bulletin board;
5. The Secretary shall be responsible for all outside P.T.O. correspondence.

Section V. Treasurer Duties:

3. The Treasurer has charge of all the funds of the Organization:
 3. (S)he collects all funds and conducts the banking;
 4. (S)he insures payment of amounts due from invoices;
 5. (S)he is present at all fundraisers;

6. (S)he reconciles the checkbook and any and all financial statements;
7. (S)he enforces all outstanding bills;
8. (S)he prepares a monthly Treasurer's report.

Article VII – Meetings

Section I

Board of Director meetings shall be held monthly, with four members constituting a quorum. < /p>

Section II

Parent Teacher Organization meetings shall be held every other month, with the Board deciding the date and time of said meeting.

Section III

Special meetings of this Organization may be called by the President, or upon the written request of nine members of the Organization, five days notice having been given.

Section IV

3. Nine members of the Organization shall constitute a quorum for a general meeting;
4. All business approved by the Organization shall be done by majority rule.

Section V

3. Order of business shall be:
 - 1.Call to order;
 - 2.Reading and approval of minutes;

3. Report of treasurer;
4. Reading of communications;
5. Committee reports;
6. Unfinished business;
7. New business;
8. Adjournment.

Article VIII – Committees

Section I

3. Committees shall be created by the Board of Directors as may be required to promote the objectives and interests of this Organization;
4. Each committee shall have a chairperson from the Organization and their term shall be one year.

Article IV – Parliamentary Authority

Robert's Rules of Order (Revised) shall govern the Organization in all cases.

Article X – Amendments

Section I

These By-Laws may be amended at any regular meeting of the Organization by a majority vote of the members present and voting, providing a quorum is reached.

Section II

A committee may be appointed to submit a revised set of the By-Laws as a substitution for the existing By-Laws only by a majority vote at a meeting of the Organization, or by a two thirds vote of the P.T.O. Board of Directors. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.