

PTO BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Albert Cassens Elementary School Parent-Teacher Organization.

ARTICLE II: OBJECTIVES

The objectives of this organization shall be:

- a. To promote the welfare of our students.
- b. To bring into closer relation the home and the school, that parents and teachers will cooperate in the education of children.
- c. To aid in the school when deemed appropriate.
- d. To support activities that lead to a better education for our children.

ARTICLE III: BASIC POLICIES

The basic policies of this organization shall be:

- a. The organization shall be non-commercial, nonsectarian, and nonpartisan.
- b. The organization shall not participate, directly, or indirectly, in any political campaign on behalf of or in opposition to any candidate.
- c. The name of the organization, or the names of any members, shall not be used to make any connection with a commercial concern for any purpose not appropriately related to the promotion of the objectives of the organization.
- d. The organization shall work with the school to provide quality education for all children, and shall impute in the decision-making process establishing school policy.
- e. The organization may cooperate with other organizations concerned with child welfare; but persons representing the organization shall make no commitments that bind the organization without authorization by the Executive Board and/or General Membership as appropriate.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of and consistent with the provisions set forth in Articles II and III there in above. No substantial part of the activities of the organization shall be the carrying on or propaganda or otherwise attempting to influence legislation. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to carried on (A) by a corporation except for Federal Income Tax under Section 501(C) (3) or (C) (4) of the Internal Tax Code.

ARTICLE IV: ARTICLES OF ORGANIZATION

This organization is a not-for-profit organization organized under the laws of the State of Illinois. Its "articles or organization" comprise these by-laws, as amended from time to time.

ARTICLE V: MEMBERSHIP & VOTING

Section 1: Membership in the PTO shall be made available to all parents, guardians, teachers and staff members of the Albert Cassens Elementary School who subscribe to the basic policies of this organization without regard to race, color, or creed.

Section 2: Any member of the organization shall be eligible to participate in the General Membership meeting or to serve in any of its elective or appointive positions.

Section 3: When written ballots at meetings are necessary, as determined by the Executive Board, one ballot will be distributed to each attending members, but no more than two ballots per household.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: Each officer of the PTO shall be a member of the PTO and shall have a child currently enrolled at Albert Cassens Elementary School.

Section 2: The officers of this organization shall consist of at least a president, a vice-president, a secretary, and a treasurer.

Section 3: Elections:

- a. Officers shall be elected by ballot (or by voice vote if only one nominee for any office) annually no later than the final General PTO meeting of the school year.
- b. Officers shall assume their official duties following the close of the school year, and shall serve for a term of one year.
- c. A person shall not be able to serve more than 2 consecutive terms in the same office.

Section 4: Nomination Process:

- a. The Nominating Committee shall nominate at least one eligible person for each office and report these names to the Executive Committee one month prior to the election.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 5: A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Executive Committee, one week's notice of such election having been given to the membership. In case a vacancy occurs in the job of the President, the Vice-President will assume the Presidency, and an election will be held to fill the Vice-President position.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the organization and Executive committee, shall call special meetings of the membership or Executive Committee, if necessary, shall create with the approval of the Executive Committee such Special Committees as deemed necessary to promote the objectives and carry on the work of the organization, shall be a member ex-officio of all committees, except the Nominating Committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2: The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence of that officer.

Section 3: The secretary shall record the minutes of all meetings of the organization and of the Executive Committee, shall handle correspondence, and perform such other duties as may be delegated.

Section 4: The treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; shall make disbursements for budgeted items as authorized by the president, Executive Committee, or general body of the organization.

The treasurer shall present a financial statement at each meeting of the organization, and shall make a full written report of expenditures and receipts at each meeting of the Executive Committee and shall make a full report at the meeting at which new officers officially assume their duties.

The treasurer shall be responsible for the maintenance of books of account and records. These books of accounts and records shall be open to inspection to any member of the PTO. These records shall be kept at the school for a minimum of seven years.

The treasurer's accounts shall be examined annually, or at the request of the Executive Committee, by a qualified auditor, who shall be satisfied, that the treasurer's annual report is correct, and shall sign a statement of that fact at the end of the report. The audit shall be conducted at the end of the fiscal year and completed by July 30.

Both the treasurer and one other officer shall sign account cards with the bank in which the organization's accounts are maintained.

Section 5: The officer shall:

- a. Perform the duties prescribed by the parliamentary authority, in addition to those outlined by these by-laws, and those assigned from time to time.
- b. Deliver to the school all official material no later than June 30. The vice-president shall be responsible for this action being completed.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers of the organization, the chairpersons of the standing committees, the principal of the school, and up to 3 teacher representatives selected by the principal.

The Chairpersons of the Standing Committee shall be recommended by the Nominating Committee for appointment by the incoming presidents.

Section 2: The duties of the Executive Committee shall be:

- a. To develop and approve the financial plans for obligations and programs prior to the beginning of the school year, and to present a projects budget for approval at General Membership meeting.
- b. To transact necessary business in the intervals between organizational meetings.
- c. To present a report of the Executive Committee's activities at the regular meetings of the organization.
- d. To create regular standing committees.
- e. To approve the plans of work of the standing and special committees.
- f. To select a qualified auditor from the District to audit the treasurer's records and accounts.
- g. To approve bills for budgeted items or expenditures approved by the membership. To approve non-budgeted expenditures up to \$300. The president alone may approve expenditures under \$50.
- h. To approve changes to budget items or new non-budget items in excess of \$301.00. Changes must then be approved at a General Membership meeting by a simple majority vote.

Section 3: Regular meetings of the Executive Committee shall be held at least once a quarter during the year. Five members of the Executive Committee are required for a quorum. Special meetings of the Executive Committee may be called by the president as needed, or by a majority of the members of the Committee, so requesting.

ARTICLE IX: MEETINGS OF THE GENERAL MEMBERSHIP

Section 1: Regular meetings of this organization shall be held at least once each semester during the academic year. Notice of the regular meetings shall be published at least 5 days prior to the meeting date. Notice of the date of any special meeting shall also be made public with as much notice as possible.

Section 2: Special meetings of the organization may be called by the president or by a majority of the Executive Committee. Notice of the date of any special meeting shall also be made public with as much notice as possible prior to the meeting date.

Section 3: Members of the Executive Board and minimum number of members, as outlined below, shall constitute a quorum for the transaction of business in any General Meeting:

| | | |
|------------------------------|---------------|--------------------|
| School student population of | 250 or less | 5 general members |
| " " | 251- 500 | 7 general members |
| " " | 501 and above | 10 general members |

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1: Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2: The chairpersons of each standing or special committee shall present continual, up-to date reports of the plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 3: The president shall be a member ex-officio of all committees, except Nominating.

ARTICLE XI: FISCAL YEAR

The fiscal year of this organization shall begin July 1 and end June 30.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the organization in all cases where applicable.

ARTICLE XIII: AMENDMENTS

Section 1: Schools may propose amendment changes by first, having school PTO Executive Committee approval, and second, proposing changes to the district #7 PTO Committee.

Section 2: The by-laws may be amended by approval of the District #7 PTO Committee by a two-thirds vote of the members present and voting.

ARTICLE XIV: RECORDS

All records prior to the current academic year shall be kept at the school in a permanent file, subject to written check out privileges. Current year records may be retained in the possession of current officers.

Amended and approved at PTO General Membership meeting on _____.

ARTICLE XV: DISTRICT PTO COMMITTEE

This committee shall be formed with 2 officers from each PTO or their designated representatives.