

# School District 161 PTO Bylaws

Revised and Amended: 2003

Amended: February 2006

Revised and Amended: October 2007

Amended: September 2009

Amended: May 2013

Amended: June 2015

Flossmoor Hills School

3721 Beech Street

Flossmoor IL 60422

Heather Hill School

1439 Lawrence Crescent

Flossmoor, IL 60422

Serena Hills School

255 Pleasant Drive

Chicago Heights, IL 60411

Western Avenue School

940 Western Avenue

Flossmoor, IL 60422

Parker Junior High School

2810 School Street

Flossmoor, IL 60422

Normandy Villa School – District Office

41 East Elmwood

Chicago Heights, IL 60411

## **Article I: Name**

The name of this organization shall be, School District 161 Parent Teacher Organization, (PTO), Incorporated, (Inc.), incorporated under the “General Not for Profit Corporation Act” of Illinois on March 10, 1989.

## **Article II: Purpose**

The purpose of this organization shall be:

1. To promote the welfare of the School District 161 children and youth in home, school, and community.
2. To bring into closer relation the home and the school, so that parents and teachers may better cooperate intelligently in the education of the child.
3. To develop communication between educators and the general public with united efforts that we will secure for every child, the highest advantages in human and academic success.

## **Article III - School District 161 PTO Mission Statement**

The mission of School District 161 PTO shall be to enhance the well being, academic experience and serve as a support to the positive learning environment for every student. We will fund programs that directly impact students in the district. We strive to embrace the nurturing of the whole child.

## **Article IV: Inurement of Income**

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, at any time, its members, directors, building chairs, officers and/or other private persons. The exception is that the organization may authorize and empower to pay reasonable compensation for any services.

## **Article V: Operational Limitations**

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not allowed:

(a) By an organization exempt from Federal Income Tax under Section 501(c) 3 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), (b) by an organization, contributions to which are deductible under Section 170c (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

## **Article VI: Legislative or Political Activities**

1. No substantial part of the activities of the organization shall carry on any political propaganda or otherwise attempt to influence legislation.
2. 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.
3. The organization shall not engage in any type of political activity by direct use of the organizations name in any way.
4. The organization shall not endorse or oppose any political candidate or public office.
5. The organization may not support and/or oppose a school district referendum. The organization may involve the organization in an open forum maintaining support for both sides of the referendum.
6. Any member, officer, and/or building chair of the PTO Executive Committee shall not serve concurrently on the School District 161 School Board.
7. Any member, officer, and/or building chair of the PTO Executive Committee shall not be a full time employee of school district 161.

## **Article VII: Dissolution Clause**

Upon the dissolution of the organization, the School District 161 PTO Executive Committee shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets of the organization exclusively for charitable and educational purposes. At this time qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 (corresponding provisions of any future United States Internal Revenue Law), as determined by the School District 161 PTO Executive Board. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the organization is then located exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

## **Article VIII: Policies**

1. The purpose of the organization shall be supportive of education, and support shall be developed through conferences, committees, and projects.
2. This organization shall be non-commercial and non-sectarian. No commercial enterprise will be endorsed by the organization. Neither the name of the organization, nor the names of its officers in their official capacities shall be used in connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.
3. The organization may cooperate with other associations and agencies active in child welfare, such as conference groups and coordinating councils, provided they make no commitments, which bind their member groups.
4. Upon written notification of a forthcoming referendum by School District 161 School Board/Administrators/School District 161 Community, then the organization may sponsor a forum. However, the organization will continue to be (Article VIII, Section 2) and will not endorse any candidate or political viewpoint as their own platform.

5. All signers on PTO accounts must be bonded before they can be added to any district bank account.

### **Article IX: Membership and Dues**

1. Any parent/guardian of a child in School District 161, based on the current school year residency requirements, will be eligible for membership in School District 161 PTO.
2. Any teacher and/or administrator of School District 161 based on the current school year will be eligible for non-voting membership in School District 161 PTO.
3. The PTO Executive Committee shall determine the annual dues for the PTO membership. The membership dues may be waived and/or discounted by the Executive Committee and voted on annually.
4. The membership year shall be from July 1 to June 30, coinciding with the school year.

### **Article X: Officers**

1. The officers of this organization shall be president, first vice-president, second vice-president, recording secretary, membership secretary, treasurer and financial secretary (*non-voting*).
2. The president shall preside at all board meetings of the organization and be a liaison between the district and PTO. The president shall be an ex-officio member of all committees except the nominating committee, and shall perform all other duties pertaining to the officers, standing committee chairs and program representatives. The president shall chair the Executive Committee (Article XIII, Section 1). The president shall be responsible for all the correspondence of the organization.

## **Article X: Officers continued**

3. The first vice-president shall assist the president and shall perform the duties of the president in the absence of that officer or in the event of the president's inability to act. The first vice-president shall oversee the standing district fund raising committee and shall serve or appoint a chairperson for the district fundraiser(s). The first vice-president shall work with the appointed district representative in communicating all District PTO information to the membership and School District 161 community for the school year.
4. The second vice-president shall be responsible for district PTO programs. The second vice-president shall coordinate with each district program chairperson. All Building Chairs will report directly to the second vice-president. The second vice-president, in cooperation with the school district appointed representative, shall determine what programs/classes shall be presented to the general members for the school year.
5. The recording secretary shall record the minutes of all PTO board and Executive meetings. The recording secretary shall assist with the annual review of the PTO Bylaws.
6. The membership secretary shall be responsible for establishing the committees: to publish the PTO Membership Directory and to assist with the annual review of the PTO Bylaws.
7. The Financial Secretary shall be an appointed position. They shall receive all monies, issue receipts and pass monies to the Treasurer for deposit.
8. The treasurer shall keep an accurate record of receipts and expenditures, and shall pay out monies only as authorized by the Executive Committee and in the Annual PTO approved Budget.
  - a. The treasurer's books shall be verified quarterly and/or prior to the treasurer leaving office. (Appointed: an Audit Committee or an Accountant)
  - b. The treasurer shall act as chair of the Budget Committee.

## **Article X: Officers continued**

- c. The treasurer shall present an annual report from previous year, and the committee's proposed budget: in August for the Executive Committee, in September for the PTO Board approval, and chair the budget committee meeting.
  - d. The treasurer/building chair of each school will report to the district treasurer.
  - e. The treasurer must represent an up-to-date statement of the PTO district account at every monthly PTO meeting.
  - f. The treasurer will review each building's monthly statement as per guidelines in the Treasurer's Handbook and will be responsible for the building account if the building chair/treasurer does not balance the account accurately and/or meet with the standards set in the Treasurer Handbook. When Tax Exemption is used for a PTO purchase, the School District 161 tax-exempt number and school name must match on the receipt/invoice.
  - g. Monthly financial reports must be prepared in QuickBooks or similar software to aid in income tax preparation.
  - h. All income tax returns shall be prepared by an outside paid preparer.
9. The Executive Committee consists of: all six PTO Officers and one Senior Building Chair from each school, for a total of five Senior Building Chairs. The total members that make up the Executive Committee are eleven. A quorum must be present for voting purposes. See Article XII, Section 5 on voting procedures. (Article XIII, Section 1)

## **Article XI: Election of Officers**

1. Officers shall serve a term of two years beginning June 15<sup>th</sup> and ending June 14<sup>th</sup>. No officer shall serve in the same office for more than one consecutive term. An officer may complete a one- year term-consecutive to a two-year term in an office, if the Board deems special circumstances exist and the one-year term is approved by the PTO Board.
2. The president, first vice-president, and membership secretary shall be elected in the same year. The treasurer, second vice-president, recording secretary shall be elected in the alternate years.
3. The nominees for the office of president, first vice-president and treasurer must have previous involvement with the PTO Board. The nominee must have served on a PTO committee and/or PTO program chairperson prior to being nominated. In the case that an officer/nominee shall not be found with the proper experience, then the PTO Board may use its discretion in its nomination.
4. Nominations for PTO Board officers shall be made by the Nominating Committee (Article XIII, Section 3). The Nominating Committee shall present its slate of candidates at the March PTO Board Meeting. The consent of all nominees must be secured before nomination.
5. All PTO members are eligible to vote in the election of officers to be held during the April PTO Board meeting. Members must be present to vote unless exercising Article XII, Section 5. The election will be determined by ballot unless there is only one candidate for every office, in which case, the election may be conducted by voice vote (Article XII, Section 5).
6. The PTO president shall appoint replacements, subject to approval by the PTO Board, for any vacancies in any PTO office for the remainder of the term.

## **Article XII: Duties of the PTO Board**

1. The PTO Board shall consist of: elected officers of the organization, building chairs, district and committee chairs, special committee chairs, program chairs, school district liaison (non-voting), and PTO members.
2. The duties of the PTO shall be to conduct the necessary business of the organization, to review the work of all committees, and to communicate the activities of the organization to the general membership.
3. Each officer, standing committee chair and program chair shall review his/her job description annually, and keep a record summarizing procedures and activities for the year to be given to his/her successor and a copy to the second vice-president.
4. The PTO Board shall meet once a month during the school year and the quorum shall consist of: a majority of executive committee members present as well as building chair representation from all five schools (Article X, Section 9). It is the responsibility of all PTO Board members to attend PTO meetings.
5. PTO Board members shall have the responsibility of voting on all PTO business. In the event that a voting member of the PTO Board is unable to attend a PTO meeting, he/she may send a proxy to cast his/her vote (Article XI, Section 5).
6. The PTO Board shall be responsible for assisting with the supplementation/ replacement of outdated materials for district-sponsored programs. (Junior Great Books, Fine Arts, Chess Club and Language Stars)

## **Article XIII: Committee, Program and Building Chairs**

The standing committees of the PTO Board include: the Executive Committee, the Budget Committee, the Nominating Committee, the Fine Arts Committee, the Chess Club Committee and the District Fundraising Committee.

New standing committees may be created and eliminated by the PTO Board as may be required to promote the objectives and interest in the organization. The chairman of standing committees shall be appointed by the Executive Committee (Article XIII, Section 1). Chairmen of standing committees shall submit a report for discussion at each PTO Board meeting.

a. When selecting chairmen and forming committees, the PTO Board will strive to obtain representation from all five schools in School District 161.

b. All PTO sponsored programs in each school in School District 161, must be pre-approved and coordinated with the building principal.

c. The district PTO charges each school in School District 161 with having at least (2) Senior Building Chairs and (2) Junior Building Chairs. It is the responsibility of the building chairs to coordinate the PTO activities in their building and to represent their school at all PTO executive committee meetings.

d. In the event that a building has no sitting building chairs, the Second Vice-President will be responsible for the transition out of office (Article X, Section 4).

1. The Executive Committee shall consist of: the PTO president, first-vice-president, second vice-president, recording secretary, membership secretary, treasurer, a senior building chair from each school (total of five senior building chairs). The president shall chair the Executive Committee. The Executive Committee shall meet monthly for the purpose of setting agendas for the PTO Board meetings, updating and coordinating the PTO calendar, voting on purchases, and discussing PTO business prior to the general Board meeting. The Executive Committee shall appoint chairperson(s) of standing committees, program chairs and approve replacements for any open Building Chair position. The president may request the recording secretary to record minutes at the meetings.

### **Article XIII: Committee, Program and Building Chairs continued**

2. The Budget Committee shall consist of the PTO Executive Board and the standing committee chairmen. The treasurer shall chair the Budget Committee.
  - a. The budget shall be presented to the executive committee in August. The budget shall then be presented to the PTO board for approval in September, with a budget meeting to follow with the appropriate representation. The treasurer will be responsible for Article X, Section 8.
3. The Nominating Committee shall consist of no more than five members of the PTO membership: An appointed chairman, no more than two members of the PTO Executive Board and no more than two members of the general membership of the organization. The Executive Committee shall present a list of nominating committee members and a committee chair for the PTO Board approval at the January meeting. The members of the Nominating Committee shall serve one year with no member or chairperson serving more than two consecutive terms.
4. The Nominating Committee shall meet as necessary, prior to the March meeting of the PTO Board to identify the slate of candidates, and present the slate at the March PTO meeting (Article XII, Section 4). The Nominating Committee shall strive to obtain representation from all five schools. The chairperson of the Nominating Committee is responsible for Article XII, Section 3.
5. The Fine Arts Committee shall consist of a chairman appointed by the Executive Committee and a Fine Arts chairperson from each school. The Fine Arts Committee shall meet as necessary to organize and implement the Fine Arts Program. The chairman from each school will coordinate the program in each school, any field trips, and report to the district chairman. The committee chair is responsible for Article XII, Section 3.
6. The District Fundraising Committee shall have the first vice-president as the chairman. The District Fundraising Committee should consist of the PTO Executive Committee and a representative from each school in the district. The committee chair is responsible for Article XII, Section 3.

7. District Programs that are PTO sponsored shall appoint a chairman and/or committee from the PTO to work with a school representative. (Example: Fine Arts, Language Stars, Young Rembrandts and Chess Club). The district chairman is responsible for Article XII, Section 3.
8. The District PTO requests each school to have a minimum of four Building Chairs to represent each school in School District 161. The four Building Chairs shall be: Senior Building Chairs (2 or more), and Junior Building chairs (2 or more) from each school in School District 161. The Building Chairs will appoint the chairmen for each standing committee in their building to be the district representative for their school.
  - a. Each position may be held for a maximum of two years, unless appointed and approved by the Executive Committee, including Building Chair positions.
  - b. Nominating/ voting are the same as Article XI, Section 3.
9. Incoming Senior Building Chairs shall recommend Junior Building Chairs for the following school year and will be subject to Executive Committee approval. This shall be done by the close of the May District PTO meeting.
  - a. Junior Building Chairs may not ascend to Senior Chair status if they have not fulfilled their responsibilities as a Junior Chair.

#### **Article XIV- Building Responsibilities**

Every building shall have at least two general membership meetings per academic year. A copy of the budget shall be made available at the first meeting. A written financial report shall be presented at each meeting.

## **Article XV: Procedure for Remediation and/or Dismissal from Office**

1. All motions for dismissal must be given to the second vice-president in writing. Complaints may only be submitted by voting members of the PTO.
2. The second vice-president then forwards the complaint to the officers of the PTO for review. If found to have merit, a copy of the complaint shall be forwarded to the respondent. The respondent shall have seven days to respond to the complaint in writing.
3. The officers may recommend that the second vice-president execute a fact-finding session.
4. The second shall report their findings to the officers of the PTO.
  - a. In the event the second vice-president's involvement will present a conflict of interest, then the complaint shall be presented to the president and the Executive Committee.
5. If deemed necessary, the officers of the PTO may execute a hearing.
6. Pending the outcome of the fact finding and, if necessary, the hearing, the officers may recommend the following:
  - a. The member may be removed from his or her duty.
  - b. The member may have to effectively complete a remediation plan as directed by the officers of the District PTO. If the respondent does not follow the remediation plan, then respondent will be removed from office.
  - c. The officer may be exonerated.

### **Article XVI: Absence of Building Chairs**

In the absence of building chairs, the second vice-president shall meet with the school Principal and the outgoing building chairs in an attempt for reconsideration of their decision.

In the event there is no reconsideration,

- a. All financial documents and checkbook go to the district treasurer.
- b. Determine the continuation/discontinuation of scheduled programs for the current school year.
- c. If no building representation can be secured, all financial assets will be frozen until sufficient representation can be identified.

### **Article XVII: Amendments**

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendment was given in writing at the previous regular PTO Board meeting.

### **Article XVIII: Rules of Order**

The rules contained in the current edition of *Robert's Rules of Order* shall govern this organization in cases in which they are applicable and not inconsistent with these bylaws.