

Minooka District 201
(School Name)
Parent Teacher Organization
By-Laws

Article I Name

The name of the organization shall be the Minooka District 201 Parent Teacher Organization, hereto the PTO. This organization shall operate within the policies of the Board of Education of District 201. Each school within the district shall have its own building PTO which will function under the guidelines of these bylaws. The Presidents of the building PTO's shall make up the Minooka District 201 PTO Coordinating Council.

Article II Purpose and Objectives

The purpose of the PTO is to unite parents, faculty, administration and community members for the betterment of students in Minooka District #201.

The Objectives of PTO are:

- A) To enrich the lives of children and enhance their educational experience in home, school and community.
- B) To facilitate teachers and parents working in partnership to encourage the growth and development of our children.
- C) To unite members in friendship, good will and understanding.
- D) To promote the health, welfare and safety of the students.

This organization is organized exclusively for educational purposes such as those organizations that qualify as exempt under section 501 © (3) of the internal Revenue Code or the corresponding section of any future federal tax code.

Article III Organizational Structure

- A) Each school in Minooka District 201 shall have its own PTO consisting of elected Officers, Teacher Representatives, Committee Chairpersons and Co-Chairpersons, and general members as defined in Article IV.
- B) The President of each school's PTO shall serve on a Coordinating Council to coordinate PTO activities within the district.
- C) The sole purpose of the Coordinating Council shall be to enhance the communication between building PTO's and to coordinate major events and fundraisers. The Coordinating Council shall not serve in an oversight capacity.
- D) The Coordinating Council shall meet a minimum of two times yearly. District administrators shall be requested to attend the meetings of the Coordinating Council.

Article IV Membership

The membership of the PTO shall be open to (school name) employees and the residents who have a student attending (school name).

Article V Meetings

- A) PTO meetings are open to all members as defined in Article IV. There shall be a minimum of four regular PTO meetings a year. The dates and times will be set by that year's officers at the first meeting of the school year. Normal PTO business shall be conducted at these meeting.
- B) Additional meetings for Executive Officers shall be arranged on an as needed basis.
- C) When voted by the PTO Board, or authorized by petition of at least 15 members, a Special PTO meeting may be called. The time, place and purpose of all Special PTO Meetings shall be announced at least seven days prior to the meeting. The only business to be conducted during a Special PTO Meeting shall be directly related to the purpose stated when the meeting was announced.
- D) The voting members present at a regular PTO meeting (minimum of six) shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Article VI Officers

- A) The officer positions of the (school name) PTO shall consist of President, Vice-President, Secretary, Treasurer.
- B) The Executive Board of the (school name) PTO shall consist of the Officers listed above and two Teacher Representatives.
- C) Terms of office for Officers shall be one year. The term shall be from July 1st until June 30th. Officers may serve consecutive one-year terms if elected.
- D) Offices may be filled by two persons when deemed necessary by the nominating committee.
- E) With the exception of the President, other Officer vacancies and/or Chairperson vacancies shall be filled by appointment by the (school name) PTO Board members.
- F) Any Officer, Committee Chairperson, or Committee Co-chairperson who does not fulfill his/her duties may be removed by majority vote of the (school name) PTO at a regularly scheduled meeting.
- G) Existing Officers shall set the budget for the next school year by June 30th. The budget will be voted on at the first meeting of the new school year.

Duties of President:

- A) The primary duty of the President is to supervise, facilitate and direct all of the activities of the organization, subject to the control of the PTO Board and the direction of the membership
- B) The President shall preside at all meetings of the PTO Board and supply the agenda.
- C) The President will act as liaison between the PTO and school administrators.
- D) The President also sees that all plans are completed and distributes a written annual report in May.
- E) The President shall be considered a member of all committees.

- F) The President shall be a member of the District's PTO Coordinating Council and shall meet with the PTO Presidents of District Schools a minimum of two times yearly as outlined in Article III.
- G) The President shall submit a yearly list of proposed fundraisers to the School Board in the spring of each year.

Duties of Vice-President

- A) The Vice-President shall act as an aide to the President and perform the duties of the President and exercise presidential powers in the absence of the President or in the event of the President's inability to perform the duties of the President.
- B) If the office of President is vacated permanently, the Vice-President shall assume the Presidency and a new Vice-President shall be appointed by the Executive Board of the (school name) PTO.
- C) The Vice-President shall act as volunteer coordinator for the PTO.
- D) The Vice-President shall perform other duties as requested by the PTO Board.

Duties of Secretary

- A) The Secretary shall take and keep minutes of all meetings
- B) The Secretary shall prepare and provide the necessary number of copies of the minutes of the previous meeting.
- C) The Secretary shall collect all committee notebooks at the end of the year.
- D) The Secretary shall handle all PTO correspondences, including all correspondences that serve to provide "Good Will."
- E) The Secretary shall keep a list of all chairpersons, co-chairpersons, and committee members.

Duties of Treasurer

- A) The Treasurer shall have charge and custody of all (school name) PTO monies.
- B) The Treasurer shall maintain the (school name) PTO bank account and keep accurate records of all receipts and expenditures.
- C) The Treasurer shall prepare and provide the necessary number of copies of the financial reports for each meeting.
- D) The Treasurer shall perform monthly bank account reconciliations to be presented to the (school name) PTO Board.
- E) Along with one other PTO member, the Treasurer shall count and verify any collected monies. The Treasurer shall deposit the monies.
- F) The Treasurer shall have the books ready for audit by August 1st. The procedure for audit shall be determined by the (school Name) PTO Board.
- G) The Treasurer shall give each Committee Chairperson a written copy of the budget for that committee.

Duties of a Teacher Representative

- A) The position of Teacher Representative shall serve as a liaison between the faculty and the PTO and shall provide general information about faculty needs.
- B) The Teacher Representatives shall be “the voice” of the faculty and shall be responsible for polling their peers about relevant issues and reporting these views to the PTO.
- C) Preferably there should be two Teacher Representatives, but one representative can fill the position.

Article VII Voting Procedures

Nominating Committee

- A) A Nominating Committee will be appointed by the President in February. The Nominating Committee shall consist of a minimum of three and a maximum of four people. The current President shall not be eligible to serve on the Nominating Committee. No member of the Nominating Committee shall be eligible to be considered by the committee for office.
- B) The Nominating Committee shall issue a formal, written call for nominees to all parents of the student body and staff members.
- C) No person can be nominated as a candidate for elected office or appointed without his/her consent.
- D) The Nominating Committee is responsible for receiving and reviewing suggestions for persons to serve as officers.
- E) To be eligible for an office, candidates must have served on a committee for at least one year at any District 201 PTO.
- F) The Nominating Committee shall prepare a slate of eligible nominees for elected officers at the March meeting for election in April.
- G) The Nominating committee will run the election of officers in April including the distribution and counting of ballots.

Election of Officers

- A) Anyone who is a PTO member as defined in Article IV may vote in the general election of officers.
- B) The election shall be by ballot, except in cases where there is only one nomination for each office, and then it may be by voice vote.
- C) Election results will be determined by a plurality vote of those present.

Voting Privileges

- A) Other than the general election of Officers, voting members will be PTO Officers, Committee Chairpersons, Committee Co-chairpersons, appointed committee members, and Teacher Representatives in attendance at (school name) PTO meetings. There shall be a maximum of 5 votes per committee.
- B) Voting may only take place when there is a quorum in attendance at the meeting.
- C) Each voting member shall have one vote regardless of the number of positions held.

- D) A telephone vote of the Executive Board may be conducted at the discretion of the President.

Article VIII Committees/Activities

- A) Committees may be formed and structured as deemed necessary to promote the objectives of the (school name) PTO.
- B) Each committee will have an appointed Chairperson and/or Co-chairperson.
- C) Chairperson and Co-chairperson positions shall be appointed by the (school name) PTO Executive Board.
- D) Any member of the PTO, including an Officer, may serve as a committee chair.
- E) A Committee or Activity Chair reports to the building's PTO Board.
- F) The Committee Chair/Co-chairs shall arrange and oversee all details and implementation of their committee/activity.
- G) Monies collected by committee activities shall be counted and documented by two people and turned over to the Treasurer for deposit.
- H) Chairpersons are responsible for giving a verbal or written report on their committee's activities at PTO meetings.
- I) All Chairpersons are responsible for keeping a notebook of their plans, activities, and related records. These notebooks are the property of the PTO and shall be returned to the Secretary at the June Board meeting.
- J) Committee Chairpersons and Co-chairpersons shall receive a written copy of the policies and procedures of the (school name) PTO.
- K) Committee Chairpersons and Co-Chairpersons shall be given a written copy of any District policies and procedures that pertain to PTO functions/activities, and shall be expected to follow those policies and procedures.

Article IX Basic Procedures

- A) Organizations not sponsored by the (school name) PTO may request the use of a PTO function to promote events or solicit membership. Approval of the PTO Board must be given prior to the PTO function.
- B) In the event of the dissolution of Minooka District 201 Parent Teacher Organization, all funds shall be reverted to the Minooka School District 201.
- C) It shall require a two-thirds (2/3) vote by written ballot of all current PTO Board Members to dissolve the PTO.

Article X Parliamentary Procedure

Robert's Rules of Order shall govern the conduct of all meetings but shall not supersede the By-laws of the PTO.

Article XI Amendments to By-laws

- A) The Bylaws shall be reviewed annually by each school's PTO Board. When deemed necessary, a District Bylaw Review committee shall be formed consisting of an Executive Officer, a Teacher Representative, and a Member-at-large from each school.

- B) The Review Committee shall review the bylaws and bring any recommended amendments or revisions back to their respective school's PTO Board for input. The Review Committee shall then vote on the amendments or revisions in accordance with their PTO Board's consensus. A two-thirds (2/3's) majority is required for the passage of the amendment or revision.