

CLARENDON HILLS MIDDLE SCHOOL BYLAWS

AMENDED AND RESTATED

~~MAY 13, 2015~~ July 12, 2018

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this organization is the Clarendon Hills Middle School Parent Teacher Organization (“PTO”), Clarendon Hills, IL. It is a local unit organized by the parents and teachers of the Clarendon Hills Middle School (“CHMS”).

Section 2. The PTO is organized exclusively for charitable, educational or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. More specifically, the purpose of the PTO is to facilitate a working relationship between families, school administrators and teachers at CHMS.

ARTICLE II. OBJECTIVES AND BASIC POLICIES

Section 1. The objectives of the PTO shall be:

- a. To enhance and enrich the school curriculum;
- b. To build a strong relationship between teachers, administrators and the community;
- c. To help children identify their own interests and strengths and provide parent education; and
- d. To be a conduit of communication between CHMS and parents of students attending CHMS.

Section 2. The basic policies of the PTO shall include the following:

- a. The organization shall be noncommercial, nonsectarian, nonpartisan, non-discriminating and non-profitable.
- b. The name or logo of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for any purposes not appropriately related to the promotion of the objectives of the PTO.
- c. The organization shall work with school officials to provide quality education for all children attending CHMS in any way it seems necessary.
- d. All fundraising, committee and community service efforts shall align with the PTO objectives.

Section 3. The PTO shall cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the organization, financially or otherwise.

Section 4. The PTO shall cooperate with the school to support the improvement of education, but shall not interfere with the administration or its policies.

ARTICLE III. MEMBERSHIP AND DUES

1. Any CHMS parent, guardian, or faculty member may become a member of this PTO subject to compliance with the provisions of the bylaws. The PTO shall conduct an annual membership drive, but persons may be admitted to membership at any other time.
2. Each member shall have one vote.

3. Membership in the organization shall be made available to all parties mentioned without regard to race, color, creed or national origin.
4. The membership year shall begin on July 1st and end on June 30th of the following school year. Persons who join during the membership year shall pay full dues for the current school year. Dues shall be determined by the Executive Board.
5. Membership is not transferable or assignable.

ARTICLE IV. OFFICERS

Section 1. The officers of the organization shall be a President, a Vice President, a Secretary, A Vice President of Communications, a Treasurer and an Assistant Treasurer. Any office may be shared by more than one individual for example, as Co-Presidents) with the authority and duties of the particular office as set forth in these bylaws. Duties are allocated between such individuals (officers) as they deem appropriate. Each officer has one vote.

- a. The officers shall be elected by ~~a written ballot annually~~ **April/May** by a majority of the members present and voting at the annual meeting of the membership ~~in May~~. If at that membership meeting there are no additional nominees from the floor upon a motion from the floor, the election ~~may~~ **will** be ~~made~~ **continued** by voice.
- b. The new officers shall work with the present board until the end of the school year to allow for a smooth transition. They shall assume their duties on the last day of the school year and shall serve until the last day of the school year the following calendar year.
- c. An officer shall not be eligible to serve more than two consecutive terms in the same office.
- d. Any officer may resign from such positions by filing a written resignation with the Secretary. Any officer may be removed by the members with a two-thirds vote of the Executive Board (as defined in Article VII, Section 1) present and voting at a meeting of the organization if, in the judgment of the Executive Board, the best interests of the organization would be served thereby. Vacancies in any office occurring for any reason may be filled for the unexpired term by a person elected by the members.

Section 2. The Nominating Committee (as defined in Article VIII, Section 3) shall present a slate of candidates for each office, selecting at least one nominee, but no more than two for each office. The slate will be presented ~~to the Executive Board and the organization~~ at the ~~April~~ **March/April** general meeting. Nominations may also be made from the floor following the report of the nominating committee at the general meeting held for this purpose. Only those who have consented to serve if elected and understand the responsibilities shall be eligible for the nomination by the committee or from the floor. The members will vote for the officers at the ~~May~~ **April** general meeting.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President(s) shall supervise all the business and affairs of the organization and shall:

- a. Preside at all meetings of the organization and the Executive Board.
- b. Be members, ~~ex-officio~~, of all committees except the Nominating Committee;
- c. Appoint special committees;
- d. Communicate with Principal and general membership monthly;

- e. Maintain the exclusive authority to sign any contracts or other instrument, which the Executive Board has authorized to be executed;
- f. Coordinate the work of the officers and committees so that the organization's objectives may be accomplished;
- g. Perform other duties that may be assigned by the Executive Board or the organization; and
- h. Serve as one of the three directors of the PTO required by Illinois law for 501 (c) (3) organizations.

Section 2. The Vice President(s) shall aid the President and shall:

- a. Act as liaison for all standing committees to the Executive Board;
- b. Assume the office of President when the current President term is completed, or the President is unable to perform the duties of the office;
- c. Serve as one of the three directors of the PTO required by Illinois law for 501 (c) (3) organizations; and
- d. Perform other duties that may be assigned them by the President, the Executive Board, or the organization.

Section 3. The Secretary shall:

- a. **1)** Record and distribute the minutes of all **General Meetings** of the organization to the Executive Board ~~and submit minutes to be posted on website~~ within one week of meeting. **3)** Minutes must **then** be approved at the next general meeting of the organization. **2)** If there are no changes, minutes ~~must be emailed to the executive board;~~ **will then be posted to the PTO website;**
- b. Record the minutes of all **Executive Board Meetings**;
- c. Be custodian of all records of the organization, including minutes, current by-laws and membership directory;
- d. ~~Maintain records of all PTO registration forms whether electronic or hard copy;~~ **Moved to Treasurer's Responsibilities**
- e. Attend Executive Board meetings and regular meetings of the organization;
- f. See that all notices are given in accordance with these bylaws;
- g. Correspond on behalf of the organization; and
- h. Perform other duties that may be assigned them by the President, the Executive Board, or the organization.

Section 4. The Treasurer(s) as Chief Financial Officer shall ensure continuity of the function: this position is typically a two-year commitment, with one new Co-Treasurer elected each year. This office shall:

- a. Receive all monies of the organization which shall be placed in a depository approved by the Executive Board;
- b. Pay out funds in accordance with the approved budget as authorized by the organization;
- c. Keep an accurate record of receipts and disbursements;
- d. **Maintain records of all PTO registration forms whether electronic or hard copy;**
- e. Present a written financial statement at every meeting of the organization and at other times as requested by the Executive Board;
- f. Prepare an annual budget for the organization which shall be approved by the members at the annual meeting in May; budget shall be posted for 21 days on the website before voting at the annual meeting;
- g. Prepare annual reports as legally required, including the Federal Form 990;
- h. Direct budget or audit process as necessary;
- i. Serve as one of the three directors of the PTO required by Illinois law for 501 (c) (3) organizations;

- j. Maintains all financial records necessary for the operation of the organization and meeting all regulatory practices;
- k. Act as manager of and oversee all financial aspects of fundraising activities of the organization; and
- l. Perform other duties that may be assigned them by the President, the Executive Board, or the organization.

Section 5. The Assistant Treasurer shall assist the Treasurer. This position will serve as Treasurer in the second year. This office shall:

- a. Assist the Treasurer with all the Treasurer's duties listed in section 4; and
- b. ~~Act as manager of and oversee all financial aspects of fundraising activities of the organization;~~ and Move to Treasurer's Section 4
- c. Perform other duties that may be assigned them by the President, the Executive Board, or the organization.

Section 6. The Vice President of Communications shall:

- a. Oversee communications with the general membership and public such as, newsletter, website, text messages and publicity;
- b. Oversee updates to website and execution of blast emails and texts as directed by the Executive Board;
- c. Assume responsibilities of Secretary in case of absence; and
- d. Perform other duties that may be assigned them by the President, the Executive Board, or the organization.

ARTICLE VI. MEETINGS

Section 1. Regular meetings of this organization shall be held on the date and time fixed by the Executive Board, as stated in the calendar distributed to the membership at the beginning of the school year. Three (3) days' notice shall be given for any change of date or time.

Section 2. Special meetings may be called by the Executive Board as needed or by the written request of twenty (20) members delivered to the President.

Section 3. At a regular meeting designated by the Executive Board as the year-end annual meeting, the committee reports shall be given, the officers of the succeeding school year shall be elected and the budget for the succeeding school year shall be approved. Such meeting is typically held in May.

Section 4. The members present and eligible to vote at any meeting of members shall constitute a quorum for the transaction of business at a regular meeting.

Section 5. The act of the majority of the members present and voting at a regular meeting at which a quorum is present shall be the act of the members, unless a greater percentage is required by these by-laws. Any member who is present at voting without dissenting shall presume to be assenting

Section 6. For each fiscal year, each Committee Chair(s) will be provided their committee's budget in writing in accordance with the approved Annual Budget no later than the first PTO General Meeting in September. The Committee Chair(s) may not exceed their budgeted amount by more than \$50 without prior approval from the Executive Board. Any committee members exceeding their budgeted amount by more than \$50 will not be reimbursed unless voted on and approved by the Executive Board.

Section 7. Any and all expenditures for business conducted by the Executive Board in excess of \$600 that exceeds the budgeted amount by \$600 or is not originally budgeted shall be presented to and approved by a vote of the majority of members at a regular or special meeting.

ARTICLE VII. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the PTO and the Principal of CHMS or his/her representative.

Section 2. The Executive Board shall be responsible for taking the following actions:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. Create standing special committees;
- c. Approve all contracts prior to signing; and
- d. Approve appointment of auditor.

Section 3. Periodic meetings of the Executive Board shall be held. At least three (3) days notice shall be given to notify of any change to a meeting date. At least three (3) Executive Board members shall constitute a quorum.

Section 4. Special meetings of the Executive Board may be called by the President or by a quorum of the Executive Board provided all members receive three (3) days notice.

ARTICLE VIII. STANDING AND SPECIAL COMMITTEES

Section 1. The Executive Board shall create such standing committees as it may deem necessary to promote the objectives and carry out the work of the organization. The chairpersons of standing committees shall be selected by officers of the Executive Board for a term of one year.

Section 2. The chairpersons of each standing committee shall maintain a record describing the activities of the office. Each record shall contain a report of the activities/accomplishments, and budget expenditures for each chairperson's committee for the year. These records shall be given to the succeeding chairperson at the end of the school year.

Section 3. There shall be a Nominating Committee ~~consisting of the Principal, one President and at least one current PTO member from each of the elementary schools that feed CHMS. The Nominating Committee members shall be appointed by the outgoing President based on input from the Executive Board. The committee shall elect its chairperson from one of its members.~~ **Designated by a majority of the Executive Board.**

Section 4. A budget committee shall be formed annually at the discretion of the Executive Board.

ARTICLE IX. FISCAL YEAR

The PTO fiscal year shall begin on July 1 and end on June 30.

ARTICLE X. NOTICE

Notice as required to be given by the PTO in these bylaws shall be deemed given by any of the following:

- a. Published in the PTO newsletter;
- b. Posted on the PTO, CHMS or District 181 websites; or
- c. Distributed via email to those PTO members who provide email addresses as part of their PTO registration materials.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Revised shall govern the organization in all cases in which they are applicable, providing they are not in conflict with these bylaws.

ARTICLE XII. AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the PTO with a two-thirds majority vote of the members present and voting, provided that the proposed amendment(s) has been made available to the members at the prior PTO meeting or with thirty (30) days notice, whichever is less.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws with a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of the amendment(s),

ARTICLE XIII. DISSOLUTION

Section 1. This organization may only be dissolved following a two-thirds vote in an Executive Board meeting. It will be required that the Executive Board provide thirty (30) days notice of this action for discussion at the next PTO meeting. In order for this PTO to be dissolved an affirmative vote by a two-thirds majority of those present in a general meeting is required. Final action and the notice of dissolution must include a plan for the disposition of all PTO assets and properties.

Section 2. In the event of dissolution or final liquidation of the organization, the members shall tender, pay, and make provision for the payment of all lawful debts and liabilities of the organization, an organization with similar goals and objectives, or an organization which may have been created to succeed the PTO.

REVISIONS: MAY 13, 2015

ADOPTED ON:

SIGNED _____
President

SIGNED _____
President

SIGNED _____
Vice President

SIGNED _____

Vice President

SIGNED _____

Treasurer

SIGNED _____

Secretary