

**PARENT-TEACHER ORGANIZATION OF  
SCHOOL DISTRICT 103  
BY-LAWS**

**ARTICLE I – NAME**

103. The name of the organization shall be the Parent-Teacher Organization of School District

**ARTICLE II – Objectives**

1. To promote an environment in which every student has the opportunity to grow intellectually, socially, emotionally, and physically.
2. To promote a close relationship between the home and the school, so that parents, guardians, teachers, school staff, and school administrators may cooperate in the education and enrichment of the students.
3. To bring the community and school into closer contact, stimulating interest in and encouraging support for our schools.
4. To raise funds to support PTO Objectives.

**ARTICLE III – POLICIES**

- Section 1. This organization shall be non-commercial and non-sectarian. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any members in their official capacities shall be used in connection with any commercial concern or with any partisan interest, nor for any purpose other than the work of the association.
- Section 2. The business of this organization shall be conducted under Robert’s Rules of Order in all cases in which they do not conflict with these by-laws.
- Section 3. This organization may take a position and work actively on community issues affecting the interest of the schools. It shall not seek to direct the administrative activities of the school or to control its policies.
- Section 4. This organization may cooperate with other organizations and agencies active in child welfare provided its representatives make no commitments that bind the group he/she represents.
- Section 5. This organization will provide volunteer services in District 103.

- Section 6. This organization provides funds for educational and community programs and special projects in District 103.
- Section 7. Upon the dissolution of the Parent-Teacher Organization of School District 103, the Board of Directors shall, after paying or making provision for the payment of all of its liabilities, donate the assets of the P.T.O. to not-for-profit organizations.

#### **ARTICLE IV – MEMBERSHIP AND DUES**

- Section 1. Any and all persons who are interested in the purpose of this organization and are willing to subscribe to its by-laws may become members upon the payment of dues.
- Section 2. Annual dues for all members shall be set as early as the April meeting, but no later than the June meeting.
- Section 3. The membership year shall be from September 1 to August 31 and any person joining during the year shall pay dues for that year.
- Section 4. An annual enrollment drive for members shall be conducted. Additional members shall be accepted at any time.
- Section 5. Honorary membership shall be extended to the faculty and to the administration.

#### **ARTICLE V – GENERAL MEMBERSHIP MEETINGS**

- Section 1. General membership meetings for this organization shall be held at any time that the Board of Directors deems necessary for the transactions of business or for a general interest program. A chairperson and/or committee for a special General Membership meeting shall be selected under the procedure outlined in Article IX Section 2.
- Section 2. Meetings may be called by the Parent-Teacher Organization Board upon five (5) days written notice to the members.
- Section 3. A General Membership meeting is to be held annually at which time the new board shall be elected and the financial report presented and approved, no later than the April meeting.
- Section 4. The members present at any general meeting shall constitute a quorum for the transaction of business.
- Section 5. The meetings shall be open to the general public, but the privilege of making motions, debating and voting shall be limited to the board-members of the Parent-Teacher Organization.

## **ARTICLE VI – PARENT-TEACHER ORGANIZATION BOARD**

- Section 1. The governing board of the Parent-Teacher Organization shall be its Board consisting of the President, Vice-President, Communications Director, Treasurer, Recording Secretary ("Officers") and any other Standing Committee Chairpersons as the Officers deem necessary. The Superintendent, Assistant Superintendent and principals of each school are recognized as ex-officio members.
- Section 2. All members of the Parent-Teacher Organization Board shall be members of the District 103 Parent-Teacher Organization.
- Section 3. The term of office for all Board members shall begin at the joint Board meeting in May at the start of "New Business" on the agenda.
- Section 4. In an emergency, an individual may hold more than one position on the Parent-Teacher Organization Board at a given time. In this event, however, the individual shall exercise voting rights for only one position and the membership of the Parent-Teacher Organization Board should be reduced by one for the purpose of determining the quorum.
- Section 5. Any Board member not in attendance for three (3) meetings may be subject to dismissal upon action by and at the discretion of the Board.
- Section 6. The Board shall provide the Nominating Committee with a list of positions that need to be filled for the ensuing year.
- Section 7. The Board shall receive a proposed budget recommendation from the Finance Committee at the April meeting. The Board shall have the responsibility of approving a budget (use of all monies) for the forthcoming year with adequate time having been given for study. Nominal (+/- 5%) budget adjustments made after the April meeting do not require a Board vote.
- Section 8. Following the receipt of all monies, the Board shall receive allocation suggestions from the Finance Committee. The Board shall approve allocations with adequate time having been given for study.

## **ARTICLE VII – BOARD RESPONSIBILITIES**

- Section 1. The Board of Directors shall consist of at least a President, Vice-President, Communications Director, Treasurer, and Recording Secretary, ("Officers") and any other Standing Committee Chairpersons as this Board deems necessary.
- Section 2. Specific duties of these officers, Standing Committee Chairpersons, Administration Representatives, and Special Committee Chairpersons shall be

listed in the Handbook of the Parent-Teacher Organization of School District 103 ("Handbook"). The Handbook is the governing instrument as described in Article IX.

Section 3. Each Board member shall:

1. Present a plan of work and expenditure to the P.T.O. Board or District 103 for approval before work may be undertaken.
2. Keep records of their activities, suggestions for the following year and all official materials.
3. Submit next year's proposed budget by the March meeting.
4. Seek Board approval for unbudgeted expenditures exceeding \$50.00 (fifty dollars).
5. Perform the duties as described in the Handbook.

Section 4. Administration Representatives shall:

1. Act as a liaison between the Parent-Teacher Organization board and the teaching staff at their respective schools.
2. Assist the chairpersons in planning and coordinating programs.

#### **ARTICLE VIII – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, Vice President, Communications Director, Recording Secretary, Treasurer, each School Senior Vice President and any other Standing Committee Chairpersons as this Board deems necessary.

Section 2. The Executive Committee will work in planning and in an advisory capacity to improve the efficiency and effectiveness of the P.T.O. This shall not be a governing body.

Section 3. The specific duties of the Executive Committee are outlined in the Handbook.

#### **ARTICLE IX – STANDING AND SPECIAL COMMITTEES**

Section 1. Standing Committee:

1. Fulfill a long term, on-going function in promoting the objectives and carrying on the work of the organization.

2. A Standing Committee Chairperson is a member of the P.T.O. Board.
3. A Standing Committee is created and dissolved by the P.T.O. Board.

Section 2. Special Committee:

1. Fulfills a short-term function or project to carry out an immediate need.
2. Special Committee Chairperson may come from the general membership with a Board member acting as a liaison person.
3. Special Committee is created and dissolved by the P.T.O. Executive Committee.
4. Special Committee expenditures must be approved by the P.T.O. Executive Committee.

**ARTICLE X – NOMINATIONS AND ELECTIONS**

Section 1. The Handbook outlines the members of the Nominating Committee.

1. The President of the P.T.O. Board shall be the chair of the Nominating Committee.
2. The committee shall consist of at least (5) members as outlined in the Handbook.
  - A. The entire Nominating Committee will select a slate of board members for the ensuing year to be presented to the Board for approval.
  - B. If a vacancy should occur in any office during the year, the Nominating Committee will present a name for election at the next regular board meeting.

Section 2. Parent-Teacher Organization members may present the names of candidates for nomination in writing to the members of the Nominating Committee before the March meeting. The Nominating Committee shall report by the March board meeting the names of one or more candidates for each Board position. The consent of each candidate must be obtained before his or her name is placed in nomination.

Section 3. No Board member shall serve in the same capacity for more than three (3) consecutive years unless approved by the Board with a vote.

Section 4. At the April meeting, election shall be by ballot, except that the vote may be oral when there is no contest. A plurality shall elect.

Section 5. A Board member's tenure may not exceed eight (8) consecutive years unless approved by the Board with a vote.

#### **ARTICLE XI – POLICY HANDBOOK**

Section 1. The Handbook outlines the job description of the P.T.O. committees and Board members.

Section 2. The Handbook shall be reviewed and revised by the Legislative Committee and presented to the Board for approval.

#### **ARTICLE XII – AMENDMENTS AND CHANGES IN BY-LAWS**

Section 1. These by-laws may be changed or amended at any regular or special General Membership meeting by a two-thirds vote of the members present, provided five (5) days written notice of the proposed amendment was given.

Section 2. A Legislative Committee, chaired by the Vice President, shall review the by-laws and Handbook every other year.

Adopted 12/82 – revised: 6/83, 4/87, 4/91, 4/94, 2/96, 11/02, 4/04, 2/06, 1/08, 2/10, 5/11, 9/12, 9/14