

**Butler 53 PTO**

**BYLAWS (second revised)**

**BUTLER DISTRICT 53 PTO**

ARTICLE I. NAME

The name of this organization is the Butler District 53 PTO (the "PTO"). This organization is incorporated in the State of Illinois, and the Illinois Secretary of State records this organization as File Number 63829609.

ARTICLE II. OBJECTIVES

- A. To foster relations between home and schools within Butler School District 53, so parents and teachers may communicate and cooperate with regard to the education of the students.
- B. To act as liaison between educators and the general public with regard to educational needs.
- C. To offer supplemental educational programs directed toward the students, parents and teachers and to improve the school environment in which they work and play.

ARTICLE III. BASIC POLICIES

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- 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 promotion of the objectives of the organization.
- C. The organization shall cooperate with schools within the district to support the improvement of education in any way it deems necessary.

ARTICLE IV. MEMBERSHIP AND DUES

Section 1. Membership shall be made available to (a) parent(s)/guardian(s) whose children attend schools within Butler School District 53, provided they pay annual dues and (b) the teaching

faculty of such schools. These individuals shall herein be referred to as "members."

Section 2. Each member shall have one vote at the meetings described in Article VII below.

Section 3. Membership in this organization shall be made available without regard to race, color, creed or national origin.

Section 4. The membership year shall begin on August 1st and end on July 31st of the following year. Parents/guardians who join during the membership year pay dues for that year.

Section 5. The board shall set annual dues by motion. The dues shall not be pro-rated, regardless of the date that a member pays such dues. Only a dues-paying member of this organization is eligible to serve in any of its elective or appointive positions or volunteer for the PTO, with the exception of volunteering for Exploremore Day. Payment of dues shall entitle a member to receive one PTO directory.

#### ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The organization shall appoint at least five officers at each annual meeting. The officers are also known as PTO board members. At least five of the following board positions must be filled at all times::

- (i) one President,
- (ii) one vice-president for Brook Forest,
- (iii) one vice-president for Butler,
- (iv) one recording secretary,
- (v) one corresponding secretary,
- (vi) assistant secretaries, as needed,
- (vii) one treasurer,
- (viii) assistant treasurers, as needed, and
- (ix) community liaison.

- a. At the annual meeting, the officers for the next year shall be elected by a majority of the members present and voting at such meeting.

- b. After the annual meeting, the new officers shall work with the present board until their term starts. New officers shall assume their official duties on June 30th and shall serve until June 30<sup>th</sup> of the following year, except the treasurer, who shall assume office on August 15<sup>th</sup> and shall serve until August 15<sup>th</sup> of the following year.
- c. Each office shall be a one-year position. An officer may be eligible to serve consecutive terms in the same office, but must stand for re-election at each annual meeting.
- d. Only officers are authorized to execute contracts on behalf of the PTO. No other persons are authorized to execute contracts that bind the PTO.
- e.
- f. Officers are authorized to execute any contract that obligates this organization to pay \$2,000 or less, provided that such amounts are within the budgeted amounts. Officers are authorized to execute contracts that obligate this organization to pay more than \$2,000 only if specifically authorized by the board. Section 2. The board shall appoint all PTO committee chairs by motion. The recording secretary shall record all chair appointments in the minutes.

Section 3. The board shall appoint a nominating committee chair..

. The nominating committee chair shall present a slate of at least five candidates for positions stated in Article V, Section 1 above. The proposed slate of new officers will be (i) distributed to the board members and (ii) posted at the schools at least two days before the annual meeting in May. Nomination may also be made from the floor at the annual meeting. Only those who have consented to serve and understand the responsibility for such office will be sworn into office.

Section 4. An officer may resign from such position by filing a written resignation with the secretary. Any officer may be removed by the members by a two-third vote of members present and voting at a meeting of the organization if, in the judgment of the members, 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 a majority vote of the Executive Board.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. All officers shall:

- (i) attend executive board meetings and regular meetings of the organization;
- (ii) perform other duties as directed by the board or the organization;
- (iii) be a dues-paying member of the PTO;
- (iv) have a child enrolled in a school within the district; and
- (v) attend PTO-sponsored events.

Section 2. The PTO president shall:

- (i) have experience (a) on the PTO board and (b) preferably, with both schools;
- (ii) preside over all PTO executive and general meetings;
- (iii) represent the PTO at the District Leadership Team ("DLT") meetings or appoint an official delegate;
- (iv) represent the PTO at Meetings of the Whole or appoint an official delegate;
- (v) meet with principals of both schools as well as the superintendent and school board liaison;
- (vi)
- (vii) ensure that all district-wide chair positions are filled,
- (viii) follow up with district-wide PTO chairs and ensure thank you notes are generated,
- (ix) distribute copies of the Master Calendar for the school year to PTO board members , and
- (x) work with the community to address its concerns.

Section 3. The Brook Forest vice president shall:

- (i) have experience with Brook Forest School;
- (ii) work with the president, acting as liaison between the Brook Forest Principal and staff, to convey information to and from the board;
- (iii) ensure that all Brook Forest PTO chairs are filled;

- (iv) meet with the Brook Forest Principal during the summer to plan the school-year calendar and coordinate dates for PTO-sponsored events;
- (v) oversee the coordination of PTO events at Brook Forest, acting as liaison between the principal and the PTO committee, solving logistical problems for the committee;
- (vi) attend the initial committee meetings that you oversee;
- (vii) be prepared to attend the DLT and Meeting of the Whole if the president cannot attend;
- (viii) pick up mail at Brook Forest;
- (ix) handout and collect the Final End of Event Tally ("F.E.E.T.") sheets and folders for Brook Forest events,
- (x) ;
- (xi) follow up with Brook Forest PTO chairssand ensure thank you notes are generated;
- (xii) attend kindergarten orientation.

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Section 4. The Butler vice president shall:

- (i) have experience with Butler Junior High;
- (ii) work with the president, acting as liaison between the Butler Principal and staff, to convey information to and from the board;
- (iii) ensure that all Butler PTO chairs are filled;
- (iv) meet with the Butler Principal during the summer to plan the school-year calendar and coordinate dates for PTO-sponsored events;
- (v) oversee the coordination of PTO events at Butler, acting as liaison between the principal and the PTO committee, solving logistical problems for the committee;
- (vi) attend the initial committee meetings that you oversee;
- (vii) be prepared to attend the DLT and Meeting of the Whole if the president cannot attend;

- (viii) pick up mail at Butler Junior High;
- (ix) handout and collect the F.E.E.T. sheets and folders for Butler events,
- (x) ;
- (xi) follow up with Butler PTO chairs and ensure thank you notes are generated; and
- (xii) attend orientation at Butler for rising sixth graders.

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Section 5. The recording secretary shall:

- (i) record the minutes of all the meetings of the organization and the board and email them to the corresponding secretary;
- (ii) maintain a list of committee appointments;
- (iii) be custodian of all the records of the organization; specifically, maintain the minute book, all legal correspondence and documents filed with the Illinois secretary of state;
- (iv) Prepare and distribute agenda for board and general meetings;
- (v) Remind board members of upcoming meetings;
- (vi) Post notices at each school;
- (vii) Reserve meeting rooms;
- (xi) possess a current copy of tax-exempt certification for the PTO; and
- (viii) Prepare and file the annual report with the Illinois Secretary of State by October 1<sup>st</sup> each year.

Section 6. The corresponding secretary shall:

- (i) ensure membership of district families by contacting non members, inviting them to join;
- (ii) ensure that the PTO website is maintained, and post current minutes, notices, and calendar information on the PTO website;

- (iii) send out the PTO handbook to PTO dues-paying members;
- (iv) prepare and distribute PTO procedures binders to the PTO chairs at a meeting to be held in the fall of each school year; and
- (v) send out correspondence such as sympathy cards, thank you letters to district families in accord with the policy adopted by the board.

Section 7. The treasurer shall:

- (i) receive all the moneys of the organization and promptly deposit them in a federally-insured institution;
- (ii) keep an accurate record of the receipts and expenditure of the organization;
- (iii) balance and maintain all accounts of the organization;
- (iv) present a written financial statement at every meeting of the organization and at other times as requested by the executive Board;
- (v) prepare an annual budget for the organization, which shall be approved by the board by July 31<sup>st</sup>;
- (vi) attend all PTO events where money is collected for the organization or ensure that an assistant treasurer is present;
- (vii) act as liaison with the organization's accountant;
- (viii) ensure the insurance for the organization and board is up-to-date and coverage is sufficient;;
- (ix) ensure federal and state tax exempt status on behalf of the PTO;
- (x) facilitate credit card services for the organization;
- (xi) ensure that tax returns for the PTO are filed by December 15<sup>th</sup> of each year; and
- (xii) maintain cash registers or cash boxes (as appropriate) where required.

The treasurer's books shall be examined annually by an auditor or a committee of not less than three PTO members who,

satisfied that the treasurer's annual report is correct, shall sign a statement at the end of the report certifying its correctness. Before the last day of the school year, the Executive Board shall recommend three members to conduct the audit. The audit shall be completed by August 15<sup>th</sup>.

Section 8. The assistant treasurer(s) shall:

- (i) be available to support PTO committees with treasury business,
- (ii) scrutinize and approve (if appropriate) expense vouchers;
- (iii) work closely with the treasurer to compile monthly reports and conduct the annual audit;
- (iv) assist other officers with miscellaneous work and committee obligations;
- (v) ; and
- (vi) ensure that ample expense vouchers are available at each school.

Section 9. The community liaison shall:

- (i) act as liaison to the Oak Brook Park District, Oak Brook Public Library, and Oak Brook Police Department; and
- (ii) promote publicity of PTO events.

ARTICLE VII. MEETINGS OF THIS ORGANIZATION

Section 1. Regular meetings of this organization shall be held on the date and time fixed by the executive board, as stated in the calendars distributed to the membership at the beginning of the school year. Three days written notice shall be given of any change of date and time.

Section 2. Special meetings may be called by the Executive Board on three days written notice.

Section 3. At least ten members, including at least two officers, must be present to constitute a quorum for the transaction of the business of this organization.

Section 4. The act of the majority of the members present and voting at a meeting at which a quorum is present shall be the act of the members, unless a greater percentage is required by the bylaws.

Section 5. The annual meeting shall be held in May each year. The officers for the succeeding year shall be elected at the annual meeting.

ARTICLE VIII. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the organization. Board members are discouraged to act as committee chairpersons, although they may assume such positions if necessary.

Section 2. The Executive Board shall:

- A. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- B. Appoint committee chairpersons;
- C. Investigate and approve plans of any standing or special committee;
- D. Adopt a budget in July for the upcoming fiscal year;
- E. Approve specific expenditures in accord with the budget; and
- F. Approve expenditures outside the budget provided such expenditures do not exceed \$2,000 in any particular month.

Section 3. Regular meetings of the Executive Board shall be held. At least three days notice shall be given if there is a change of the regular meeting date. A majority of the board shall constitute a quorum.

Section 4. Special meetings of the executive board may be called by either President or by a quorum of the Executive Board provided that all officers receive three days written notice.

Section 5. The act of the majority of the Executive Board present and voting at a meeting at which quorum is present shall be the act of the Executive Board, unless a greater percentage is required by these bylaws.

Section 6. This organization shall not give gifts or other remuneration to its board members. No board member shall receive a gift solely because of his or her service as a board member from (i) this organization or (ii) an entity that transacts business with this organization.

Section 7. An act of the board is required to authorize any gift, other than perishable gifts given on account of death, birth, and other events that require prompt response. All gifts by this organization shall be recorded in the minutes.

Section 8. An act of the board (as recorded in the minutes) is required for any expenditure over \$2000.

Section 9. During June, the treasurer for the current year shall collect all F.E.T sheets for the prior year. In July, the treasurer shall prepare a budget for the following year. In mid July, there shall be a meeting of the board to review and recommend a budget for the following year. The budget shall be considered at a meeting of the organization in late July. A budget shall be approved by the organization before the fiscal year begins on August 1st. The audit

shall occur in early August of each year and shall be completed by the former treasurer by August 15th.

ARTICLE IX            STANDING AND SPECIAL COMMITTEE

Section 1. The Executive Board shall create such standing and special committees as it may deem necessary to promote the objectives and carry out the work of the organization. The chairperson of the standing or special committee shall be appointed by the board for a term of one year.

Section 2. The chairperson of each standing or special committee shall present a plan of the work to the Executive Board for approval. Each chairperson shall work with the treasurer to develop a budget for such chairperson's committee's activity. Each chairperson shall maintain a notebook describing the committee's activities. Each notebook/F.E.E.T. sheet shall (a) contain the annual report of each chairperson at the end of the school year and (b) compare budgeted estimates to actual results.

Section 3. A committee chairperson shall not be eligible to serve more than two consecutive terms as the chair of the same standing committee, except in cases where no other organization member has volunteered to chair that committee.

ARTICLE XI.           FISCAL YEAR

The fiscal year shall bring on August 1 and end on July 31

ARTICLE XII.          PARLIAMENTARY AUTHORITY

Roberts Rules of Order (as revised) shall govern this organization except where they conflict with these bylaws.

ARTICLE XIII.        AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the organization by a two thirds majority vote of the members present and voting, provided that the revised bylaws are posted at each school within the district for thirty (30) days before the meeting.

ARTICLE XIV.         DISSOLUTION

This organization may dissolve if thirty (30) days written notice of such proposed action is posted by the Executive Board at each school for discussion at the next organization meeting. The notice of dissolution must include a plan for the disposition of all Butler 53 PTO assets and properties. Final action shall be taken at the following organization meeting and such action requires the affirmative vote of two-third of the members present and voting.

ARTICLE XV.           SUMMARY OF SIGNIFICANT DATES

March:                    Propose membership dues for the next school year

March:                Nominating committee appointed  
May:                 Annual Meeting at which new officers are appointed  
June 30:            New officers (other than treasurer) assume their  
positions  
Mid-July            Former treasurer compiles F.E.E.T. sheets and proposes  
budget  
Late-July          New Board considers and recommends budget for  
following year  
July 31:            End of fiscal year; budget for following year  
must be approved by this date  
August 1:          Start of new fiscal year  
August 15:        Audit complete; new treasurer assumes position  
October 1:        File annual report with the Illinois Secretary of  
State  
December 15:      File tax returns

[PROPOSED June 4, 2010 ]