

Center Cass District 66
Parent Teacher Organization By Laws
Revised 2010-2011

Article I *Name*

The name of this organization is the District 66 Parent Teacher Organization (“District PTO”) located in DuPage County, Illinois in DuPage County, Illinois.

Article II *Objectives*

- A.** To develop between educators and the community a united effort to secure for all children and youth the highest advantages in physical, mental and social education.
- B.** To promote the home and school relationship through communication and collaboration between parents, teachers and the community.
- C.** To promote the welfare of the children and youth in home, school and community.
- D.** To support and advance the goals and missions of the Center Cass School District 66 Board of Education.

Article III *Organization Policies*

- A.** The District PTO will work with the schools and the Board of Education to provide quality education for all the district’s children through cooperative participation in the decision making process which establishes school policy, recognizing that the District 66 Board of Education has the ultimate legal responsibility to make such decisions.
- B.** The District PTO will be noncommercial, nonsectarian and nonpartisan.
- C.** The name of the District PTO 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 purpose not appropriately related to promotion of the objectives of the District PTO.
- D.** The District PTO will not take a position in a political campaign on behalf of or in opposition to, any candidate for public office.
- E.** The District PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the District PTO in such matters will make no commitment that binds the organization without first having secured the approval from the District PTO Board.
- F.** All activities sponsored by the District PTO and individual school PTO Boards must be in accordance with Board of

Education policies and the objectives stated in these by laws.

- G.** Notwithstanding any other provisions of these articles, the District PTO shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170(c)(1) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- H.** Upon the dissolution of the District PTO, the District PTO Board will, after paying or making provisions for the payment of all the liabilities of the PTO, dispose all of the assets of the PTO exclusively for the purposes of the PTO in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law as the District PTO will determine. Any such assets not disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the PTO 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.
- I.** Inurement of Income-No part of the net earnings of the District PTO shall inure to the benefit of, or be distributed to its members, trustees, officers or other private persons except that the District 66 PTO shall be authorized and empowered to pay reasonable compensation for services rendered.

Article IV **Articles of Organization**

A. Type of Organization

The District PTO exists as an unincorporated organization of its members.

B. Membership

Any District 66 community member with a student enrolled in a district school and certified employees of the district are general members of the District PTO.

C. Governing Rules

These by laws shall govern the District PTO.

D. Composition of District PTO Board

The District PTO will consist of the individual school PTO organizations. The organizations may coordinate programs and activities deemed appropriate by their respective boards and in accordance with the District PTO objectives stated in Article II.

E. Host School Rotation

One school will be designated the “host” school for the duration of school year. This will occur on a rotating basis. The host school’s individual PTO Board President and Vice-President will serve as the officers of the District PTO Board for that year. **District PTO Board Members**

The District PTO Board will be comprised of the President and Vice-President, and the principal from each of the individual school PTO Boards.

F. Individual School PTO Board

Each school will maintain its own PTO Board and officers as described under Article VI.

Article V District PTO Board

A. Role of District PTO Board

1. The District PTO Board will approve all district wide fundraising activities and District PTO sponsored events and appoint an individual school PTO to coordinate each activity.
2. Individual school PTO Boards can hold fund raising activities and events that occur within their own buildings. All fundraisers are to be coordinated with the District PTO Board and placed on the District PTO fundraising calendar prior to October 15th of the current year. If an individual school PTO Board would like to add a fundraiser after October 15th, approval from the District PTO Board must be obtained at least thirty days prior to the starting date of the activity. In the event that a PTO would like to add a last minute seasonal fundraiser, they may seek approval from the District PTO via email and the 30 days may be waved.
3. The District PTO will distribute funds to the individual school PTO Boards based upon their District PTO Board approved budgets. The District PTO Board will determine allocation of any funds remaining after this distribution. The District PTO Board chairperson and the principal of the host school must jointly sign the authorization for the payment of approved district expenditures.

B. Duties of District PTO Board Officers

1. Chairperson – The District PTO will be chaired by the host school PTO president. The chairperson will serve for one year and will preside at all meetings of the District PTO Board and coordinate the work of the officers and committees of the District PTO Board. The chairperson will also perform all other duties given in these by laws or assigned by the District PTO Board.
2. Vice President – The vice president of the host school will act as secretary of the District PTO Board. The secretary will record the minutes of all meetings of the District PTO Board. The approved District PTO minutes will be made available on the District website. In the event the vice president is the acting president at a District PTO Board meeting or other appointee from the individual host school PTO Board will take the minutes. The vice president will also act as an aide to the District PTO Board Chairperson and will perform the duties of the chairperson in the absence or inability of the chairperson to act and will perform any other duties that may be delegated to them.
3. Treasurer – This is a non-voting position and is filled by the district bookkeeper. The treasurer will be responsible for maintaining the District PTO account and for securing an annual audit in compliance with Board of Education procedure.

C. District PTO Board Meetings

1. Number of Meetings Per Year – The District PTO Board will meet a least six times each school year. The time and place of meetings will be published in advance of each meeting. Meetings will be open to the general membership in a non-voting capacity.
2. Voting – Each member of the District PTO Board will have one vote. A simple majority of the quorum present at the meeting is needed to approve motions. All fiscal matters must be approved by a two-thirds majority of all members present.
3. Quorum – A majority of the 10 members of the District PTO Board will constitute a quorum. The quorum must include at least one member from each individual school PTO Board, one principal, and two elected officers.

D. Vacancies on District Board

A person elected by a majority vote of the District PTO Board will fill a vacancy occurring in any office for the

duration of the term. Should a vacancy occur in the office of president, the vice president will serve notice of the election.

E. Standing and Special Committees of the District PTO Board

1. The District PTO Board can create any standing committees they deem necessary to promote the objectives and carry on the work of the organization. The term of the chairperson of a standing committee or special committee will be determined by the District PTO Board.
2. The chairperson of the District PTO Board will be a member ex-officio of all committees.

Article VI Individual School PTO Boards

A. Role of Individual School PTO Boards

1. Individual school PTO Boards can hold fund raising activities and events that occur within their own buildings. All fundraisers are to be coordinated with the District PTO Board and placed on the District PTO fundraising calendar prior to October 15th of the current year. If an individual school PTO Board would like to add a fundraiser after October 15th, approval from the District PTO Board must be obtained at least thirty days prior to the starting date of the activity. In the event that a PTO would like to add a last minute seasonal fundraiser, they may seek approval from the District PTO via email and the 30 days may be waved.
2. To organize and carry out any other events or activities that will be held within their building.
3. To work with the school principal, teachers and parents to promote a harmonious home and school relationship.
4. To prepare and submit an individual school PTO budget, for the next school year, to the District PTO Board prior to April 30th for the expenses which are to be reimbursed by the District PTO.
5. To present a report highlighting upcoming activities and events at the regular meetings of the District PTO Board.
6. To keep a record of what needs to be done to effectively conduct the activity.
7. To transact necessary business in the intervals between school PTO Board meetings.

B. Membership of Individual School PTO Board

Each individual school PTO Board will be comprised of a President, Vice President, Secretary, Treasurer, the principal and two teacher representatives.

C. Qualification, Term and Duties of Individual School PTO Board Officers

a. Qualifications

- a. In order to serve on an individual school PTO Board a person must have a child attending the individual school.
- b. Only those persons who have signified their consent will be nominated for or elected to any individual school PTO Board office.

b. Term of Office

- a. All officers will serve for one year and assume their duties July 1st and will deliver to their successors, in an organized fashion, all official material no later than July 10th.
- b. A person will not be eligible to serve more than 2 consecutive terms in the same office.
- c. A person may not serve more than 3 terms on an individual school PTO Board.
- d. A person may not serve on more than one individual school PTO Board simultaneously.
- e. A person will not be eligible for a third term on an individual school PTO Board after serving 2 consecutive terms as the president.
- f. If the individual school PTO Board is unable to find a Candidate for an office, an incumbent may serve until a successor is elected.

c. Duties of Officers

- a. All Officers – All officers will abide the by laws of the District PTO.
- b. President – The president will preside at all meetings of the individual school PTO Board and will make a report at each District PTO Board meeting updating the Board on events occurring in their building. The president will also coordinate the work of the officers and committees of their individual school PTO Board in order to promote the objectives of the District PTO. The president will also perform any other duties defined in these by laws or assigned by the individual school PTO Board.
- c. Vice President – The vice president will act as an aide to the president and will perform the duties of the president in the event of the absence or inability of the president to act. The Vice President of

Elizabeth Ide PTO will coordinate distribution of information to room parents.

- d. Secretary – The secretary will record the minutes of all individual school PTO Board and membership meetings and will perform any additional duties assigned to them. The approved minutes should be made available, in a timely manner, on the district website.
- e. Treasurer – The treasurer will keep a full and accurate account of receipts and expenditures and will deposit all funds of the individual school PTO Board in a state or federally insured bank. The treasurer will also make disbursement authorized by the individual school PTO Board and will present a financial statement at general membership meetings, individual school PTO Board meetings and at other times when requested by the individual school PTO Board. The treasurer's accounts will be examined annually by a certified auditor selected by the District PTO Board. The financial report is to be completed prior to August 15th.

D. Nomination and Election Procedure of Individual School PTO Board Officers

1. Nominating Committee

- a. There will be a 2 member nominating committee, established by individual school PTO Board at a regular meeting at least one month prior to the election of officers.
- b. The nominating committee will provide information, via email, about the individual school PTO Board position openings and will seek eligible people for these positions.
- c. The nominating committee will report the name of the people interested in serving on an individual school PTO Board one week prior to the scheduled election at which time the nominations will be closed.

2. Election Procedure

- a. Each individual school will establish a voting procedure for the election of its officers and post it on the district website.
- b. Every person is eligible to vote at the school their child will be attending the next school year.

E. Individual School Meetings

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1. General Membership Meetings – At least six meetings of general membership of the individual school will be held during the school year. The date of the meeting will be determined by the individual school PTO Board and announced to the general membership.
 2. PTO Board Meetings
 - a. Regular meetings of the individual school PTO Board will be held, at least six times, during the school year. Special meetings can be called by the president or by a majority of the individual school PTO Board members.
 - b. All regular individual school PTO Board meetings will be announced in advance, via email. These meetings will be open to the general membership.
 1. Voting
 - a. At general membership meetings each member of the general membership will have one vote.
 - b. Twenty members will constitute a quorum for the transaction of business at any general membership meeting.
 - c. At individual school PTO Board meetings all officers will have one vote each. The principal and teacher representatives will also have one vote each. A majority of the individual school PTO Board members will constitute a quorum.

F. Vacancies on Individual School PTO Boards

A person elected by a majority vote of the individual school PTO Board will fill a vacancy occurring in any office for the duration of the term. The vice president will serve notice of the election, if the position of president become vacant.

G. Standing and Special Committees of Individual School PTO Board

1. An individual school PTO Board may create any standing committee deemed necessary to promote the objectives and carry out the responsibilities that have been determined by the board that created the committee.
2. The president will be a member ex-officio of all committees except the nominating committee.

Article VII Fiscal Year

The fiscal year of the District PTO will begin July 1st and end June 30th.

Article VIII Parliamentary Authority

Robert's Rules of Order Newly Revised will govern the District and individual School PTO Boards in all cases in which it is applicable.

Article IX Changes to District PTO By Laws

A. Amendments

1. Proposed amendments to these by laws must be submitted in writing to the District PTO.
2. The District PTO Board will provide written notice of any proposed amendments (s) to the total membership at least 10 days prior to the next individual school PTO Board general membership meeting.
3. In order to pass a proposed amendment, the amendment must be approved at each individual school by a 2/3 majority of the members present at a general membership meeting.

B. Revisions

1. Proposed revisions to these by laws must be submitted in writing to the District PTO.
2. Upon a two-thirds vote of the District PTO Board, by law revisions may be authorized annually by the District PTO Board at their April meetings.
3. In order to pass a proposed revision, the revision must be approved at each individual school by a 2/3 majority of the members present at a general membership meeting.
- d. Beginning in the year 2000 and every five years thereafter, the District PTO Board will form a committee to review these by laws. The by law review committee is to be comprised of 2 representatives from each individual school. By law committee members are not required to be member of an individual school PTO Board.

C. By Law Review

1. The District PTO Board will review the By Laws annually at the April meeting.. A typed revision will be provided for vote at the May District PTO meeting.

