

Bylaws of the District 28 Parent – Teacher Organization Council of Northbrook, Illinois

Article I: Name

The name of this organization is the District 28 Parent-Teacher Organization Council of Northbrook, Illinois (the “PTO Council”), an Illinois Corporation.

Article II: Objectives

- A. To unify and strengthen the Local PTOs comprising the PTO Council and to encourage child welfare projects in the various Local PTOs.
- B. To promote an environment in which every student has the opportunity to grow intellectually, socially, and emotionally.
- C. To promote a close relationship between the home and the school, so parents, guardians, teachers, school staff and school administrators may cooperate in the education and enrichment of the students.
- D. To raise funds for the benefit of the District 28 schools and students.

Article III: Policies

- A. The PTO Council shall be noncommercial, nonsectarian, and nonpolitical. It shall not endorse any commercial enterprises. Neither the name of the PTO Council nor the names of its officers in their official capacities shall be used in connection with any commercial, sectarian, or political concern or for any purpose other than the regular work of the PTO Council.
- B. The members of the PTO Council shall work together to provide a quality environment for all District 28 students, but shall not establish school policy.
- C. The PTO Council is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code.

- D. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Article IV: Membership and Dues

- A. Only Parent-Teacher Organizations in School District 28 in Northbrook, Illinois (the "Local PTO's") shall be members of this PTO Council.
- B. The annual dues for membership in the PTO Council shall be Five Dollars (\$5.00) for each Local PTO and shall be payable on or before November 1st.

Article V: Officers and Their Election

- A. The Officers of the PTO Council (the "Officers") shall be a president, a first vice president in charge of programs, a second vice president to assist in compiling the District 28 Calendar, a corresponding secretary, a recording secretary, and a treasurer. These Officers shall be elected bi-annually at the regular PTO Council meeting in March. However, if there is only one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice, after prior notice to the Voting Body (See Article VI). Officers, other than the treasurer, shall assume their official duties immediately following the close of the regular meeting in May; the treasurer shall assume official duties during the summer upon the closing of the books from the prior fiscal year. Officers shall serve for a term of two (2) years or until their successors are elected.
- B. Only members of the Local PTO whose dues are paid shall be eligible to hold office, to serve on a PTO Council committee, or to serve as a delegate to the PTO Council. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. Anyone who services more than one-half of a term shall be credited with having served that term.
- C. Nominations for Officers shall be made by a 9-member nominating committee, which shall be comprised of two (2) delegates from each Local PTO; and the Superintendent or his/her delegate ("the Nominating Committee"). The Nominating Committee should meet during the month of January. The Nominating Committee shall choose its own chairman at the beginning of its first meeting.
- D. The Nominating Committee shall select one nominee for each office to be filled and the chairman shall send the list of nominees to the Officer at least ten (10) days before the

March Voting Body meeting (See Article VI, Voting Body). The consent of each candidate must be obtained before his or her name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before a name is placed in nomination.

- E. A vacancy occurring in the term of any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining Officers, notice of such election having been given by the terms of Article IX.

Article VI: Voting Body

- A. The Voting Body of the PTO Council shall consist of the Officers, the President of each Local PTO, and the Superintendent or his/her designate (“the Executive Board”).
- B. Each Local PTO shall also be entitled, not required, to representation on the Voting Body by three (3) delegates, selected by the Local PTO according to its own bylaws.
- C. Each person present to vote shall be entitled to one vote, even though they may serve in more than one position.
- D. The Voting Body will convene in the months of October and March for the purposes of approving the budget and approving the slate of officers, respectively.
- E. A quorum for the transaction of business by the Voting Body shall consist of at least five (5) elected Officers.

Article VII: Duties of Officers

- A. The President shall:
 - 1. Preside at all meetings of the PTO Council
 - 2. Be a member ex-officio of all Committees except the Nominating Committee and the Audit Committee
 - 3. Appoint members to Special Committees
 - 4. Delegate the work of the PTO Council to Officers or chairmen as may be appropriate
 - 5. Coordinate the work of the Officers and Committees in an effort to promote the objectives of the PTO Council
 - 6. Conduct correspondence with the Voting Body notifying them of the budget or the slate of officers and reminding them of the date and time prior to each voting body meeting, and
 - 7. Be authorized to sign checks.

B. The First Vice President shall:

1. Act as an aide to the President and perform the duties of the President in the absence or inability of the President to serve
2. Serve as chairperson of the programs committee, and
3. Perform such other duties as may be delegated by the President.

C. The Second Vice President shall:

1. Act as an aide to the President
2. Serve as chairperson of the District 28 calendar committee, and
3. Perform such duties as may be delegated by the President.

D. The Recording Secretary shall:

1. Record the minutes of all PTO Council meetings
2. Be responsible for distributing the minutes following each PTO Council meeting
3. Maintain a permanent copy of the minutes
4. Maintain an accurate membership list
5. Have a copy of the current bylaws, and
6. Perform such other duties as may be delegated by the President.

E. The Corresponding Secretary shall:

1. Conduct official correspondence of the organization as directed by the President
2. Keep a record of all correspondence or gift purchases
3. Be responsible for special gifts, cards, or flowers, and
4. Perform such other duties as may be delegated by the President.

F. The Treasurer shall:

1. Receive all monies of the PTO Council and keep an accurate record of receipts and expenditures
2. Place all monies in a depository approved by the President
3. Pay our funds in accordance with the budget as approved by the PTO Council
4. Present a written financial statement at every meeting of the PTO Council and at other times as requested by the Officers. A complete written report following the audit shall be given to the President before August 31st
5. Provide all financial records to the audit committee
6. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations, no later than the date established by the regulations, and
7. Perform such other duties as may be delegated by the President.

G. All Officers shall:

1. Perform the duties prescribed in the parliamentary authority as defined in the current edition of Robert's Rules of Order Newly Revised in addition to those outlined in these bylaws and those assigned from time to time; and
2. Deliver to their successor all official material within thirty (30) days following the end of their terms as described in Article VI, section A.

Article VIII: Executive Board

- A. The Executive Board shall consist of the Officers of the PTO Council, the Local PTO Presidents, and the Superintendent or his/her delegate.
- B. The duties of the Executive Board may include:
 1. Transact business as may be referred to it by the PTO Council
 2. Act in emergencies between meetings of the PTO Council
 3. Fill vacancies on the Executive Board
 4. Create Committees
 5. Approve plans submitted by Committees, and
 6. Approve tentative budget to be presented to the Voting Body for adoption.
- C. Special meetings of the Executive Board may be called by the President or upon the request of the Executive Board, three (3) business days notice having been given to all Executive Board members.
- D. A quorum for the transaction of business in any meeting of the Executive Board shall consist of at least five (5) members.
- E. Any Executive Board member absent for three (3) consecutive meetings without prior notice may be required to forfeit his/her place on the Executive Board and be so notified.
- F. The Executive Board shall consider the removal of any Officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the Executive Board members present and voting shall be necessary for removal of an officer, seven (7) days prior notice having been given to all Executive Board members.

Article IX: Meetings

- A. Regular meetings of the PTO Council shall be held in the months of September, October, November, January, February, March, April, and May unless otherwise provided for by the PTO Council. Seven (7) days notice shall be given of change of date or additional regular meetings.

- B. Special meetings of the PTO Council may be called by the President or at the request of a majority of the Officers or a majority of the Local PTOs. At least three (3) business days notice of such a special meeting shall be given to the PTO Council.
- C. Meetings of the PTO Council shall be open to all members of Local PTOs, but the privilege of introducing motions and voting shall be limited to the Voting Body. A quorum for the transaction of business in any meeting of the PTO Council shall consist of six (6) Executive Board members

Article X: Committees

- A. The President shall create committees as may be deemed necessary to promote the objectives of the PTO Council and carry out the work of this organization.
- B. The chairman of each Committee shall:
 - 1. Be appointed by the President for a term of two (2) years
 - 2. Present a plan of work to the Executive Board for approval, and
 - 3. Deliver to their successor all materials within ten (10) days following the meeting at which their successor assumes his or her duties.
- C. Chairmen of all committees shall be members in good standing of their respective Local PTO.
- D. An audit committee of at least three (3) members and one (1) alternate shall be selected annually by the Executive Board at the May meeting. The audit committee shall examine the financial records between July 1 and August 15 and report its findings to the Executive Board. Following this meeting, the Treasurer shall provide the President with a final written report on or before August 31. By decision of the Executive Board, a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.
- E. The quorum of any committee shall be a majority of its members.
- F. The President shall be a member ex-officio of all committees except the nominating committee and the audit committee.

Article XI: Fiscal Year

The fiscal year of this Council shall begin on July 1 and end twelve (12) months later on the following June 30.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTO Council and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

Article XIII: Amendments

- A. These bylaws may be amended at any regular meeting of the PTO Council by a two-thirds (2/3) vote of the members present and voting, providing written notice of the proposed amendment shall have been published and given to each Local PTO and member of the Executive Board at least ten (10) days prior to the date of the meeting at which action is taken.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTO Council, or by a two-thirds (2/3) vote of the Executive Board. The procedure for action on amendments described in Section A above should then be followed.

Last amended March 7, 2017

Approved: Wendy Nichols, PTO Council President 2016-2018

Signed: _____

Date: _____