



# **BYLAWS**

OF THE

**FOX RIVER GROVE PARENT TEACHER ORGANIZATION**  
Representing ALGONQUIN ROAD ELEMENTARY SCHOOL AND  
FOX RIVER GROVE MIDDLE SCHOOL

January 2010

Please submit any changes or concerns to the current Secretary of the PTO.

## **ARTICLE I – NAME**

The name of the non-profit organization shall be the Fox River Grove Parent Teacher Organization, hereafter referred to as the “PTO”.

## **ARTICLE II – MISSION STATEMENT**

The PTO exists for charitable and educational purposes and to enhance the learning opportunities available to students by sponsoring programs and activities consistent with the schools’ goals and objectives.

## **ARTICLE III – PURPOSE**

The purpose of the PTO is as follows:

- The PTO promotes involvement from all parents or legal guardians as key to enriching our children’s educational and personal development.
- The PTO encourages positive communication and cooperation between faculty, students, parents or legal guardians and community.
- The PTO shall be noncommercial, non-sectarian, and non-partisan.

## **ARTICLE IV – MEMBERSHIP**

Membership shall be voluntary by staff members and parents or legal guardians of children enrolled in Algonquin Road School or Fox River Grove Middle School who are interested in the goals and objectives of the PTO and willing to help to uphold these goals and objectives.

- The PTO shall conduct an annual enrollment of members at both school Open Houses and at school registration, but persons may be admitted to membership at any time.
- Each family of the PTO shall pay annual dues of \$6.00 to the PTO. Included in your membership is the PTO directory. Qualified low-income families will be eligible for a free membership on an individual basis.
- Only paid members of the PTO shall be eligible to participate in its business meetings or to serve in any of its elective or appointed positions.

## **ARTICLE V – MEETINGS**

### **Section 1. REGULAR MEETINGS**

Regular Meetings of the PTO shall be held monthly and be open to all members. The time and date of these meetings shall be determined by the president upon approval by the PTO. Public notice of all Regular Meetings shall be given at least seven days prior to the meeting.

The purpose of the June Regular Meeting is first to approve the next year's budget and allocations. The meeting will conclude with the swearing in of officers.

### **Section 2. ANNUAL MEETING**

The May Regular Meeting shall be designated as the Annual Meeting. The Annual Meeting is for the election of officers and regular monthly business.

### **Section 3. SPECIAL MEETINGS**

Special meetings of the PTO may be called by the president, by a majority of members of the Executive Board, or by five members submitting a written request to the secretary. Notice of the meeting shall be posted at least three days prior to the meeting.

### **Section 4. CHANGE IN MEETING DATES**

Members shall be given no less than three days notice of any change in meeting dates.

### **Section 5. QUORUM**

A minimum of seven members, two of whom must be PTO Executive Board members, must be present to form a quorum at a properly called meeting.

### **Section 6. VOTING**

A simple majority vote of the members (provided a quorum is present) at any properly called meeting shall be required for the transaction of business. To vote at a Regular Meeting, a member must have attended one meeting in the previous twelve months. To vote at the Annual Meeting, a member must have attended two meetings in the previous twelve months, effective January 2008.

### **Section 7. DISCUSSIONS**

Discussions resulting from a main motion shall be conducted by the membership in an orderly but not too formal manner. Respect and fairness shall preside.

The president shall call on individuals in order to speak. No speaker may speak a second time until all who wish to speak have done so on a single topic. No single topic will last for more than ten minutes.

Refer to Article IX in these bylaws for parliamentary procedure.

## **ARTICLE VI – GOVERNING BODY**

### **Section 1. EXECUTIVE BOARD**

The Executive Board consists of the president, vice president, secretary, and treasurer.

a. Any office can be co-chaired.

### **Section 2. PRESIDENT/CO-PRESIDENT**

The president shall be the principle executive officer of the organization and oversee the Executive Board and the direction of the membership.

Prior to holding the office of president, such person shall hold another office of vice president, secretary, or treasurer for at least one year or serve as a committee chairperson for two years.

Responsibilities of the president shall include, but not limited to, the following:

- Attends all PTO meetings.
- Upon approval by the schools' principals, will post the Regular Meeting agenda two business days prior to the meeting.
- Attends faculty meetings on an as needed basis after conferring with the principals to be included in the agenda.
- Executes usual powers of supervision and management as pertaining to the office of the president and performs such other duties as may be designated by the board.
- Acts as the liaison between the PTO and the school administration for any matters pertaining to, but not limited to, the PTO and its activities.
- Presides at all meetings of the PTO Executive Board and the membership.
- Along with the PTO Executive Board, the president shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the PTO and shall retain all committee reports.
- Oversees the process of Special Allocations.
- Votes only in the case of a tie vote of the Executive Board or the membership. May also vote during a secret ballot.
- Represents the PTO at all school and outside organizations, unless the president delegates otherwise.
- The president has the authority to spend up to \$ 100 without first getting Executive Board approval; at the next scheduled meeting the president must submit a receipt for the expense.
- Attends two school board meetings per year as assigned at the Annual Meeting.

### **Section 3. VICE PRESIDENT/CO-VICE PRESIDENT**

The vice president, in the absence or disability of the president, shall perform the duties of the president and shall also assume duties as assigned by the president.

Responsibilities of the vice president shall include, but not limited to, the following:

- Attends all PTO meetings.
- Attends faculty meetings on an as needed basis after conferring with the principals to be included in the agenda.
- Assists the president and Executive Board members as needed.
- Prepares the ballot for voting at the Annual Meeting.
- Posts election notices for open positions and nominees for positions.
- In the event the president is unable to attend a Regular Meeting, the vice president will preside.
- Attends two school board meetings per year as assigned at the Annual Meeting.
- Identifies and guides fund raising activities.

### **Section 4. SECRETARY/CO-SECRETARY**

- Attends all PTO meetings.
- Records the official minutes of Regular Meetings. Submits minutes to the executive board within one week of the meeting and after the president's approval, posts the minutes for public viewing.
- Maintains a binder with all previous meeting minutes, as well as all materials distributed at each meeting.
- Is prepared to refer to the minutes of previous meetings when requested.
- Maintains current membership status of Regular Meetings attendees and brings membership roster to all Regular and Annual Meetings.
- Brings the most current copy of the PTO's bylaws to all meetings.
- Helps with PTO correspondence as needed.

- In the event the president and vice president are unable to attend a Regular or Annual Meeting, the secretary will preside.
- Attends two school board meetings per year as assigned at the Annual Meeting.
- Manages annual teachers' allocations by distributing thank you letters and monies.

### **Section 5. TREASURER/CO-TREASURER**

- Attends all PTO meetings.
- Prepares treasurer's report for monthly PTO meetings. Shows checks written and balances of accounts.
- Prepares Allocations and Commitments monthly reports. Commitments are items the PTO has committed to paying for year after year. Allocations are items allocated during the school year and paid for in that same year not ongoing.
- Organizes and holds the Allocation Committee meeting to review these items at the end of the school year.
- Manages bookkeeping software – entering checks and deposits.
- Fills check requests and makes payments and retains copies accordingly. Check requests over \$1000 need to be approved by two Executive Board members.
- Verifies and tallies checks before depositing.
- Reconciles bank statements monthly.
- Provides cash boxes for committees when needed.
- Purchases stamps, envelopes, and other operating supplies for the function of the treasurer's position.
- Oversees the bookkeeping of the PTO standing budget commitments and Special Allocations.
- In the event the president, vice president and secretary are unable to attend a monthly PTO meeting, the treasurer will reside.
- The treasurer has the authority to spend up to \$ 100 without first getting Executive Board approval; at the next scheduled meeting, the treasurer must submit a receipt for the expense.
- Distributes tax exempt forms to all chairpersons or anyone making purchases for any PTO sponsored events, at beginning of the school year. The PTO does not pay taxes.
- Attends two school board meetings per year as assigned at the Annual Meeting.

### **Section 6. PTO LIAISON/CO-PTO LIAISON**

- Attends all PTO meetings.
- Attends faculty meetings on an as needed basis after conferring with the principle.
- Communicates with grade level team leaders regarding PTO related activities.
- Communicates with new families to Algonquin Road School or Fox River Grove Middle School.
- Prepares monthly report for Regular Meetings.

### **Section 7. PUBLICITY CO-CHAIRPERSON(S)**

- Attends all PTO meetings.
- Attend PTO sponsored events and take photographs to be posted.
- Send out district emails reminding the families and staff about upcoming events and deadlines.
- Publish a monthly newsletter that includes information about all PTO happenings.
- Update public relations material (bulletin boards, etc) in the Middle School and ARS approximately every other month of the school year.
- Update a photo album/scrapbook as time and/or funds permits.

### **Section 8. HOSPITALITY CO-CHAIRPERSONS**

Four or five members of the PTO will be appointed to be on the Hospitality Committee. Responsibilities include:

- Attends all PTO meetings.

- In charge of recruiting Room Parents at the registration dates.
- Plan Back to School nights for the Middle School and ARS. Serve refreshments and sell PTO directories at the event.
- Plan the Room Parent Tea so that the room parents are informed of their responsibilities.
- Plan the Staff/PTO Appreciation Luncheon.
- Arrange childcare for all PTO meetings, Room Parent Tea, and Appreciation Luncheon.
- Serve refreshments at all PTO meetings.

## **ARTICLE VII – ELECTIONS**

### **Section 1. NOMINATIONS**

From the date of the March Regular Meeting through April 30th, nominations for PTO executive office shall be accepted. Any candidate who expresses interest after April 30th will not be printed on the ballot and shall be considered a write-in candidate. In the month of January, the Executive Board shall form a nomination committee comprised of members who are not running for an Executive Board position.

### **Section 2. ELIGIBILITY FOR OFFICERSHIP**

Any candidate for PTO office is required to be a member who is eligible to vote at an Annual Meeting. No person shall serve as a PTO officer and on the Board of Education simultaneously.

### **Section 3. ELECTION DATE**

The election of officers shall take place in May of each year at the Annual Meeting.

### **Section 4. VOTING ELIBIBILITY**

Only eligible members shall be allowed to vote at the Annual Meeting held in May of each year. (See Article V, section 6.)

### **Section 5. PROCEDURE**

Upon arriving and signing in, members who are eligible to vote shall receive a ballot from the secretary. After the meeting is called to order, voting will take place for thirty minutes. Ballots will only be distributed immediately prior to the meeting and during the voting time limit.

### **Section 6. CAMPAIGNING POLICY**

Campaigning on school grounds during the Annual Meeting is prohibited.

### **Section 7. INSTALLATION OF OFFICERS**

Officers shall be installed and assume their duties during the June meeting following the May election and shall hold office for one year. The newly elected treasurer shall be installed at the June meeting, but shall assume duties July 1st after the annual commitments have been approved. [Any officer elected shall sign a written notice that they have read and will abide by the bylaws of the PTO.](#)

### **Section 8. TERM LIMITS**

- Officers. Officers shall serve for a limit of two consecutive years. However, if there is no successor, the current officer may, if elected by the voting members, continue their role for an additional one year term or until a successor is elected and installed.
- Chairpersons. Chairpersons shall serve for a limit of two consecutive years. However, if there is no successor, the current chairperson may, if appointed by the Executive Board, continue in their role for an additional one year term or until a successor is appointed.

### **Section 9. VACANCY**

A vacancy occurring in any office shall be filled by the nomination, election, and installation of the new officer.

## **ARTICLE VIII – COMMITTEES**

### **Section 1. FORMATION OF COMMITTEES**

The Executive Board may create such committees comprising two or more members to fulfill a function of the PTO as approved by the Executive Board and the school board. Along with the Executive Board, the president shall select and appoint the chairpersons of all Standing and Special Committees. The appointed committee chairperson must use volunteers gathered by the PTO and solicit additional volunteers as needed.

Committee chairpersons shall serve for a limit of two consecutive years. However, if there is no successor, the current chairperson may, if appointed by the Executive Board, continue in their role for an additional one year term or until a successor is appointed.

### **Section 2. EXECUTIVE COMMITTEE**

The Executive Committee is a representation group of the PTO and shall consist primarily of the Executive Board, but may also include one teacher representative, one principle, or assistant principle, and the superintendent. Decisions made by this committee shall preside unless overturned by two-thirds majority vote at a Regular Meeting.

Meetings of this committee shall be called as necessary.

Twenty-four hour notice shall be given for executive committee meetings.

Duties of the Executive Committee shall be:

- To transact necessary business between Regular Meetings and such other business as may be referred to it by the PTO or committees requiring or needing assistance.
- To create standing and special committees necessary to carry out the goals and objectives of the PTO.
- To present reports of plans, projects, activities, etc. at the Regular Meetings.
- To discuss major financial commitments.

### **Section 3. STANDING COMMITTEES**

Standing Committees are PTO committees that occur for two or more consecutive years.

### **Section 4. SPECIAL COMMITTEES**

Special Committees are temporary committees.

### **Section 5. COMMITTEE PROCEDURE**

A committee may transact business by unanimous consent without a meeting, with the exception of the Allocations Committee. Every committee chairperson, at the completion of committee projects, shall submit to the president, copies of all records and data pertaining to said project. All such reports will become property of the PTO.

### **Section 6. MONIES ALLOCATED TO COMMITTEES**

All monies allocated to any committee that are not spent or submitted by check request by 30 days after event shall be transferred into the general fund of the PTO and shall be reallocated accordingly.

### **Section 7. FUNDS RAISED BY COMMITTEES**

All funds raised through committees shall be placed into the general fund of the PTO unless otherwise approved at a Regular Meeting.

### **Section 8. ALLOCATIONS COMMITTEE**

The Allocations Committee shall consist of the Executive Board and at least four voting members, appointed by the treasurer.

The Allocations Committee shall meet at least once prior to the June Regular Meeting.

The duties of the Allocation Committee shall be the following:

- To review and determine the standing budget commitments. At the June Regular Meeting, this committee shall present its recommendations for the standing budget commitments.
- To review all requests for funds. At the Regular Meeting held in June, this committee shall present all requests with their recommendations of which allocations can be fulfilled.

### **Section 9. STANDING BUDGET COMMITMENTS**

Upon approval at the June Regular Meeting, the PTO standing budget commitments shall be established for each school year. This amount shall be determined by the Allocations Committee.

### **Section 10. SPECIAL ALLOCATIONS**

Any remaining PTO funds after commitments have been satisfied can be used for Special Allocations. Requests for Special Allocations are to be made in writing by April 30th of each year. The request is to be submitted to the Allocations Committee with at least two competitive quotes.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order newly revised shall govern the PTO in all cases to which they are applicable and to which they are not inconsistent with these bylaws.

## **ARTICLE X – ANNUAL AUDIT**

The president can call an audit of the treasurer’s books at any time.

## **ARTICLE XI – AMENDMENTS**

These bylaws can be amended by two-thirds majority vote at any properly called meeting providing that notice was given in writing at the prior meeting and then posted.

## **ARTICLE XII – DISSOLUTION CLAUSE**

In the event of dissolution of the PTO, the balance of all funds after debts have been paid in all existing accounts shall be transferred to the Fox River Grove District 3 into the educational fund.

Revised by Sheri Sepeczi /Secretary 2009/10