

Revised January 2019

## BY-LAWS

**PARENT TEACHER ORGANIZATION OF ARNETT C. LINES SCHOOL  
217 EASTERN AVENUE  
BARRINGTON, ILLINOIS 60010  
INCORPORATION DATE: JANUARY 1, 1994**

### **Article I — NAME, ORIGIN AND OFFICE**

- Section 1: The name of this organization shall be the Parent Teacher Organization ("PTO") of Arnett C. Lines School, Barrington, Illinois (also "Lines School"). The organization may refer to itself as "PTO".
- Section 2: The Corporation is a not-for-profit organization, organized and controlled by the laws of the State of Illinois.
- Section 3: The PTO shall continuously maintain within the boundaries of Barrington School District 220, in the State of Illinois.

### **Article II — PURPOSES**

- Section 1: The purposes of the PTO, as expressed in the Articles of Incorporation, shall be effected by the following:
- To promote the welfare of children and youth in home, school, and community.
  - To foster a sense of community among the Lines School Family (student, parents and faculty).
  - To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of the child.
  - To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.
- Section 2: The purposes of the PTO are promoted through an educational program directed toward parents, teachers, and the students of Lines School. These purposes are developed through conferences, committees, projects and programs, and are governed and qualified by the basic policies set forth in Article III.

### **Article III — BASIC POLICIES**

- Section 1: The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2: The name of this PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the PTO.
- Section 3: This PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control school policies.
- Section 4: This PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing this PTO in such matters shall make no commitments that bind the organization.
- Section 5: This PTO shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- Section 6: In the event of the dissolution of this organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c)(3) of the Internal Revenue Code of 1954, as from time to time amended. (Section 501(c)(3) is the section of the Internal Revenue Code that provides tax-exempt status to organizations.)
- Section 7: The fiscal year of the PTO shall correspond to that of the Barrington 220 Community Unit School District, which is July 1 to June 30<sup>th</sup>. The Treasurer's Accounts shall be examined by the Executive Board at the end of each school year, with this review taking place before the first meeting of the following school year. This PTO shall comply with all federal and state tax laws. Upon exiting office, transferring funds must be done no later than July 15.

### **Article IV — MEMBERSHIP AND DUES**

- Section 1: Any person having a student enrolled at Lines School, interested in the purposes of the PTO, and willing to uphold its policies and subscribe to its by-laws may become a member upon payment of dues as hereafter provided. With prior approval from the principal, no one that is part of the free and reduced program shall be excluded from general membership because of inability to pay annual dues.
- Section 2: The Executive Board prior to the annual enrollment of students shall determine the annual dues.

Section 3: The membership year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> and anyone joining during the year shall pay dues for that year.

Section 4: The privilege of holding Executive Board office, being a chairperson of any committee, a member of any committee, including special or appointed committees and the Nominating Committee, or introducing motions, debating, and voting shall be limited to members. Dues for Executive Board members, chairpersons, and committee members shall be paid by October 1<sup>st</sup> of the school year to continue serving in those positions.

Section 5: The Principal and each member of the faculty of Arnett C. Lines School shall be automatically awarded membership in the PTO without further payment of dues.

## **Article V — OFFICERS AND THEIR ELECTION**

Section 1:

- A) The Executive Board of this PTO may consist of these officers: President or Co-Presidents, a First Vice-President, a Corresponding Secretary, a Recording Secretary, a First Treasurer, a Second Treasurer, a Member at Large and the Principal.
- B) Officers (exclusion of Principal) shall be elected annually in the spring. However, if there is but one (1) nominee for any office, it shall be in order for a member to move that the Recording Secretary cast the elective ballot of the PTO for the nominee.
- C) Officers shall be installed and assume their official duties at the close of the last Executive Board meeting at the end of the school year and after the PTO election General Meeting and serve for a term of one (1) year/or until their successors are elected. Incoming officers should attend and observe the last Executive Board meeting for purposes of continuity.
- D) The outgoing Treasurer(s) shall continue official duties until at least the close of the fiscal year.
- E) No elected officer shall serve in the same position for more than two (2) consecutive years, except those instances when the Nominating Committee is unable to slate a successor. No person shall serve on the Executive Board for more than three (3) consecutive years, except those instances when the Nominating Committee is unable to slate a successor.

Section 2:

- A) There shall be a Nominating Committee consisting of an odd number of voting members up to nine (9) and not less than five (5) PTO members, other than the chair and any present advisor, each having: (1) completed at

least one full school year of PTO membership, and (2) held or currently holding an Executive Board or a committee chair position.

- B) The Nominating Committee shall be selected as follows: qualified members shall publicly volunteer according to the procedure for Standing Committees under Article IX, Section 1(B), and if more than seven (7) members volunteer the members of the Nominating Committee shall be randomly selected by drawing names from those publicly volunteering.
- The close of volunteering and random selection shall both be after all Executive Board candidates have publicly declared and the random selection shall be performed by the Principal in the presence of at least the Nominating Committee chair.
  - In the event that less than five members volunteer, the remaining openings shall be randomly selected from the names of all chairs of standing committees for the current year.
- C) The Nominating Committee shall be chaired by the Recording Secretary. The previous recording secretary will also be a non-voting member on the Nominating Committee in an advisory role. The Recording Secretary presides over the meetings, and neither the Recording Secretary nor the previous recording secretary has voting rights or any equivalent power in nomination decisions of the Nominating Committee.
- D) No PTO member running for any position to be determined by the Nominating Committee may be a member of the Nominating Committee, attend Nominating Committee meetings, and/or cast a vote during the Nominating Committee meeting(s).
- In the event the Recording Secretary and/or previous recording secretary is running for any open position on the Executive Board, the Recording Secretary and/or previous recording secretary shall recuse him/herself from the chair position or advisory position, and any involvement in selection of or other involvement with the Nominating Committee.
  - A recused Recording Secretary and/or previous recording secretary shall be replaced by a current (or past if necessary) officer of the Executive Board who is not running for any open position on the Executive Board, and selected by the Executive Board.
- E) The Nominating Committee shall select, by secret ballot one (1) nominee for each Executive Board office to be filled, publish the selection and any remaining opening(s) within five (5) days of the nomination and at least fourteen (14) days prior to the regular meeting in the spring at which the election is to be held and report its selections to the PTO at the general PTO meeting. The Nominating Committee will be responsible for finding

volunteers for filling any chair or Executive Board positions remaining open after the procedure of Article IX, Section 1(B).

- F) Following the report of the Nominating Committee an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible to nomination, either by the committee or from the floor. Nominations from the floor must be consented by the nominee in writing or in attendance at the annual general PTO election meeting. All elections resulting from floor nominations shall be performed by secret ballot.

Section 3: A vacancy occurring in an office shall be filled by a majority vote of the remaining officers of the Executive Board, upon sufficient notice of such an election having been given to all remaining officers. In case of the vacancy in the office of President; the Vice-President shall serve notice of the election.

## **Article VI — DUTIES OF OFFICERS**

Section 1: The President shall:

- Preside at all meetings of the PTO, the PTO Board, and the Executive Board.
- Be a member ex officio of all committees except the Nominating Committee.
- Perform such other duties as may be prescribed in these by-laws or assigned to him/her by the PTO or by the Executive Board.
- Coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted.
- Prepare, coordinate and distribute agenda at General meeting.
- Attend District 220 President Council Meetings.
- Coordinate all activities of the PTO with the Principal of Arnett C. Lines School.
- The duties may be carried out by one or more Presidents, and in the event of dual Presidency, divided by mutual consent.
- Co-Presidents shall have only one collective vote on the Executive Board. In the event of disagreement between the Co-Presidents on any vote, the Co-Presidents shall abstain from voting.

Section 2: The Vice President shall:

- Perform the duties of the President in his/her absence.
- Act as Mini-Grant chairperson.
- Serve notice of election (see Article V., Section 3).
- Formulize any revisions in the by-laws.
- The duties may be carried out by one or more Vice Presidents, and in the event of dual Vice Presidency, divided by mutual consent.

Section 3: The Recording Secretary shall:

- Keep an accurate record in a permanent form of the minutes of the PTO and the Executive Board.
- Distribute electronic copies of such minutes to all Board members, keeping one copy in the permanent file and transmitting the other to respective Board members.
- Organize and preside over the Nominating Committee.

Section 4: The Corresponding Secretary shall:

- Prepare the PTO calendar with PTO and school events.
- Maintain the PTO website.
- Notify the Executive Board members of the time and place of Executive Board meetings, and shall notify members of the time and place of general meetings.
- Coordinate the PTO's communication to its members via email, outdoor signage, and website.
- Post all minutes on the PTO website.

Section 5: The Treasurer(s) shall:

- Fulfill all cash requests, disbursements, purchases, and deposits in a reasonable time frame, and as authorized by the Executive Board. No Treasurer may sign a check to him/herself for reimbursement.
- Reconcile all bank accounts on a monthly basis.
- Prepare the annual budget for review and approval by Executive Board prior to the start of each school year.

- Perform money counts as necessary at fundraising events.
- Produce monthly and year-end financial reports. Provide financial updates as needed throughout the fiscal period, including at Executive Board and General PTO meetings.
- Maintain accurate bookkeeping records for the previous 7 fiscal periods.
- Comply with federal, state, and local requirements. Execute timely filings as required by law. Tax returns must be prepared by a third party licensed tax preparer, and shall not be related to any Executive Board member.
- One or more Treasurers may carry out responsibilities, divided upon separation of duties and mutual consent.
- Other duties as deemed necessary by the Executive Board.

Section 6: The Member At Large shall:

- Perform duties as prescribed in these by-laws or assigned to him/her by the PTO or by the Executive Board.
- Perform duties as a Volunteer and Coordinator of PTO events and activities.

## **Article VII — MEETINGS**

Section 1:

- A) Regular meetings of the PTO shall be held as needed during the school year unless otherwise provided by the PTO or by the Executive Board. Adequate notice shall be provided of the date/time changes for general meeting.
- B) The Executive Board may call special meetings of the PTO, not less than five (5) days notice having been given.

## **Article VIII — PTO BOARD**

Section 1: The PTO Board shall consist of the officers of the PTO, the chairperson(s) on the standing committees and refer to Article 5 Section 1A.

Section 2: The duties of the members of the Executive Board shall be to:

- A) To transact necessary business in the intervals between the PTO meetings and such other business as may be referred to them by the PTO.
- B) Approve the plans of work of the standing committees.
- C) Review and sign all contracts binding the PTO.
- D) Act as Executive Board Advisor to assigned, slated committee chairmen.
- E) Present a report at the regular meetings of the PTO.

Section 3: Meetings of the Executive Board shall be held monthly when possible, and may be called by the President or by a majority of the members of the Board. A majority shall constitute a quorum.

Section 4: All officers will oversee committees and the assignments will be decided at the summer meeting.

Section 5: Principal Shall:

- Attend all Executive Board and PTO General Meetings when possible.
- Have final approval for all PTO activities and events.
- Facilitate communication between District 220 and PTO membership regarding pertinent district information.
- Serve as the tie-breaking Executive Board vote on necessary matters, wherein the Principal determines at his/her discretion whether a matter is necessary and requires a tie-breaking vote.
- Randomly select Nominating Committee members by random drawing when needed.

## **Article IX —STANDING COMMITTEES**

Section 1:

- A) Such standing committees shall be created by the Executive Board as may be required to promote the purposes and interests of the PTO.
- B) The Recording Secretary shall make available a public sign-up sheet for the open committee positions for the following year.
- C) The chairmen may serve for a term of two (2) years and/or until their successors are appointed.



- D) Each chairman wanting to continue for a second year pursuant to Subsection C shall inform the Recording Secretary in writing prior to the posting of the sign-up sheet. The Recording Secretary shall designate a period of not less than fourteen (14) days prior to the public sign-up of Subsection B to allow the chairmen to indicate their return for a second year pursuant to Subsection C.
- E) The Nominating Committee shall work to fill any remaining open committee positions, and work to resolve any disputes over available positions.
- F) No person may hold more than three PTO positions (including Executive Board and chair positions) during a school year, except those instances when the Nominating Committee is unable to slate a successor.

Section 2: The chairmen of all standing committees shall present plans of work to their Executive Board Advisor.

#### **Article X—SPECIAL COMMITTEES**

Section 1: Such special committees shall be created by the PTO and the Executive Board, as may be required to promote the purposes and interests of the PTO.

Section 2: Any special committees appointed by the Executive Board shall be reported and explained to the PTO at its next regular meeting.

#### **Article XI—PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order Revised shall govern this PTO in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

#### **Article XII—AMENDMENTS**

Section 1: These by-laws may be amended at any regular meeting of the PTO, by a two-thirds (2/3) vote of the members present and voting, provided membership has been notified one week in advance of the purpose of such meeting.

Section 2: A committee may be appointed to formulate a revised set of by-laws as a substitute for these by-laws by a majority vote at a meeting of the PTO or by a two-thirds (2/3) vote of the Executive Board.

Section 3: Every two years but more often if deemed necessary, the Vice President (s) should review these By-laws with the view to keeping them in accord with the continuing and changing activities of the PTO.

## **PARENT TEACHER ORGANIZATION OF ARNETT C. LINES SCHOOL STATEMENT OF POLICIES**

This statement of policies and operating procedures is to interpret the Parent Teacher Organization of Arnett C. Lines School by-laws and to serve as a guide for the various members and groups of the Parent Teacher Organization of Arnett C. Lines School who are concerned with the promotion of the purposes of the PTO.

### **I. PTO BOARD GENERAL POLICY**

- A) PTO letters, flyers, and news releases should be reviewed by a member of the Executive Board and the school Principal prior to copy and distribution to the general PTO membership and/or staff.
- B) Conference Call Voting is to only be used in voting matters that are between EB meetings and that need immediate attention.

A member of the EB will send out a conference number with day and time to meet. All EB is to be invited and a quorum is needed to proceed with the meeting.

The Conference Call will be used for the purposes to have a discussion and vote just as if the EB is together in person. Motions and second need to be made and the vote will need to be ratified at the next EM meeting and reflected in the minutes

- C) E-mail voting is to only be used in voting matters that are between EB meeting that need immediate attention. Steps in using the E-mail Voting are:
  - A discussion period via e-mail must occur for up to 48 hours.
  - The e-mail subject line must state E-mail Discussion Period.
  - Whoever is asking for the e-mail discussion/vote must be give all details regarding the subject so the discussion can be as streamlined as possible.
  - After the e-mail discussions have occurred the EB can move to the voting process.
  - A motion must be made to start the voting process and seconded.

- E-mail subject must state E-mail Voting Period and all will be able to vote for up to 24 hours.
  - Those voting must state YES or NO signed by their name.
  - The vote will be ratified at the next EB meeting and reflected in that month's minutes.
- D) Vendors of commercial or retail nature, as well as those of a not-for-profit nature, shall be allowed at PTO events, only if the Executive Board has voted such permission.
- E) The school newsletter/pipelines) will be mainly for the promotion of Lines School events. If community events are included, they need approval from all of the following before submissions: the Executive Board, Principal and District approval.
- F) Tips are allowable for custodians and food delivery people and should be \$20 or less, unless there is a special situation that would warrant a different amount and that would need approval from the Executive Board Advisor of that committee.
- G) Volunteers:
- (1) A "volunteer" is defined as person who performs a service willingly and without pay.
  - (2) In the interest of fairness, PTO funds cannot be used to monetarily compensate any Lines School volunteer for their time.
  - (3) All work done for Lines School by Executive Board members, committee chairpersons, committee members, or any other volunteer is done on a strictly volunteer basis. No goods or services will be provided to any volunteer in exchange for the volunteer's time, including free tickets to any event.
  - (4) In order to eliminate overlap in the solicitation of donations and/or contributions from businesses, all committees considering approaching a business for a donation must communicate with the Executive Board advisor PRIOR to approaching that business.
- H) Names may be submitted to the Nominating Committee by any PTO member, but the Nominating Committee is not restricted to the consideration of names so submitted.
- I) The slate of officers presented should be composed of Parents, and it should be representative of the geographic or neighborhood areas of Lines School.

- J) The candidate presented for President should have had experience on the PTO Board whenever possible.

## II. DUTIES OF THE EXECUTIVE BOARD MEMBERS

### A) MEETINGS

- 1) Attendance is expected at all PTO Board meetings. If a member finds it absolutely impossible to attend, he/she should inform the President.

For Executive Board meetings if an officer cannot attend they should send their report via email or give to another officer to report.

- 2) Executive Board members should make special effort to attend all general meetings of the PTO and be responsible for making themselves known to PTO members.
- 3) The incumbent Executive Board and the Officers-elect and any committee chairmen that have been appointed at the time of the regular May Executive Board meeting shall meet together for the purpose of familiarizing the incoming officers and chairpersons with the work.

### B) FILES

- 1) Each PTO Board member should maintain a file including by-laws, Statement of Policies, and any other material pertinent to the specific work of his committee.
- 2) Each file should be brought up to date and turned over to the incoming chairman ***with a copy to their Executive Board Advisor*** at the PTO Board meeting in May, with the exception of any active committee (given extra time).

### C) FINANCIALS

- 1) Invoices
  - a) All bills other than those covered by the budget must be approved by the Executive Board and submitted in writing to the Treasurer. Final bills must be cleared by one week after the close of school so the Treasurer's books may be audited and turned over to the incoming Treasurer.
  - b) Bills incurred after June 30 after the close of school should be presented to the incoming Treasurer for payment after the audit.

- c) The Treasurer shall obtain a projected budget for the upcoming school year from each chairmanship. The Treasurer shall submit a projected budget of the entire PTO to the Executive Board at ***the annual budget meeting of the Executive Board.***
- d) Reimbursement requests must be submitted to the Treasurer on a Lines School PTO Reimbursement Voucher, which will be available on the website or available from the chair people.

## 2) Disbursements

- a) Mini grant request forms will be sent to teachers. The Mini-Grant committee consisting of the Executive Board, Principal, ***and*** fundraising chairperson will meet to disperse excess funds in keeping with the purposes of the Lines School PTO (Article II). After each meeting the 1<sup>st</sup> Vice President shall notify the general membership of the Mini-Grant Committees decision.

The Arnett C. Lines staff must first apply for the District 220's Helping Hands and Pie grants before being approved for a mini grants (when grants fits education criteria).

- b) If, for some reason, it becomes impossible to complete the above Mini-Grant item(s), which have been approved (such as unavailability of items(s), a change in conditions shifting the paramount need to another item, etc.), approval of the Executive Board must be obtained for the new proposed purchase(s).

## c) Donations

- i. Any donation requests for entities outside Arnett C. Lines School must be approved by a majority vote of the Executive Board.
- ii. Bereavement - Where an Arnett C. Lines staff member loses a spouse, parent or child, a \$50.00 donation to the Barrington 220 Educational Foundation will be made in their honor.

## D) TREASURER

The Treasurer shall bring to all meetings of the PTO and to all committee meetings to which he/she is invited, all records of importance and be prepared to receive monies.

E) SECRETARY

The Recording Secretary shall prepare any official papers originating in the Executive Board.

### III. DUTIES OF STANDING COMMITTEE CHAIRPERSONS

- A) Each committee chairman, upon completing his/her committee appointments, shall report the completion ***to their Executive Board Advisor*** in order that he/she may know the committee is prepared to function for the future committee.

## Addendum

All changes herein go in to effect upon ratification by the members, except Article V, Section 1(E), which will go into effect at the beginning of the Fall 2016 Lines School year (i.e., any elected officer currently in a third year of service during the 2015-16 school year will have a grandfathered option to serve in a second consecutive year in the current office for a fourth year during the 2016-17 school year).

PARENT TEACHER ORGANIZATION  
OF ARNETT C. LINES SCHOOL

BY-LAWS  
DOCUMENT

APPROVED  
December 2015

THIS DOCUMENT WAS WRITTEN FOR AND IS AVAILABLE TO ALL PTO MEMBERS. ITS LAW GOVERNS THE PTO, AND SHOULD BE ADMINISTERED BY THE PTO EXECUTIVE BOARD. ANY COMMENTS, QUESTIONS, OR CHANGES SHOULD BE ADDRESSED AT PTO OR EXECUTIVE BOARD MEETINGS.

PARENT-TEACHER ORGANIZATION  
OF ARNETT C. LINES SCHOOL  
BARRINGTON, ILLINOIS



BY-LAWS  
PARENT TEACHER ORGANIZATION  
OF ARNETT C. LINES SCHOOL  
2015 REVISION

TABLE OF CONTENTS

ARTICLE I	NAME, ORIGIN AND OFFICE
ARTICLE II	PURPOSES
ARTICLE III	BASIC POLICIES
ARTICLE IV	MEMBERSHIP AND DUES
ARTICLE V	OFFICERS AND THEIR ELECTION
ARTICLE VI	DUTIES OF OFFICERS
ARTICLE VII	MEETINGS
ARTICLE VIII	PTO BOARD
ARTICLE IX	STANDING COMMITTEES
ARTICLE X	SPECIAL COMMITTEES
ARTICLE XI	PARLIAMENTARY AUTHORITY
ARTICLE XII	AMENDMENTS
STATEMENT OF POLICIES	