

**BYLAWS
PARENT TEACHER ORGANIZATION
BARRINGTON MIDDLE SCHOOL STATION CAMPUS**

ARTICLE I: NAME, ORIGIN AND OFFICES

Section 1. The name of this corporation shall be the Parent Teacher Organization of Barrington Middle School Station Campus (“PTO”).

Section 2. The PTO is a not-for-profit corporation, organized under and controlled by the laws of the State of Illinois.

Section 3. The corporation shall continuously maintain its existence within the boundaries of Barrington Community Unified School District 220 (“District 220”), in the State of Illinois.

ARTICLE II: PURPOSES

Section 1. The purposes of the PTO shall be:

- (a) to promote the welfare of children in the school, home, and community;
- (b) to bring into closer relationship the home and the school and to promote understanding and cooperation between parents and teachers;
- (c) to initiate and encourage ideas and activities which shall be in the interest of Barrington Middle School Station Campus (“Station Campus”); and
- (d) to promote unity with other middle schools in District 220 by working toward common goals and sponsoring joint activities which would involve parents, staff, and students at all facilities.

ARTICLE III: POLICIES

Section 1. The programs of the PTO shall be educational and of service to Station Campus and its students.

Section 2. PTO shall direct its funds to be spent on materials and programs that are of service to Station Campus, with the exception that it may make charitable contributions, as approved in accordance with Article X, to District 220, to other District 220 PTOs or to non-District charitable organizations which benefit the community.

Section 3. The PTO shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. Neither the name of the PTO nor the names of its Officers in their official capacities shall be used in connection with a commercial concern or any partisan interest other than regular work of the PTO.

Section 4. Any Officer or Chairperson with a financial interest in any matter coming before the PTO or any of its Standing Committees shall fully disclose the nature of the interest and withdraw from discussion and voting on the matter.

ARTICLE IV: FISCAL YEAR

Section 1. The fiscal year of the PTO shall run from July 1 to June 30 of each year.

ARTICLE V: GENERAL MEMBERSHIP AND DUES

Section 1. All parents or guardians of students enrolled in Station Campus who are willing to uphold its policies and subscribe to these Bylaws are eligible to become general members of the PTO (“General Members”).

Section 2. Eligible parents and guardians may become General Members by paying annual dues. Financial assistance to meet the annual dues requirement for General Membership is available upon request.

Section 3. The amount of dues shall be set by the PTO prior to school registration and agreed upon with Barrington Middle School Prairie Campus.

Section 4. The PTO shall conduct an annual enrollment of General Members concurrent with school fee assessment, but persons may be admitted to General Membership at any time. There shall be no proration of dues for those General Members who join throughout the school year.

Section 5. All staff members of Station Campus are granted automatic non-voting General Membership and are exempted from the annual dues requirement.

Section 6. Each school year the Principal shall appoint one staff member to serve as a teacher representative to the PTO. This teacher representative shall serve as a liaison between the Station staff and the PTO and shall make a good faith effort to attend General and Special Meetings.

ARTICLE VI: THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer of the PTO (“Officers”) and the principal of Station Campus (“Principal”) or a representative appointed by the Principal, who shall be a non-voting member.

Section 2. The privilege of serving as an Officer shall be limited to General Members. The privilege of serving as President shall be limited to a General Member with at least one year of Executive Board experience. Officers of the PTO shall be elected for a term of one (1) year and shall not be eligible for more than two (2) consecutive terms in the same office. However, any or all of the preceding restrictions may be voided with Nominating Committee approval in

instances in which the Nominating Committee has been unable to find a successor Officer.

Section 3. Officers shall be installed and assume their official duties at the close of the last General Meeting of the current school year (see Article IX, Section 2), and shall serve for a term of one (1) year or until their successors are elected.

Section 4. The President of the PTO shall have the following duties:

(a) S/he shall preside at all meetings of the PTO, whether of the General Membership or the Executive Board, and shall be an ex-officio member of all committees except the Nominating Committee.

(b) S/he shall, in cooperation with the Principal, set the dates for all General, Special, and Executive Board meetings and shall direct the Secretary to provide notice of these dates.

(c) S/he shall be familiar with Robert's Rules of Order and be capable of providing parliamentary advice when necessary.

(d) S/he shall attend, or designate another Officer to attend, PTO Presidents' Council meetings or other meetings pertaining to PTO's involvement in the community.

(e) S/he shall be responsible for providing any PTO documents required by the District 220 Administrative Offices.

(f) S/he shall directly oversee staff related committees and other standing committees as determined annually by the Executive Board.

(g) S/he shall perform such other duties as may be prescribed in these Bylaws or assigned by the Executive Board or by the General Membership.

Section 5. The First Vice-President shall have the following duties.

(a) S/he shall, in the absence of the President, assume the responsibilities and exercise the powers of the President and shall attend meetings that the President cannot attend.

(b) S/he shall be familiar with Robert's Rules of Order and capable of providing parliamentary advice when necessary, and shall serve as an aid to the President.

(c) S/he shall oversee the income generating and other standing committees as determined annually by the Executive Board.

(d) S/he shall perform such other duties as may be delegated to her/him by the President.

Section 6. The Second Vice-President shall have the following duties.

(a) S/he shall, in the absence of the President and the First Vice President, assume the responsibilities and exercise the powers of the President and shall attend meetings that the President cannot attend.

(b) S/he shall be familiar with Robert's Rules of Order and capable of providing parliamentary advice when necessary, and shall serve as an aid to the President.

(c) S/he shall oversee the standing committees as determined annually by the Executive Board.

(d) S/he shall perform such other duties as may be delegated to her/him by the President.

Section 7. The Secretary shall have the following duties.

(a) S/he shall prepare and present the Agenda for General, Special and Executive Board meetings.

(b) S/he shall keep the minutes of the proceedings of all General and Special Meetings.

(c) S/he shall be responsible for keeping a list of attendance at all General and Special Meetings.

(d) S/he shall handle such correspondence as the business of the PTO may require and answer all general correspondence.

(e) S/he shall provide notice to the General Members of all General and Special Meetings.

(f) S/he shall oversee standing committees as determined annually by the Executive Board.

Section 8. The Treasurer shall have the following duties.

(a) S/he shall be in charge of all funds belonging to the PTO, shall be responsible for all bank transactions and shall keep an accurate account of all receipts and disbursements.

(b) S/he shall, together with the Executive Board, prepare an operational budget ("Operational Budget") to be presented to the General Membership at the last General Meeting of the school year for General Membership approval at the first General Meeting of the new school year, usually the September meeting.

(c) S/he shall pay out funds only as authorized under the Operational Budget or by vote in accordance with Article X, with the exception that, upon direction from the Executive Board and where immediate action is required, s/he may make payments of funds up to \$1,000.

(d) S/he shall present a statement of account at every Executive Board and General Meeting.

(e) S/he shall oversee the timely preparation and filing of state and federal tax returns by a licensed tax professional approved by the Executive Board. (S)he shall also prepare and file in a timely manner all other information and reports required of PTO as a 501(c) (3) organization by the state or federal government as well as all financial reports required by District 220.

Section 9. In addition to the specific duties described above, the members of the Executive Board shall individually have the following duties.

(a) To attend all General, Special and Executive Board meetings called by the President.

(b) To coordinate timely news and standing committee reports of PTO activities they are responsible for in PTO communication to the General Membership and at General Meetings.

(c) To serve as an ambassador for the PTO as a whole.

(d) To maintain written or electronic files and records of material relating to his/her Office

(e) To share with the incoming counterpart Officer for the next year, no later than the close of the fiscal year, such information and material as necessary to insure a smooth transition between the two.

(f) To take such actions as are consistent with the purposes of the PTO.

ARTICLE VII: MEETINGS OF THE EXECUTIVE BOARD

Section 1. Meetings of the Executive Board (“Executive Board Meetings”) shall be held as deemed necessary by the President or a majority of the Executive Board during the school year. Notice of such Executive Board Meetings shall be provided to all members of the Executive Board at least one week in advance of the meetings. A majority of the Executive Board shall constitute a quorum. A vote of three of the five voting Executive Board Members shall be required to carry any motion.

Section 2. The Executive Board shall act for the PTO when an immediate decision is required and provided that the Executive Board may not approve any expenditure in excess of \$1,000. If such immediate action is required before a scheduled Executive Board Meeting, the Executive Board may confer and act by telephone and/or e-mail communication. In such cases, the President shall be responsible for making a good faith effort to ensure that each member of the Executive Board is contacted and has an opportunity to consider and discuss the matter at issue and a vote of three of the five voting Executive Board Members shall be required for action.

Section 3. The Executive Board, acting collectively, shall have the following duties and powers.

- (a) To review the agenda for all General and Special Meetings.
- (b) To transact necessary business in the intervals between General Meetings.
- (c) To create such Standing Committees as may be needed to further the purposes of the PTO, as well as to disband any Standing Committees which are no longer needed.
- (d) To assist the Treasurer in the preparation of the Operational Budget.
- (e) To consider all expenditures up to \$1,000 outside the limits of the general budget, with the power to approve those expenditures deemed appropriate by the Executive Board in accordance with Section 2 above.
- (f) To take such actions as are consistent with the purposes of the PTO.

ARTICLE VIII: STEERING BOARD AND STANDING COMMITTEES

Section 1 The Steering Board of the PTO shall consist of the Officers and the chairpersons (“Chairperson(s)”) of all standing committees (“Standing Committees”).

Section 2. The Standing Committees shall be created by the Executive Board in accordance with Article VII, Section 3(c), with all Chairpersons of Standing Committees subject to approval in accordance with Article XII.

Section 3. The privilege of serving as a Chairperson of a Standing Committee shall be limited to General Members. The Chairpersons of the Standing Committees shall be elected for a term of one (1) year and shall have the following duties:

- (a) All Chairpersons shall make every effort to attend all General and Special Meetings.
- (b) Each Standing Committee shall be prepared to make a report at all General and Special Meetings, either in person by attendance of at least one of the Chairpersons from the Standing Committee or through the filing of a committee report with the President or appropriate officer prior to the meeting.
- (c) Each Standing Committee shall maintain written or electronic files and records of material relating to its committee.
- (d) Each Standing Committee shall share with the incoming Chairperson for the next year, no later than June 30th of the current school year, such information and material as necessary to insure a smooth transition between the two.

ARTICLE IX: MEETINGS OF THE GENERAL MEMBERSHIP

Section 1. The General Membership shall meet periodically, usually monthly but with no meeting taking place in December, on the dates and at the times designated by the President and the Principal. The Secretary shall provide at least one week's advance notice of these regularly scheduled PTO meetings ("General Meetings") to the General Membership.

Section 2. There shall be one General Meeting, usually in May but at such time as may be determined by the Executive Board, that shall include in its purpose the election of Officers and the Chairpersons for the coming year. When possible, this General Meeting will be followed by a meeting of the newly elected Steering Board as well as time set aside for a smooth transition between the current Chairpersons and the newly elected Chairpersons.

Section 3. Special meetings ("Special Meetings") of the General Membership may be called by the President provided that the General Membership is provided at least one week's advance notice of the meeting.

ARTICLE X: VOTING

Section 1. The privilege of introducing motions, debating, and voting in General and Special Meetings shall be limited to General Members.

Section 2. In any General or Special Meeting, those General Members in attendance shall constitute a quorum with a simple majority carrying all motions for the transaction of business.

Section 3. When a PTO decision or action is necessary prior to the next General Meeting, the Secretary may seek a proxy vote of the Steering Board via email ("Proxy Vote"). A simple majority of all votes received by the Secretary within 72 hours following email communication of the Proxy Vote will carry the Proxy Vote.

ARTICLE XI: NOMINATING COMMITTEE

Section 1. The nominating committee of the PTO ("Nominating Committee") shall consist of the Secretary, the Nominating Committee Chairperson and any additional Nominating Committee members recruited by the Nominating Committee Chairperson.

Section 2. The Nominating Committee shall publish the opening of nominations to the General Members of the PTO. The Nominating Committee shall also arrange to publish the opening of nominations to parents of incoming students.

Section 3. The Nominating Committee shall select a slate ("Slate") of one (1) nominee for each PTO Officer position (i.e., the President, First Vice-President, Second Vice-President, Treasurer, and Secretary) as well as for each

Chairperson(s) of all Standing Committees. In choosing the Slate, the Nominating Committee shall make a good faith effort to accommodate all General Members who express an interest in inclusion on the Slate, however the Nominating Committee is vested with full discretion and authority in selecting a Slate that in Nominating Committee's sole determination will best serve the interests of PTO and Station Campus.

Section 4. All matters of the Nominating Committee shall remain confidential.

Section 5. The Nominating Committee shall publish and distribute the Slate to the General Members at least one week prior to the General Meeting at which the Slate will be presented for approval.

Section 6. The Nominating Committee shall recruit General Members to fill any Officer or Chairperson positions that remain vacant following the vote on the Slate or which subsequently become vacant, subject to approval in accordance with Article X.

ARTICLE XII: ELECTION OF OFFICERS AND STANDING COMMITTEE CHAIRPERSONS

Section 1. Only those who have consented to serve, if elected, shall be eligible for nomination for any Office or Standing Committee Chairperson position, either by the Nominating Committee or from the floor.

Section 2. The Slate shall be presented by the Nominating Committee Chairperson or designee to the General Membership at a General Meeting (see Article IX, Section 2). If there are nominations from the floor, the election shall be by secret ballot for each contested Officer or Chairperson position. For any Officer or Chairperson position for which there are no nominations from the floor, or if applicable, for the entire Slate, voting shall take place in accordance with Article X.

ARTICLE XIII: SPECIAL COMMITTEES

Section 1. Special committees ("Special Committees") shall be created by the President or the Executive Board as may be required to promote the purposes and interests of the PTO.

Section 2. If the President or Executive Board creates any such Special Committee, the President shall report the creation of that Special Committee at the next General Meeting and explain the purpose of and need for the Special Committee.

Section 3. The President shall appoint all members of any Special Committee, subject to the approval of the Executive Board.

ARTICLE XIV: RULES OF ORDER

Section 1. Robert's Rules of Order, Newly Revised, shall constitute the parliamentary authority of the PTO on all matters not covered in these Bylaws.

ARTICLE XV: AMENDMENTS

Section 1. These PTO bylaws ("Bylaws") may be amended by a two-thirds vote at any General or Special meeting provided the General Members have been given at least one week advance notice of the purpose of such a meeting.

Section 2. At least every three (3) years, but more frequently if deemed necessary, the President shall appoint a five person Bylaws Revision Committee which shall review these Bylaws with a view to keeping them in accord with the continuing and changing activities of the PTO.

ARTICLE XVI: MISCELLANEOUS

Section 1. In the event that the PTO disbands at some future date, all outstanding bills shall be paid and any remaining funds shall be given to Station Campus to be spent by the Principal or his/her designee, subject to the approval of the outgoing Officers of the PTO.

Revisions Accepted: