

# BYLAWS PARENT TEACHER ORGANIZATION OF ROSLYN ROAD SCHOOL

## **ARTICLE I - NAME**

The name of this organization is the Parent Teacher Organization of Roslyn Road School. These bylaws shall be deemed to implement the Articles of Incorporation.

## **ARTICLE II - PURPOSE**

The purpose of this organization shall be to work in the interest of the students, to promote understanding and cooperation between parents and teachers, and to initiate and encourage ideas and activities, which shall be in the interest of Roslyn Road School.

## **ARTICLE III - GENERAL MEMBERSHIP**

**Section 1.** General Membership in the PTO shall be open to all parents and guardians of students enrolled in Roslyn Road School, or otherwise approved by the PTO Board, upon payment of annual dues per family unit. The PTO Board sets this amount each year. With prior approval of the principal, no one shall be excluded from general membership because of inability to pay annual dues.

**Section 2.** This organization shall conduct an annual enrollment of members, but persons may be admitted to General Membership at any time.

**Section 3.** The General Membership year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

**Section 4.** Only members of the organization shall be eligible to vote in its business meetings, provided a quorum of Board Members (see Article 6, Section 5) is available, or to serve in any of its elected or appointed positions.

**Section 5.** The Principal, administrative assistant liaison and each member of the certified staff of Roslyn Road School shall be automatically awarded General Membership in the PTO.

## **ARTICLE IV - FINANCIAL POLICIES**

**Section 1.** The fiscal year of the PTO shall correspond to that of School District 220, which is July 1<sup>st</sup> to June 30<sup>th</sup>.

**Section 2.** All funds shall be kept in a checking account and any depository accounts in the name of the Parent Teacher Organization of Roslyn Road School and held at a local financial institution. The authorized signors shall be the Treasurer(s) and the President(s).

## **ARTICLE V--PTO EXECUTIVE COUNCIL**

**Section 1.** The PTO Executive Council shall consist of the Officers, the Principal, and the Faculty Liaison(s).

**Section 2.** The Executive Council shall transact necessary business during intervals between organization meetings and such other business as may be referred to it by the organization.

**Section 3.** The Executive Council shall act for the PTO Board, with a financial cap of \$250 when an immediate decision is required. No action taken shall be in conflict with any decision, action, or purpose of the PTO.

## **ARTICLE VI - PTO BOARD**

**Section 1.** The PTO Board shall consist of the Executive Council and all Chairperson(s) of all other committees.

**Section 2.** A person elected by a majority vote by the members present at a PTO General Meeting, where quorum has been established (see section 5 below), shall fill a vacancy occurring in any office for the un-expired term.

**Section 3.** The control and management of the affairs of the PTO shall be vested in the Board.

**Section 4.** The new Board shall hold their first Board/Transition meeting after the slate has been voted on and approved but before the end of the school year with the purpose of:

1. Receiving Bylaws, Procedure Handbook, PTO Binders and any applicable electronic documents.
2. Discussing goals for the upcoming year.
3. Creating a financial projection and preliminary budget for the upcoming school year for approval by the General Membership at the September PTO General Meeting.

**Section 5.** The presence of 40% of the PTO Board shall constitute a quorum for the transaction of business at any PTO General Meeting of this organization. A simple majority vote of General Membership present shall serve to carry all motions once quorum has been established. If a chairperson is unable to attend a meeting, they will be responsible for sending any necessary representatives or proxies in their place and/or or follow up correspondence/emails.

## **ARTICLE VII - OFFICERS**

**Section 1.** The Officers of this organization shall consist of President(s), Vice President(s) Fundraising, Vice President(s) Service, Recording Secretary, and Treasurer(s).

**Section 2.** The Officers shall be elected annually.

**Section 3.** The slate of the Officers will be publicized to general membership of the PTO of Roslyn Road School one week before the annual vote.

**Section 4.** Approval of the slate of Officers by the General Membership shall take place at the April meeting.

**Section 5.** The term of the Officers shall correspond with the fiscal year for a minimum of one year.

**Section 6.** The qualifications for President are:

1. Served on the PTO Board for a minimum of one year.
2. Served as an Officer.

**Section 7.** The qualifications for all other Officers are:

1. Served on the PTO Board for a minimum of one year, with exception of the treasurer and exceptions as approved by nominating committee and principal.

**Section 8.** No Officer shall serve in the same position for more than two consecutive years, except with Nominating Committee approval.

## **ARTICLE VIII - DUTIES OF ELECTED OFFICERS**

**Section 1.** The President(s) shall:

1. Preside at all Executive Council Meetings, PTO General Meetings, and Special Meetings.
2. Attend all District 220 Presidents' Council meetings.
3. Coordinate and chair the work of the Executive Council.
4. Coordinate all activities of the PTO with the Principal.
5. Oversee the Chairpersons of various PTO Standing and Special Committees as defined by the Procedure Handbook and the distribution of PTO Binders/ electronic documents.
6. Prepare the agenda for PTO General Meetings.
7. Appoint a neutral third party individual for an annual financial examination of the PTO Books.
8. Perform duties as stated in the Bylaws and Procedure Handbook.
9. Review and approve monthly bank statements.

**Section 2.** The Vice President(s) Fundraising shall:

1. Serve as an aide to the President.
2. Perform the duties of the President in the President's absence.
3. Oversee the Chairpersons of the PTO Fundraising Committees and distribute PTO Binders/ electronic documents.
4. Coordinate the timely news and committee reports of the Fundraising Committees for PTO General Meetings, and for submission to weekly publications.
5. Perform duties as stated in the Bylaws and Procedure Handbook.
6. Chair the Gifts-To-School Committee.

**Section 3:** The Vice President(s) Service shall:

1. Serve as an aide to the President.
2. Perform the duties of the President in the President and Vice President(s) Fundraising's absence.
3. Oversee the Chairpersons of PTO Service Committees as defined by the Procedure Handbook and distribute PTO Binders/ electronic documents.
4. Coordinate the timely news and committee reports of the PTO Service Committees for the PTO General Meeting and for submission to weekly publications.
5. Perform duties as stated in the Bylaws and Procedure Handbook.

**Section 4.** The Recording Secretary shall:

1. Keep minutes of all PTO General Meetings, and provide and distribute such minutes at the next Executive Council Meeting, and to PTO Members at the next PTO General Meeting.
2. Act as the Historian for the PTO by collecting agendas, minutes, newsletters and other pertinent information, and maintain the PTO library.
3. Chair the Nominating Committee.
4. Chair the Bylaws Committee.
5. Be responsible for all correspondence of the organization.
6. Perform duties as stated in the Bylaws and Procedure Handbook.

**Section 5.** The Treasurer(s) shall:

1. Receive all monies of the organization and disburse funds as authorized by the Board.

2. Keep an accurate record of receipts and disbursements.
3. Make a statement of accounts at every Executive Council and PTO General Meetings. On a monthly basis provide the President with copies or access to all monthly bank statements.
4. Submit the books for examination to the neutral third party individual appointed by the President who shall prepare and sign a statement to be incorporated with said Books by the October PTO General Meeting. This year-end report shall be presented to the General Membership.
5. Ensure that the appropriate Federal and State forms are filed annually.
6. Make a full report at the year-end PTO General Meeting.
7. Provide information for the Budget for the next fiscal year.
8. Maintain a file of all financial records and tax returns for the previous 7 years.
9. Perform duties as stated in the Bylaws and Procedure Handbook.

**Section 6.** The Faculty Liaison(s) shall:

1. Attend all Executive Council and PTO General Meetings if available.
2. Facilitate communication between Roslyn Road Staff and PTO Membership regarding pertinent PTO information.
3. Suggest Faculty Liaison(s) for PTO Standing and Nominating Committees when necessary.
4. Perform duties as stated in the Bylaws and Procedure Handbook.
5. The teaching staff shall be responsible for the selection of a faculty representative from their staff, excluding the Principal.

**Section 7.** The Principal Shall:

1. Attend all Executive Council and PTO General Meetings.
2. Facilitate communication between District 220 and the PTO membership regarding pertinent district information.

**Section 8.** Executive Council Advisor - At the discretion of the incoming PTO President and Executive Council, an individual who has previously served on the Executive Council may be appointed:

1. To a 1-year term on the Board to act in an Advisory position to the board.
2. This is not a voting position nor will this position oversee any of the chaired committee positions.
3. The Advisor is required to attend Executive Council meetings at the request of the President or Executive Council.

## **ARTICLE IX - COMMITTEES**

**Section 1.** All Chairpersons are members of the PTO Board.

**Section 2.** Chairpersons shall serve for one year, but not more than two consecutive years in the same position, except with Nominating Committee approval.

**Section 3.** A committee is created or dissolved by the PTO Board as may be required to promote the purposes and interests of the PTO.

## **ARTICLE X--STANDING COMMITTEES**

**Section 1.** Standing committees include the Fundraising and Service Committees as listed in the Procedure Handbook.

**Section 2.** The Standing Committees shall be created by the Officers, as they may be required to promote the purposes and interests of the PTO.

**Section 3.** The Chairs shall report plans and year-end reports of committee work to the Reporting Officer.

## **ARTICLE XI--SPECIAL COMMITTEES**

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

**Section 2.** Any Special Committees appointed by the Officers or the President(s) shall be reported and explained to the Board at its next regular meeting. The Chair shall report on work of the committee until such time that the project is complete.

## **ARTICLE XII - NOMINATING COMMITTEE**

**Section 1.** The Chairperson of the Nominating Committee shall be the Recording Secretary.

**Section 2.** The Nominating Committee will consist of the Recording Secretary, two Members appointed by the President. These three Members will choose four more Members to serve on the committee. Every attempt shall be made to have these four additional Members of the Nominating Committee represent different geographical areas of Roslyn Road School. This committee shall be formed by the February PTO General Meeting

**Section 3.** Only those who have consented to serve if elected shall be eligible for nomination. The Executive Board will submit suggestions of recruitment recommendations to the Recording Secretary as well before the Nominating Committee convenes.

**Section 4.** The proposed slate will be reviewed by the Principal prior to presentation to the General PTO meeting.

**Section 5.** The Nominating Committee will present the proposed slate of Officers to the General Membership at least one week before the election. The election shall take place at the April PTO General Meeting. If there are nominations from the floor, the election shall be by ballot; if not, the Secretary shall be authorized to request a motion to approve the proposed slate.

**Section 6.** All matters of the Nominating Committee shall remain confidential.

**Section 7.** The Recording Secretary shall retain a list of the newly elected Executive Council and Chairperson contact information.

## **ARTICLE XIII- MEETING**

**Section 1.** The proposed budget will be preliminarily approved at the May PTO General Meeting. .  
The final budget will be voted on at the September meeting.

**Section 2.** Executive Council meetings will be held prior to the General Meeting or as needed/ deemed necessary by PTO presidents and officers to discuss issues of the Board and set the agenda for the General meeting. General Meetings will be held monthly or as needed/ deemed necessary by PTO presidents and officers. Special meetings of the Executive Council may be called at the discretion of the President or a majority of Executive Council Members.

**Section 3.** Special PTO General Meetings may be called by the President, provided the General Membership receives written notice of the purpose of the meeting at least 7 days in advance.

**Section 4.** The presence of a quorum shall be necessary prior to a vote on any agenda item at the PTO General Meeting, with a simple majority carrying all motions. Only PTO Members have voting rights.

**Section 5.** Any item requiring a vote must be presented to the Executive Council, prior to the PTO General Meeting.

## **ARTICLE XIV - VOTING**

A vote by the PTO General Membership is required, but not limited to, the following items:

1. Prices of new items or change of price of an existing item being sold by the PTO, including both fundraising and non-fundraising items.
2. Ticket prices, including tickets to PTO sponsored activities and raffle tickets.
3. Dates and locations of PTO sponsored events.
4. Details pertaining to contracts, before contracts are signed.
5. The Budget.
6. Expenditures outside of the approved budget.
7. Gratuities.
8. Additions or dissolutions of committees.
9. Minutes of PTO General Meetings and the Treasurer(s)'s report.
10. Any other item as deemed by the PTO Officers.

## **ARTICLE XV - BYLAWS AND PROCEDURES HANDBOOK**

**Section 1.** A committee chaired by the Recording Secretary and consisting of 7 additional members shall review these Bylaws and Procedures Handbook every 2 years, or as deemed necessary by the PTO Board. This committee consists of the committee chair, 3 members appointed by the President and 4 additional members who are volunteers or recruited by the Recording Secretary.

**Section 2.** Any regular or special meeting of this organization may amend these Bylaws and Procedures Handbook by a simple majority once a quorum has been established provided not less than one-week prior notice of the proposed amendment(s) shall have been given to the General Membership.

**Section 3.** All PTO Board Members shall receive and review the Bylaws and Procedures Handbook at the beginning of their term.

## **ARTICLE XVI - RULES OF ORDER**

ROBERT'S RULES OF ORDER REVISED shall govern this organization in all cases in which they

are applicable and are not in conflict with these Bylaws.

## **ARTICLE XVII- GENERAL POLICIES**

**Section 1.** The organization shall be noncommercial, nonsectarian and nonpartisan.

**Section 2.** The name of the organization or the names of any member 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 promotion of the objectives of the organization.

**Section 3.** The organization 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 4.** The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control school policies.

**Section 5.** This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind this organization.

**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 ©(3) of the Internal Revenue Code of 1954, as from time to time amended.

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