

**BY LAWS OF THE PARENT-TEACHER ORGANIZATION OF
BARRINGTON HIGH SCHOOL, AN ILLINOIS NOT-FOR-PROFIT ORGANIZATION**

Revised and Adopted April 3, 2000

Revised and Adopted April 7, 2003

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Article I

Name

- Section 1. The name of the organization as incorporated in the state of Illinois shall be the Parent-Teacher Organization (hereafter referred to as the “PTO”) of Barrington High School, Barrington, Illinois.
- Section 2. The PTO is a 501(c) (3) not-for-profit organization, 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

The purpose of the PTO is to be a cooperative effort of the parents and faculty whose goals are to:

Sponsor programs of general interest which involve parents, staff, and students.

Foster communication between the family and the school community.

Promote a positive environment in the school.

Article III

Policies

- Section 1. The programs of the PTO shall be educational and of service to the students, parents, school, and community.
- Section 2. The PTO shall direct its funds to be spent on materials and programs that are of service to Barrington High School, with the exception that it may make charitable contributions, as deemed appropriate by the Steering Committee, to District 220, to other District 220 PTOs, or to non-District 220 charitable organizations which provide services to students at

Barrington High School. The PTO shall be non-commercial, non-sectarian, and non partisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the PTO, or its officers in their official capacities, shall not be used in connection with a commercial concern or any partisan interest other than regular work of the PTO.

Article IV Membership and Dues

- Section 1. Membership in the PTO shall be open to all teachers, staff, and administrators of Barrington High School, and parents or guardians of students enrolled in Barrington High School, who are willing to uphold its policies and subscribe to its By Laws, upon payment of annual dues as required. The PTO can, at its discretion, waive dues for certain parties. For example: Teachers, Staff, Administrators, Families who qualify for the Free and Reduced Lunch Program.
- Section 2. The annual dues per student shall be determined by the Steering Committee prior to school registration.
- Section 3. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership any time and shall pay dues for the school year. Annual dues are not prorated.

Article V Fiscal Year

The fiscal year of the PTO shall correspond to that of School District 220, which is July 1 to June 30 of each year.

Article VI Meetings

- Section 1. The Nominating Committee shall select one nominee for each Executive Board position to be filled and shall publish the selection prior to election at the last PTO general meeting of the fiscal year. The Nominating Committee shall fill all Steering Committee positions and will present the listing to the membership at the last PTO general meeting of the fiscal year.

- Section 2. The last PTO general meeting of the fiscal year, unless otherwise specified, shall include in its purpose the election of Officers for the coming year.
- Section 3. A simple majority of members in attendance shall constitute a quorum for the transaction of business in any general or special meeting of the PTO.
- Section 4. The privilege of holding office, chairmanship, introducing motions, and voting shall be limited to members whose current dues are paid unless waived as described in Article IV Section 1.
- Section 5. Special meetings may be called by the President provided the membership is notified at least three days in advance of the meeting.

Article VII

Steering Committee

- Section 1. The Steering Committee of the PTO shall consist of the Executive Board (meaning the President, Vice President, Secretary, and Treasurer) and the Chairpersons of the Committees. It shall also consist of the Advisor, School Principal, and Faculty Representative (if available). The advisor is the Past President of the PTO who advises the Steering Committee in order to maintain consistency from year to year and serves on the Nominating Committee.
- Section 2. Members of the Executive Board and Chairpersons of the Steering Committees shall not serve in the same position for more than two consecutive terms. The exception would be special circumstances to be considered by the Nominating Committee. A term usually consists of twelve months (1 year) and/or until the successors are elected. The term runs in conjunction with the fiscal year, from July 1 to June 30. In extenuating circumstances where an event does not end prior to the end of the fiscal year, the current chair will continue in place until the event has run its course or until transfer of duties has completed.
- Section 3. In instances where a Board Member is not fulfilling his or her duties or has been found guilty of malfeasance, the Executive Board shall meet to determine whether or not to recommend removal of a Board Member from

his or her position. This recommendation requires a two-thirds majority of the Executive Board. If the Board Member in question is an Executive Board Member, he or she shall recuse himself from all discussions and voting in this matter. All decisions of the Executive Board are final and any vacancies must be reported to the full PTO Board at the next scheduled meeting.

Section 4. The control and management of the affairs of the PTO shall be vested in the Steering Committee, as established by these By Laws.

Section 5. The Executive Board shall act for the PTO when an immediate decision is needed. If an immediate decision is needed in regard to an expenditure on behalf of the PTO, then a majority of the Executive Board may approve an amount up to \$500, though where possible all changes to the budget shall be presented to and voted on by all eligible members. A vote may be conducted electronically in special circumstances.

Section 6. The Steering Committee of the PTO shall meet at least eight times during the year, and these times shall be designated by the Executive Board. All meetings must include a representative from the high school staff and a simple majority of the Executive Board. When possible, meetings will be conducted in person. In extenuating circumstances, meetings held virtually will constitute a valid meeting of the Steering Committee of the PTO. When virtual meetings are held, all votes shall be conducted electronically outside the meeting as described in Article VII Section 8. In circumstances that prevent the PTO from meeting either virtually or in person a minimum of eight times during the year due to the district declaring a pause of meetings or other unmitigated circumstances, this requirement will be waived. The necessity to invoke this waiver, as agreed upon by the PTO Executive Board, shall be published on the PTO website and communicated via additional channels within 48 hours of making the decision.

Section 7. A simple majority of the members of the Steering Committee present at a meeting shall constitute a quorum with a simple majority carrying the vote. A vote may be conducted electronically in special circumstances.

Section 8. When an electronic vote is required, the Secretary shall be responsible for sharing the motion with PTO Members to the best of his or her ability within 24 hours of the motion being presented to the PTO. The electronic vote must tabulate all eligible votes and must be available to PTO Members for a minimum of 72 hours. Once the electronic vote closes, the PTO Secretary must report out the results of the electronic

vote within 24 hours. A two-thirds majority of votes cast in an electronic vote will carry the vote.

Section 9. The duties of the members of the Steering Committee shall be: a) to transact necessary business in the intervals between PTO meetings and such other business as may be referred to them by the PTO, b) to approve the plans for the work of the Special Committees as defined in Article XI Section 1, c) to present a report, when necessary, of PTO activities at the meetings of the Steering Committee, d) to approve all expenditures outside the limits of the general budget, except for the discretionary funding described in Article VII Section 4, e) to take such actions as are consistent with the purposes of the PTO, f) to submit all monies and reimbursement protocols within 60 days of receipt. No reimbursement will be considered after the end of the current fiscal year. Reimbursements cannot include any sales tax.

Section 10. Each Officer and Committee is required to maintain a procedure book and a file of official materials covering his/her area of responsibility. A copy of the year end report shall be given to the President and/or the Executive Officer overseeing that Committee and the incoming Committee Chairpersons at the end of each term. This can be either a paper or electronic documentation.

Article VIII Officers and Their Election

Section 1. The Officers of the PTO shall be the President, Vice President, Secretary, and Treasurer. They shall comprise the Executive Board.

Section 2. The slate of Officers selected by the Nominating Committee shall be presented at the last PTO general meeting of the fiscal year by a member of the Nominating Committee. If there are no nominations from the floor, the Secretary shall be authorized to cast a unanimous ballot for the proposed slate. If there are nominations from the floor, the election shall be by ballot. A majority of the votes cast shall elect the Officers.

Section 3. Only those who have consented to serve shall be eligible for nomination, either by the Nominating Committee or from the floor.

Section 4. Officers shall be installed in their official positions at the close of the final General Meeting of the fiscal year, and shall serve for terms of one year and/or until their successors are elected. Officers shall assume their official

duties as of the start of the fiscal year on July 1.

- Section 5. A seat on the Executive Board that is vacated shall be filled by a nomination from the Nominating Committee and approved by a majority vote of the members of the Steering Committee. In the case of a vacancy in the office of the President, the Vice President shall serve until a special election can be held.

Article IX Duties of the Officers

Section 1. President shall:

- a) preside at all general and special meetings of the PTO and shall be an ex-officio member of all committees, except the Nominating Committee,
- b) perform such other duties as may be prescribed in these By Laws or assigned by the Steering Committee of the PTO,
- c) appoint PTO members to serve on any special or ad hoc committees,
- d) set dates for the Steering Committee accordingly, (see Article VII, Section 6)
- e) attend or designate another Steering Committee member to attend meetings of District 220 PTO Presidents' Council or other meetings relevant to the PTO's involvement in the community,
- f) Review and sign all income tax returns prepared by the Treasurer, as required.

Section 2. Vice President shall:

- a) in the absence of the President, assume the responsibilities and exercise the powers of the President,
- b) attend meetings of District 220 PTO President's Council or other meeting relevant to the PTO's involvement in the community as needed,
- c) attend any other meetings that the President is unable to attend,
- d) oversee the Staff Grant Committee and any other Committee(s) assigned by the Executive Board.

e) oversee any fund-raising and income generating activities. Prices, dates, and times of events need approval of the Executive Board.

Section 3. Secretary shall:

- a) keep the minutes of the proceedings of the monthly PTO meetings,
- b) handle such correspondence as the business of the PTO may require,
- c) notify all members of the Steering Committee of the PTO of the time and place of meetings,
- d) keep a file of minutes and correspondences of the PTO, in accordance with procedures required of 501(c)3 organizations,
- e) ensure the PTO website is updated with current forms in collaboration with the communications chairperson,
- f) ensure that the PTO meeting minutes are presented and approved in a timely fashion.

Section 4. Treasurer shall:

- a) be in charge of all funds belonging to the PTO and keep an accurate account of all its receipts and disbursements,
- b) pay out funds only in accordance with the budget as authorized by the Steering Committee or Executive Board, according to Article VII, Section 5,
- c) receive from District 220, and maintain for safekeeping, the current list of all active dues-paying members,
- d) present a statement of account at each meeting of the Steering Committee of the PTO,
- e) prepare an operational budget for the fiscal year which will be presented and available at the first meeting of the new Steering Committee, prior to the last meeting of the fiscal year, for approval by the Executive Board, and approved at the first meeting of the new school year,
- f) be responsible for all bank transactions,

g) be responsible for filing the annual federal and state tax returns prepared by a licensed tax professional as well as other forms as required by the state of Illinois or the Internal Revenue Service, in a timely manner,

h) be a member of the Staff Grants Committee and maintain a list of all such purchases.

Article X Nominating Committee

Section 1. The Nominating Committee of the PTO shall consist of 5 members. As a member of the Steering Committee, the Nominating Chairperson shall appoint two additional members from the PTO Steering Committee and one at large PTO member with the Advisor being the fifth member of the committee. Every effort should be made to have fair representation on the Nominating Committee from both middle school attendance areas.

Section 2. In the event of a vacancy of the Nominating Chairperson, the Advisor will step in as Chairperson with the intention of filling the post with a new Nominating Chairperson to be approved by a majority vote of the Steering Committee. In the event of a vacancy of both the Nominating Chairperson and the Advisor, the Executive Board shall appoint with approval from the Steering Committee a current member of the Steering Committee to serve as temporary Chairperson. The temporary Chairperson shall fulfill the duties of Article X, and, in addition, shall recruit and nominate a BHS PTO member to fill the position of Nominating Chairperson as well as a fifth member of the committee with approval by the Steering Committee. A vacancy occurring during the term of any Officer or Chairperson of a Standing Committee shall be filled by the Nominating Committee and approved by a majority vote of the Steering Committee members present.

Section 3. The Nominating Committee shall select one nominee for each Executive Board position to be filled and shall publish the selection prior to election at the spring PTO meeting. The Nominating Committee shall fill all Steering Committee positions and will present the slate to the Steering Committee for approval at the last PTO meeting of the fiscal year.

Article XI Special Committees

- Section 1. Special Committees shall be created by the Steering Committee or President as may be required to promote the purposes and interests of the PTO.
- Section 2. Designation of any Special Committees shall be reported to the Steering Committee at its next meeting.

Article XII Rules of Order

Robert's Rules of Order, newly revised edition, shall constitute the parliamentary authority of the PTO in order to execute these By Laws and any other matters pertinent to the purposes and policies of the PTO.

Article XIII Amendments

- Section 1. These By Laws may be amended by a two-thirds vote of the members present at any General Meeting or Special Meeting of the PTO, provided that the membership has been notified in advance of the purpose of such a meeting. This notice may be posted in any regular or special correspondence distributed to the membership.
- Section 2. Every three years, but more frequently if deemed necessary, the President of the PTO shall appoint a By Law Revision Review Committee, which shall review these By Laws and the policy statements of the PTO, as well as the Steering Committee Job Descriptions, with a view of keeping them in accord with the continuing and changing activities of the PTO.
- Section 3. In the event of unusual and extraordinary circumstances, the PTO members may temporarily override these By Laws by a two-thirds vote of those present at any general meeting or special meeting provided the membership of the PTO has been notified in writing of the purpose of such a meeting.

Article XIV Miscellaneous

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 Barrington High School, Barrington, Illinois,

to be used only for the educational needs of the school. These funds shall be spent by the Principal or Associate Principal of Barrington High School, only with the approval of the outgoing Steering Committee of the PTO.