



Beye School PTO

By-Laws

William Beye Elementary School
230 N. Cuyler Ave.
Oak Park, IL 60302

Article I. Name

The name of this organization shall be **Beye School PTO**.

Article II. Objectives

The objectives of the PTO shall be to promote the welfare and educational interests of all children attending Beye School, and all employees of Beye School.

Article III. Policies

The policies of this organization shall be non-commercial, non-partisan, and non-sectarian.

Article IV. Membership

Section 1: The membership of the Beye School PTO shall consist of all parents and guardians of children attending Beye School, and all employees of Beye School.

Section 2: All members are eligible to vote at all regular and special meetings of this organization. Members are eligible to vote on the following items:

- 1) Election of PTO officers.
- 2) Approval of three persons nominated to serve on the recruitment/nomination committee.
- 3) Approval of annual budget.
- 4) Amendments to Beye PTO By-Laws.
- 5) Approval of single item expenditures more than \$1,500.

Article V. Officers and Their Duties

Section 1: Officers of the PTO shall be the President or Co-Presidents, Treasurer, Secretary, Vice President of Programs, Vice President of Special Events, Vice President of Parental Involvement, Vice President of Communications, Vice President of Fundraising, and a Teacher-Staff Liaison.

Section 2. All officers shall be elected by the membership at the annual meeting of the PTO and shall serve a one year term beginning on June 1 following their election except for the Treasurer, who shall serve jointly with the newly elected Treasurer until the following September 1.

Section 3. No person shall serve more than three consecutive terms in the same office.

Section 4. A vacancy in any office shall be filled by the Executive Board for the remaining portion of the term.

Section 5. The President or Co-Presidents shall preside at all PTO meetings and Executive Board meetings and serve as ex-officio members of all standing committees.

Section 6. If the President or Co-Presidents are unable to preside at a regular PTO meeting, then a Vice President shall be appointed to preside at that meeting.

Section 7. The Vice President of Programs shall oversee the coordination and completion of all Beye PTO Programs.

Article V. Officers and Their Duties (Cont'd)

- Section 8. The Vice President of Special Events shall oversee the coordination and completion of all Beye PTO Special Events.
- Section 9. The Vice President of Parent Involvement shall oversee the coordination and completion of all Beye PTO Parental Involvement activities.
- Section 10. The Vice President of Communications shall oversee the coordination and completion of all Beye PTO publicity.
- Section 11. The Vice President of Fundraising shall oversee the coordination and completion of all Beye PTO Fundraising.
- Section 12. The Secretary shall keep an accurate account of all meetings of the PTO and the Executive Board and shall make public these minutes in the school newsletter and/or all-school printed flyer prior to the next scheduled PTO meeting. The Secretary shall maintain all books and records of the PTO except those of the treasurer.
- Section 13. The Treasurer shall be custodian of the PTO funds and shall present an itemized account of all financial records at Executive Board and PTO meetings.
- 1) The Treasurer and another member of the Executive Board shall sign all checks written in amounts exceeding \$1,000.
 - 2) The Treasurer shall deposit the funds of the PTO in accounts first approved by the Executive Board; such accounts shall be opened in the name of the PTO.
 - 3) The Treasurers records shall be audited annually by persons appointed by the Executive Board. The audit report shall be presented to the Executive Board and to the membership at the annual meeting.
- Section 14. The Teacher-Staff Liaison shall serve as the primary communication link between the PTO and the teacher-staff of Beye School and shall notify members of the monthly PTO meetings via the annual school calendar. The Teacher-Staff Liaison shall serve as Secretary in the absence of that officer.

Article VI. Executive Board

- Section 1. The executive Board shall consist of the elected officers and the Beye School Principal. Standing committee chairpersons serve as ex-officio members with voice but no vote.
- Section 2. The duties of the Executive Board shall be to:
- 1) Transact necessary business in the intervals between general meetings and such other business that may be referred to it.
 - 2) Appoint standing committees annually.
 - 3) Create special committees.
 - 4) Approve the plans of the standing and special committees
 - 5) Present a report of the general meetings.
 - 6) Select an auditing person to audit the Treasurer's account for presentation at the Annual Meeting.
 - 7) Amend and submit to the general membership a budget for the current fiscal year.
 - 8) Prepare a draft budget for the subsequent fiscal year.
- Section 3. Regular meetings of the Executive Board shall be held monthly during the school year, the time and place to be fixed by the Board at its first meeting of the year. Five or more members of the Executive Board members shall constitute a quorum. Special board meetings may be called by the President or by a majority vote of the Board.

Article VII. Committees

- Section 1. Standing Committees – there shall be Standing Committees that will serve under each of the Vice President positions. The chair or co-chairs of each Standing Committee shall be appointed by the Executive Board. Members of all Standing Committees shall be made up of persons from the PTO membership.
- Section 2. Special Committees – Special Committees may be established by the Executive Board and their chair persons shall be ex-officio members of the Executive Board for the duration of their assignment.
- Section 3. Nominating Committee.
- 1) The Nominating Committee shall be established during the month of January by the Executive Board and shall consist of five members; one selected by the Executive Board from its body; the Principal or his/her representative; and three person from the general membership.
 - 2) The members of the Nominating Committee shall be announced at the February PTO meeting and made public.
 - 3) The Nominating Committee will nominate candidates for each elective office with the concurrence of the nominee.
 - 4) The Nominating Committee will present its slate at the general PTO meeting (held the month preceding the Annual meeting) and publish the slate just prior to the general meeting.
 - 5) Additional nominations with their concurrence must be filed with the chairperson of the Nominating Committee at least two weeks before the annual meeting. The chairperson of the Nominating Committee shall distribute notice of the complete list of nominees to the general membership at least one week before the annual meeting.

Article VIII. Fiscal year and Budget

- Section 1. The fiscal year of the Beye School PTO shall begin on July 1st and end on June 30th.
- Section 2. A proposed budget, prepared by the out-going Executive Board, shall be presented at the last General Meeting of the school year and voted on at the first General Meeting of the new school year. Should the proposed budget be amended or declined at the first General Meeting of the new school year, an amended budget must be adopted no later than the second meeting.

Article IX. Meetings

- Section 1. PTO meetings shall be held each month during the school year and the agenda of these meetings shall be published at least one week prior to the meetings.
- Section 2. Special meetings of the PTO may be called by a majority vote of the Executive Board and must be made public one week prior to the called meeting.
- Section 3. A quorum for the transaction of business at any general meeting shall be 20 members.
- Section 4. Officers shall be elected by the members. The election of officers shall take place at the Annual Meeting. When there is more than one candidate for any office, election must be by secret ballot. There shall be no absentee or proxy voting permitted.
- Section 5. A joint meeting of the old and new Executive Board shall be held in June.

Article X. Removal

Section 1. Any officer of the PTO may be removed from office, for good cause shown, by 2/3 of the members present and voting at a meeting when a quorum is present.

- 1) Notice for the removal vote must be published two weeks before the meeting.
- 2) Written notice must be given to the officer setting forth reasons for the removal

Article X. Removal (Cont'd)

- 3) The officer must be given reasonable opportunity to answer charges against him/her.

Reasons for removal of an officer include, but are not limited to, an inability to fulfill the obligations and commitments of the position, and /or if the officer has acted in a manner that is contrary to the Beye School PTO objectives.

Article XI. The Council of the Parent Teacher Organization of Oak Park, Illinois.

Section 1. The Beye School PTO may be a member organization of the Council.

Section 2. The delegates and alternates to the PTO Council shall be appointed by the Executive Board

Article XII. Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the PTO in all cases to which they are applicable and in which they are not in conflict with these by-laws. There shall be a parliamentarian appointed by the Executive Board, who shall be present at general and special meetings when deemed necessary.

Article XIII. Amendments

These by-laws may be revised or amended at any general meeting by 2/3 of members present and voting at a meeting when a quorum is present, provided that the proposed changes have been discussed at the previous meeting and through a general membership notification two weeks before the meeting.

Article XIV. Dissolution or Liquidation

In the event of the liquidation or dissolution of the PTO, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the PTO from any source, after the payment of all debts and obligation of the PTO shall be used or distributed according to the law and with the intentment of Section 501(c)3 of the Internal Revenue Code of 1986 and the Regulations there under as the same now exist or as they may be hereafter amended from time to time.