

Bylaws of
Roosevelt Parent-Teacher Organization
of River Forest, Illinois
Amended and Restated Effective September 17, 2013

(Prior Revisions and Amendments were dated May 13, 1996; Sept 9, 2003)

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Article I. Name

The name of this organization shall be the “**Roosevelt Parent-Teacher Organization of River Forest, Illinois**” and will hereinafter be referred to as (the “**PTO**”).

Article II. Purpose

Section 1. The purpose of the PTO shall be to promote effective cooperation between the teachers and parents of children attending Roosevelt Middle School, located at 7560 Oak Avenue; River Forest, IL 60305 (“Roosevelt”). The PTO conceives, develops, funds, and executes programs (a) to enhance and enrich the learning environment; (b) to offer fun and educational opportunities for the school community; (c) to model and encourage community service; and (d) to provide exposure to areas outside the curriculum. The PTO informally assesses community feelings and concerns of parents and teachers about school matters and communicates to the school administration, where appropriate.

Section 2. The PTO is organized exclusively for the charitable, educational, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future federal tax code (the “**Code**”). The PTO is incorporated in the State of Illinois.

Article III. Policies

Section 1. Neutral Position: The PTO shall be non-sectarian and non-commercial, and will maintain a non-partisan position in local, state and federal elections. The PTO reserves the right to provide input and feedback on decisions that would affect Roosevelt School and its students.

Section 2. Inurement of Income: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

Section 3. Legislative or Political Activities: No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Operational Limitations: Notwithstanding any other provision of these Bylaws the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Code.

Article IV. Membership and Dues

Section 1. Membership: Members of the PTO will consist of every parent or guardian whose child attends Roosevelt Middle School, all faculty members and the administrative staff ("General Membership").

Section 2. Privileges: The privileges of holding office and voting on motions, participation on Committees as well as introducing and debating motions shall be limited to the General Membership.

Section 3. Dues: The Executive Board (defined below) shall set the policies regarding membership dues, including amount, collection schedule, and waivers.

Article V. Officers

Section 1. Officers, Executive Board and Board: The Officers of the PTO shall consist of at least two Co-Presidents, one Treasurer, one Secretary, and two District Board Liaisons (the Co-President, Treasurer, Secretary, Board Liaison and any other offices created and established in accordance with the procedures below, each an "Officer" and when two individuals share the same position "Co-Officers",) the "Officers" form the "Executive Board", and along with the Fifth Grade, Sixth Grade, Seventh Grade, Eighth Grade Coordinators, and the Teacher Liaison (designated by the Roosevelt faculty), together form the "Board" each of whom shall be elected by the existing "Board" as specified below. The Co-Presidents, from time to time, may create and establish other offices, such as Vice Presidents. Any two or more offices may be held by the same individual.

Section 2. Terms: Officers shall be elected to serve two-year terms commencing on the first day of the upcoming fiscal year, except in the Co-Officer case below, where one Co-Officer shall be elected to serve a one-year term. In cases where an Officer is appointed or elected mid-term, such Officer's term shall commence immediately, or as specified by the Executive Committee. In cases with Co-Officers, the Co-Officers shall be elected on alternating years such that in each year one Co-Officer will be serving the first year of her term and the other Co-Officer shall be serving the second year of her term. If Co-Officers are elected in the same year, prior to the election, one Co-Officer will be designated to be elected to a two-year term and the other Co-Officer shall be designated to be elected to a one-year term. The Teacher Liaison shall be elected to serve a one year term.

Section 3. Term Limitations: An individual should not serve more than one term in the same office; reapplication is optional in the case of the Teacher Liaison. An individual who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 4. Nominating Committee: Prior to February 15 of each year, the Co-Presidents shall appoint a Nominating Committee of five to seven members. The Nominating Committee shall be comprised of at least two members of the Board and at least three will be from the General Membership, which may include Co-Presidents. Reasonable efforts shall be made to secure at least one Nominating Committee member to represent each of the grades at Roosevelt. The Nominating Committee will elect a member as Chairperson. Prior to March 1 each year, the Nominating Committee shall circulate a list

of the open Offices and Committee Chairs for the upcoming Fiscal Year to the PTO Board. One month prior to the May Board meeting, the Nominating Committee shall circulate the proposed Officers to the Board. The Board and General Membership may submit additional nominations to the Secretary. Such additional nominations must be received by the Secretary fourteen (14) days prior to the May meeting and shall contain the nominee's full name, proposed Office, contact information, and consent to serve in the proposed Office should she be elected. The nominating committee will make every effort to equally represent both elementary schools and each grade level, including incoming fifth grade parents, in selecting a slate of Officers and Committee Chairs.

Section 5. Elections: The candidates to the Board shall be elected by a majority vote of the current Board present at a May meeting, where there is a quorum. Seven members of the Board constitute a quorum. The affirmative vote of a majority of the Board represented at a meeting where there is a quorum is a valid action by the Board. For contested offices, elections shall be by ballot prior to the May Meeting. For uncontested offices, Officers shall be elected by voice vote of the PTO Board at a May Meeting confirmed by a majority vote where there is a quorum. For offices created or vacated mid-term, the Co-Presidents may appoint individuals who shall hold such offices, with confirmation by majority vote at the next Board Meeting, to hold office until the next regular meeting of the Board. For any offices established or vacated after the May Meeting, (a) at least thirty (30) days prior to the next Board meeting, the Secretary shall circulate the open and proposed Officers to the Board, (b) the Board may submit additional nominations to the Secretary at least twenty-one (21) days prior to the next regular meeting of the Board and shall contain the nominee's full name, proposed Office, contact information, and consent to serve in the proposed Office should she be elected, and (c) elections shall be held (i) for uncontested offices, by voice vote of the Board at the next regular meeting of the Board, or (ii) by ballot prior to the next regular meeting of the Board. Any ballot elections may be conducted electronically.

Section 6. Removal: Officers may be removed by unanimous vote of the Executive Board members who are not the subject of the removal vote.

Section 7. Standing Committees: Standing committees will be created by the Board as deemed necessary. The chair of any standing committee shall be appointed by the Board for a term of one year. Members of a standing committee shall be appointed by the chair.

Section 8. Special Committees: Special Committees may be created by the Board or the General Membership, as need arises. The chair of any special committee shall be appointed by the Board or the General Membership. Such committees are created for a specific purpose and automatically terminate when their work is accomplished and a final report is submitted and accepted.

Section 9. Committee Guidelines: The chair of any special or standing committee shall present a proposed plan of its activities to the Board for approval before undertaking any committee work, shall report on work accomplished, and submit a final report to be accepted by the Board

Article VI. Duties

Section 1. The PTO Board: The PTO Board has a primary responsibility to transact the necessary business of the PTO, in accordance with the purpose and policies established by the PTO Board.

Responsibilities include:

- (a) to create standing and special committees as deemed necessary;
- (b) to approve the plans of the committees;
- (c) to present reports at the PTO meetings for information and action;
- (d) to submit a budget for the upcoming fiscal year to the General membership for approval;
- (e) to approve line-by-line all items in the formal budget for any given fiscal year;
- (f) to elect the PTO Board for the following year

Section 2. Co-Presidents: The Co-Presidents are primarily responsible for representing the Parents and Teachers of Roosevelt Middle School and coordinating the work of the officers and committee chairpersons of the PTO in order that the fundraising and programming objectives of the PTO are achieved.

Responsibilities include:

- (a) preside at all meetings of the PTO and the Executive Board;
- (b) attend meetings set by District officials, as representatives of Roosevelt, when deemed appropriate by the Co-Presidents;
- (c) have authority to payout the money of the PTO, in accordance with any PTO financial policies;
- (d) sign all contracts or agreements for the purchase of materials or services on behalf of the organization;
- (e) review and maintain appropriate insurance;
- (f) have signature authority with the Treasurer to write checks; and co-sign all checks with the Treasurer that are over \$1,000.00;
- (g) be ex-officio members of all Committees;
- (h) appoint the Committee chairpersons;
- (i) oversee activities of all Committees;
- (j) create the PTO Budget with the input of the committee Chairs and Treasurer;
- (k) appoint or hire, at least thirty (30) days prior to the completion of the Fiscal Year (defined below), an auditor that has not had financial signature power for the period to be audited who shall audit the PTO financial records;
- (l) shall work to maintain open dialogue and a spirit of cooperation between the PTO and the other District PTO's as necessary.
- (m) communicate regularly with the Roosevelt Principal and Vice Principal.

Section 3. Secretary: The Secretary's primary responsibility is in representing the Parents and Teachers of Roosevelt Middle School and ensuring that the business of the PTO is recorded and distributed to its members.

Responsibilities include:

- (a) record, keep and make available the minutes of all meetings of the PTO and the Executive Board;
- (b) keep a current copy of the PTO Bylaws;
- (c) attend Executive Board and PTO meetings; and
- (d) maintain current contact information of the PTO Board
- (e) perform such other duties as may be assigned.

Section 4. Treasurer: The Treasurer's primary responsibility is in representing the Parents and Teachers of Roosevelt Middle School and ensuring that the financial transactions of the PTO are processed such that the fundraising and programming objectives of the PTO are achieved.

Responsibilities include:

- (a) receive and disburse funds in accordance with any PTO financial policies;
- (b) maintain an accurate record of receipts and expenditures;
- (c) furnish the monthly financial report to the Co-Presidents, and present such report at Board Meetings when possible;
- (d) together with the Co-Presidents, be responsible for developing a budget of the PTO's anticipated revenue and expenses for the Fiscal Year (the "Budget");
- (e) make records available to the auditor monthly and annually; and
- (f) perform such other duties as may be assigned.

Section 5. District School Board Liaison: The Board Liaison's primary responsibility is representing the Parents and Teachers of Roosevelt Middle School and ensuring that the PTO Board is kept informed of the relevant information discussed at the School Board meetings and any relevant village meetings.

Responsibilities include:

- (a) attend District School Board, District PTO Council , Executive Board, and General Membership meetings;
- (b) make regular reports to the Board meetings, and
- (c) perform such other duties as may be assigned.

Section 6. Fifth Grade Coordinator: The Fifth Grade Coordinators primary responsibility is in representing the 5th grade Parents and Teachers of Roosevelt Middle School to the PTO Board and organizing 5th grade activities.

Responsibilities include:

- (a) attend all board meetings. In the event that both coordinators can not attend a scheduled board meeting, prior to the meeting she shall provide the co-President with a report of relevant information and activities related to the coordinators official duties.
- (b) recruit, organize and provide orientation to 5th grade class room parents for each 5th grade class.
- (c) assist with coordinating volunteers as needed for the 5th grade activities. e.g. Adventure ED and field trips
- (d) organize PTO sponsored field trips during the academic year
- (e) schedule one parent meeting or social during the year
- (f) perform such other duties as may be assigned
- (g) term of office is one year

Section 7. Sixth Grade Coordinator: The Sixth Grade Coordinator's primary responsibility is in representing the 6th grade Parents and Teachers of Roosevelt Middle School to the PTO Board and organizing 6th grade activities.

Responsibilities include:

- (a) Attend all board meetings. In the event that both coordinators can not attend a scheduled board meeting, she shall provide the co-President with a report of relevant information and activities related to the coordinators official duties.

- (b) recruit, organize and provide orientation to 6th grade class room parents for each 6th grade class.
- (c) organize PTO sponsored field trips during the academic year
- (d) perform such other duties as may be assigned
- (e) term of office is one year

Section 8. Seventh Grade Coordinator: The Seventh Grade Coordinator's primary responsibility is in representing the 7th grade Parents and Teachers of Roosevelt Middle School to the PTO Board and organizing 7th grade activities.

Responsibilities include:

- (a) Attend all board meetings. In the event that both coordinators can not attend a scheduled board meeting, prior to the meeting she shall provide the co-President with a report of relevant information and activities related to the coordinators official duties.
- (b) organize PTO sponsored field trips during the academic year
- (c) coordinate volunteers for the 8th grade graduation activities
- (d) perform such other duties as may be assigned
- (e) term of office is one year

Section 9. Eighth Grade Coordinator: The Eighth Grade Coordinator's primary responsibility is in representing the 8th grade Parents and Teachers of Roosevelt Middle School to the PTO Board and organizing 8th grade activities including Graduation Ceremony/Reception, Graduation Dance, Class Picture and Class Video.

Responsibilities include:

- (a) Attend all board meetings. In the event that both coordinators can not attend a scheduled board meeting, prior to the meeting she shall provide the co-President with a report of relevant information and activities related to the coordinators official duties.
- (b) Organize a fall parent meeting to provide information on the 8th grade activities throughout the year and conduct meetings during academic year, as needed.
- (c) Email minutes of the fall meeting to 8th grade parents
- (d) Organize and appoint committee chairs for 8th grade activities including Graduation Ceremony/Reception, Graduation Dance, Class Picture and Class Video
- (e) perform such other duties as may be assigned
- (f) Term of office is one year

Section 10. Committee Chairs: The Committee Chairs shall

- (a) run their Committees in accordance with the purposes and within the limits set out by the PTO Board;
- (b) Standing Committee chairs shall be limited to three (3) consecutive years as chair of that committee, unless approval is given by the PTO Board;
- (c) make regular reports to the Board , and file written reports with the Co-Presidents at the conclusion of Committee activities;
- (d) ensure the Committee members operate in compliance with PTO general and financial policies; and
- (e) perform such other duties as may be assigned.

Section 11. Transition: All Officers and Committee Chairs shall deliver to their successors all official material within thirty days of when their successors take office.

Article VII. Meetings

Section 1. General Membership Meetings: PTO meetings are open to the General Membership and will be held at such time and place as the Board may determine at its first meeting of the year.

Section 2. Special Executive Board Meetings: Special Executive Board meetings may be called by the Co-Presidents or by a majority of the Executive Board. Five days written notice shall be given to the Executive Board members, unless the circumstances warrant a shorter notice period.

Section 3. Executive Board Quorum: Seven of the Executive Board, two of which should be elected officers, shall constitute a quorum for the transaction of business at the Executive Board meetings.

Section 4. Meeting Conduct: Roberts Rules of Order Revised shall be used as a guideline in the conduct of meetings.

Section 5. Written Consent: Any action required to be taken by the Co-Presidents, or Executive Board may be taken without a meeting, such action may be taken by a consent in writing (including electronic means, such as e-mail or web-based voting tools), provided that the action shall require the consent of not less than the minimum number of affirmative votes that would be necessary to authorize or take such action at a meeting at which the minimum quorum of those entitled to vote thereon were present and voting.

Article VIII. Finances

Section 1. Fiscal Year. The PTO's fiscal year shall be consistent with the District's fiscal year, which is currently July 1 through June 30 (the "Fiscal Year").

Section 2. Budget. The Budget shall be approved by a majority vote of the General Membership present at a PTO Meeting. The Budget shall be used to guide the activities of the PTO during the Fiscal Year. Any substantial deviation from the Budget, as determined at the sole discretion of the Co-Presidents, must be approved in advance by a majority vote of the Board.

Section 3. Loans. No loans shall be made by the organization to its officers or members, unless such loan is merely an advance of funds directly relating to PTO business.

Article IX. Amendment

These Bylaws may be amended by a two-thirds vote of all elected Officers provided that written notice of the proposed amendment shall have been provided to the General Membership at least thirty (30) days prior to the vote. Such notice shall include both the current and proposed Bylaws and may be provided electronically.

Article X. Dissolution

Upon the dissolution of the PTO, after paying or making provisions for the payment of all the liabilities of the PTO, all the assets of the PTO shall be distributed exclusively for the purposes of the PTO in such a manner, or to such charitable, educational, or scientific

purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Code, as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Cook County, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article XI. General

Section 1. Notices. Unless otherwise specified, any notices may be given using electronic means.

Section 2. Interpretation. The descriptive headings herein are inserted for convenience only. Whenever required by the context, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms, and the singular form of nouns, pronouns and verbs shall include the plural and vice versa. The use of the word "including" shall be by way of example rather than by limitation. The use of the words "or," "either" and "any" shall not be exclusive.

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Adopted by:

Name: Mary Vanker
Title: Co-President
Date:

Name: Kari McGrath
Title: Co-President
Date:

Name: Maureen Spielman
Title: Secretary
Date:

Name: Linda Bones
Title: Treasurer
Date:

Name: Suzanne Morrison
Title: Board Liaison
Date:

Name: Gerri Humbert
Title: Board Liaison
Date:

Name: Anna Schaider
Title: Immediate Past co- President
Date:

Name: Karen Taubman
Title: Immediate Past Secretary
Date:

Name: Linda Proctor
Title: Immediate Past Treasurer
Date: