

Highcrest Middle School
Parent Teacher Organization
Bylaws
February 2018

ARTICLE I

The name of this organization is the Highcrest Middle School Parent Teacher Organization (hereinafter referred to as the “**PTO**”).

ARTICLE II - OBJECTIVES

Section 1. The Objectives of the PTO are:

- a. To enrich our children’s educational environment at Highcrest Middle School (hereinafter referred to as “**HMS**,” or the “**School**”) and offer support to the School, its programs and activities and its personnel.
- b. To provide a communication link for the HMS community, including families with children in the School, the teachers at HMS, and the Wilmette District 39 staff.
- c. To cooperate with other parents and/or groups to enrich and support the children of Wilmette District 39.

Section 2. The objectives of this PTO are developed through conferences, committees, projects and programs in conjunction with parents, teachers, the administration, and D39 residents; and are governed by the Basic Policies set forth in Article III of these Bylaws.

ARTICLE III - BASIC POLICIES AND IRS 501(C)(3) TAX EXEMPTION PROVISIONS

Section 1. The following are the basic policies of the PTO:

- a. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the PTO or the names of any members in their official capacity shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Objectives of this PTO.
- c. The PTO shall work with the School to provide quality education for all children, and shall seek to participate in the decision-making process establishing school policy while recognizing that the legal responsibility to make school policy decisions has been given to the Board of Education of Wilmette District 39.

- d. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO without prior approval of the Executive Board.
- e. The PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing and distribution of statements) in any political campaign or attempt to influence legislation by propaganda or otherwise.
- f. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, officers, other private persons or other organizations and agencies; provided, however, the PTO shall be authorized and empowered, as set forth in the approved budget or with the prior approval of the Executive Board authorized in accordance with Article VIII, Section 1, Subparagraph i of these Bylaws, (i) to pay reasonable compensation for the services rendered on behalf of the PTO specifically in furtherance of the requirements of these Bylaws, or (ii) to make donations to any organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code if such organization is working with the School on a program or activity directly applicable to and involving the School, or the teachers or students at the School.
- g. Notwithstanding any other provisions of these articles, the PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or by organizational contributions, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. In the event of the dissolution of the PTO, the Executive Board shall, after paying all liabilities of the PTO, dispose of all remaining assets of the PTO to another educational organization that qualifies under Section 501(c)(3) of the Internal Revenue Code or such remaining assets shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Illinois.

ARTICLE IV - MEMBERSHIP AND DUES

- Section 1. Any individual who subscribes to the Objectives and Basic Policies of this PTO and is a current parent or guardian of an HMS student, or a teacher or administrator of HMS may become a member subject only to compliance with the provisions of these Bylaws. Membership in this PTO shall be available without regard to race, color, creed, sexual orientation or national origin.
- Section 2. This PTO shall conduct an annual enrollment of members but any eligible person may join and become a member of the PTO at any time during the year.

- Section 3. The membership year shall commence with the launch of the electronic directory at the beginning of the school year. Persons who enroll during the membership year shall pay dues for that year, and the annual dues shall not be prorated for a partial year of membership.
- Section 4. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PTO whose current dues are paid. Only a dues-paying member of the PTO shall be eligible to serve in any of its elective or appointed positions.
- Section 5. Teachers and administrators of HMS may become non-voting members without paying dues at the discretion of the Executive Board. HMS administrators who sit on the Executive Board are non-voting members of the Executive Board.
- Section 6. The annual dues shall be determined by the Executive Board of this PTO.

ARTICLE V - OFFICERS

- Section 1.
- a. The officers of this PTO shall be the President, President Elect, eight (8) Vice Presidents, a Secretary a Treasurer and an Assistant Treasurer. The officers will be elected at the final General Board meeting of the school year and will be members of the Executive Board.
 - b. Other than as noted in Article V, Section 1, Subparagraphs c and d of these Bylaws, the officers shall hold office for a term of one (1) year and shall be eligible for three consecutive terms in the same office.
 - c. When possible, the President shall ascend from the President Elect position. Therefore, the President Elect position should be filled by a person who will commit to two (2) years of service to the PTO (one as President Elect and the following year as President).
 - d. When possible, the Treasurer shall ascend from the Assistant Treasurer position. Therefore, the Assistant Treasurer position should be filled by a party that will commit to two (2) years of service to the PTO (one as Assistant Treasurer and the following year as Treasurer).
 - e. Service on the Executive Board is limited to three (3) consecutive years; the member will then be eligible to serve again after a lapse of one (1) year. Service in a standing committee may be of unlimited duration.
 - f. Any parent or guardian of a child in HMS, who is a member of this PTO, is eligible to hold an office.
 - g. The newly elected officers and appointed chairs will assume their duties following their election, with the exception of the Treasurer and Assistant Treasurer, whose duties start at the new fiscal year, if any.

- h. Voting for the election of officers shall be by voice vote, show of hands, or written ballot, whichever shall be determined by the presiding officer(s).

ARTICLE VI - OFFICERS' DUTIES

- Section 1. The PRESIDENT shall supervise and control the affairs of the PTO. He or she shall perform all duties incident to his/her office as may be required by these Bylaws. The President or President Elect shall preside at all meetings of the General Board and the Executive Board; shall be a member ex-officio of all committees; may sign all checks; shall have authority to sign contracts on behalf of the PTO; shall attend and report on the meetings of the Village-Wide PTO and Wilmette District 39's PTA/PTO monthly Presidents' Council meetings; and shall be able to appoint someone from the Executive Board to attend above meetings in their stead if needed.

- Section 2. The numbered Vice Presidents shall, in their order in the event of the absence of the President and President Elect, assume the duties of that office.
 - a. The FIRST VICE PRESIDENT, Legislation, shall keep these Bylaws and shall advise on parliamentary procedure when requested; and, with or without a committee, review these Bylaws every two (2) years.

 - b. The SECOND VICE PRESIDENT, Ways and Means, shall be concerned with the raising of funds for this PTO to carry out its goals; and shall serve as liaison to the designated related standing committees.

 - c. The THIRD VICE PRESIDENT, Enrichment, shall arrange and provide programs designed to supplement or enrich the curriculum for the students; and shall serve as liaison to the designated related standing committees.

 - d. The FOURTH VICE PRESIDENT, Room Parent/Volunteer Coordinator is responsible for securing and coordinating volunteers as needed for programs and activities; and shall serve as liaison to the designated related standing committees.

 - e. The FIFTH VICE PRESIDENT, Special Events, is responsible for planning and organizing events that build community spirit and/or team building within the School; and shall serve as liaison to the designated related standing committees. These events will not be primarily for fundraising purposes.

 - f. The SIXTH VICE PRESIDENT, Communications, oversees all communications and publicity for the PTO including articles to the local newspapers highlighting programs and events at the School; weekly HMS Headlines and the Monthly Member Newsletter; and coordination with the PTO website manager.

- g. The SEVENTH VICE PRESIDENT, Community Services, is a liaison to the designated related standing committees, including but not limited to, Yearbook, Civics and Safety, Teacher Appreciation, School Supplies, and Hospitality.
- h. The EIGHTH VICE PRESIDENT, Student Programs, oversees, in partnership with the teacher liaison, all student programs including After School Clubs, Variety Show, Junior Great Books and Student Community Service Groups.

Section 3. The SECRETARY shall keep copies of these Bylaws and the membership list; record minutes of all meetings of the PTO's Executive Board and General Board; and shall be responsible for all official correspondence.

Section 4. The TREASURER and ASSISTANT TREASURER shall oversee all monies of the PTO; shall keep accurate records of receipts and expenditures; shall pay out funds in accordance with the approved budget; and will be responsible for maintaining and presenting to the Executive and General Boards the PTO budget. They are responsible for ensuring that the PTO is in compliance with all local, state, and federal audit, registration, and filing requirements. See the Financial Policies document for more detailed procedures.

Section 5. The immediate PAST PRESIDENT may serve as an advisor to the current President.

ARTICLE VII - NOMINATIONS OF OFFICERS AND COMMITTEE MEMBERS

- Section 1.
- a. A Nominating Committee Chairperson shall be appointed by the Executive Board at the January meeting of the Executive Board. The chairperson of the Nominating Committee shall be either a fifth or sixth grade parent with at least one (1) year of service in an Executive or General Board Position. The outgoing President may serve as Chairperson.
 - b. The Nominating Committee will consist of at least seven (7) voting members comprised as follows: one (1) Nominating Chairperson, four (4) fourth grade parents, preferably one from each sender school, and two (2) current School parents. The outgoing President and the President Elect may serve in an advisory capacity. Voting members of the Nominating Committee shall not be nominated to serve on the Executive Board. This Committee shall meet at least one (1) time, either in person or virtually via email, to discuss and slate officers and compile a list of committee members/chairs.
 - c. The Nominating Committee shall prepare a slate of candidates for officers and a list of committee members and chairs that will include nominees from each sender school. The Committee will present the officer slate and committee list on the PTO website at least thirty (30) days before the May

General Board meeting. The officer slate will be voted upon by the entire General Board membership in good standing present at the final General Board meeting of the school year.

- d. Upon petition of at least twenty (20) PTO members, other candidates shall be included on the ballot, provided that such petition has been delivered to the presiding chairman of the Nominating Committee at least seven (7) days before the election.

Section 2. The Executive Board shall fill any vacancy on the Executive Board that occurs during its term.

Section 3. Only those PTO members who have consented to serve, if elected, shall be eligible for nomination.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of elected officers and the non-voting HMS Principal and Grade Level Administrators.

- a. The Executive Board shall create and dissolve standing committees.
- b. The Executive Board, together with the Treasurer and Assistant Treasurer, shall prepare the PTO's annual budget for the upcoming school year and present it for approval at the final General Board meeting of the current school year.
- c. Meetings shall be held at the call of the President, President Elect or by a majority of the Executive Board members.
- d. Five (5) Executive Board members shall constitute a quorum for the transaction of business.
- e. The Executive Board may transact business in an emergency; however, no action taken shall be in conflict with the General Board.
- f. Any Executive Board member with unexcused absences for two (2) consecutive meetings shall automatically forfeit their place on the Executive Board and will so be notified.
- g. The Executive Board will undertake to approve the plans of work of the standing committees.
- h. The power to form special committees and appoint their members rests with the Executive Board. Special committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed.

- i. The Executive Board may vote to authorize the payment of unbudgeted PTO expenses of up to \$5,000 provided that such payment is made in accordance with Article II, Section 1, Subparagraph f of these Bylaws. Unbudgeted expenses in excess of this amount shall be approved by vote of the General Board members in accordance with these Bylaws recorded in the minutes.
- j. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these Bylaws and shall be responsible for making a thorough study of them. A copy of these Bylaws shall be posted to the website for the PTO.
- k. When a recommendation for an item of business or an announcement that has not had prior consideration by the Executive Board is brought to a General or Executive Board meeting, it may be referred to a committee and/or the Executive Board for study.

ARTICLE IX - STANDING COMMITTEES

- Section 1. Standing Committees shall be created and dissolved by the Executive Board as required to promote the objectives and interests of the PTO.
- Section 2. Committee chairs of all standing committees that have corresponding committees on the Village Wide PTO are members of such Village Wide PTO committees.
- Section 3.
 - a. The President and President Elect shall be ex-officio members of all committees.
 - b. The Chairman of each standing or special committee shall present a written plan of work for the following school year to the Executive Board, and shall update his/her VP liaison of any changes or additions in a timely manner. No committee work shall be undertaken without the consent of the Executive Board. For budgetary requirements see: Financial Policies document.

ARTICLE X - GENERAL BOARD

- Section 1.
 - a. The General Board shall consist of the elected officers, the chairmen of all standing committees, the Principal of the School, the Grade Level Administrators, one(1) teacher representative and the PTO members at large.
 - b. The teacher representatives are representing the faculty of HMS and shall attend the General Board meetings and report on faculty news. Following these meetings, they shall report PTO information back to the faculty.

- Section 2. Each member of the General Board who is an officer or committee chair will maintain a file of material and information on their his or her job and shall transfer that file to his or her successor at the last meeting of the General Board.
- Section 3. Ten (10) members of the General Board will constitute a quorum.
- Section 4. General Board members are strongly encouraged to attend all the General Board meetings.

ARTICLE XI - MEETINGS

- Section 1. Regular meetings of the General Board shall be held during the school year. The dates of such meetings shall be fixed by the Executive Board at its last meeting of the prior school year.
- Section 2. The Executive Board shall determine the number and kind of meetings for itself at its last meeting of the prior school year.
- Section 3. The President and President Elect may call special meetings when the business of the PTO requires action by the General Board in advance of the next fixed meeting. Motions may be presented and voted upon electronically in lieu of a special meeting.

ARTICLE XII - FINANCES AND DISSOLUTION

- Section 1. The Treasurer, with assistance from the Assistant Treasurer, shall keep such permanent books of accounts as shall be sufficient to establish the items of gross income, receipts and disbursements, including the total number of its members and the dues received from its members.
- Section 2. This PTO may dissolve and terminate its existence in the following manner:
- a. Upon receipt of a petition signed by twenty-five (25) or more members in good standing of this PTO, the Executive Board shall give all members at least sixty (60) days' notice and shall put the question of dissolution to its membership at a regularly scheduled meeting.
 - b. Approval of dissolution of this PTO shall require the affirmative vote of two-thirds (2/3) of the total membership, as recorded by the Secretary.
- Section 3. Upon dissolution of these PTO, its assets shall be distributed in accordance with Article III, Section 1, Subparagraph h of these Bylaws, to such organization or governmental unit to be chosen by a two-thirds (2/3) vote of the Executive Board.

ARTICLE XIII - CONSTRUCTION AND TERMS

All reference in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986, as amended from time to time, or to corresponding provisions of any future federal tax code.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with the Bylaws.

ARTICLE XV - AMENDMENTS

Section 1. These Bylaws may be amended at any General Board meeting by a two-thirds (2/3) vote of the members present and voting, provided that thirty (30) days prior notice of proposed amendments has been given to its membership.

Section 2. The Executive Board, by a two-thirds vote, may appoint a committee to develop a revised set of these Bylaws. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of amendments.

Section 3. The First Vice President, Legislation, the President and the President-Elect shall review these Bylaws at the conclusion of each Executive Board term and recommend any needed amendments or revisions to the Executive Board for approval. Any recommended amendments shall be approved by the General Board according to the procedures set forth in Article XV, Section 1 of these Bylaws.

President

Date:

President Elect

Date:
