

BYLAWS

Hauser Parent Teacher Organization Riverside, Illinois

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME

The name of the organization is the Hauser Parent Teacher Organization, hereinafter referred to as the PTO. The PTO’s registered office is located at Hauser Jr. High, 65 Woodside Road, Riverside, IL 60546.

Section 2: DESCRIPTION

The PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3: PURPOSE

The purpose of the PTO is to support the education and enrichment of students at Hauser Jr. High by fostering relationships among the school, parents, teachers and community at large through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: MEMBERSHIP

The membership year shall be July 1 through June 30.
All Hauser Jr. High parents/guardians of students attending Hauser Jr. High, Hauser Jr. High teachers and Hauser Jr. High staff have automatic membership in the PTO. Persons may hold membership in one (1) or more local PTO/PTA groups.

Section 2: PARTICIPATION

Only members of the PTO who are in good standing may participate in the business of the PTO.

Section 3: POSITIONS

Only members of the PTO who are in good standing shall hold an elected or appointed position in the PTO.

ARTICLE III – GENERAL MEETINGS

Section 1: DATES AND NOTICE

Regularly scheduled meetings of the PTO shall be held at least five (5) times during the school year. Dates and places of meetings shall be determined by the Executive Board and will be published in the District 96 Calendar and

announced at the first regular meeting of the year. At least (2) days notice shall be given of a change of date of any scheduled meeting.

Section 2: ANNUAL MEETING

The first general meeting of the new fiscal year of the Hauser PTO will be considered the annual meeting.

Section 3: QUORUM

A quorum for the transaction of the business of the PTO shall consist of five (5) members, which includes at least two (2) officers.

Section 4: PROXY

Voting by proxy is prohibited.

ARTICLE IV – OFFICERS AND THEIR ELECTION

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President or Co-Presidents, a Vice President and/or Vice Presidents, a Secretary, a Treasurer, and a Parliamentarian.

Section 2: GENERAL DUTIES OF OFFICERS

President(s) – Preside at all meeting of the PTO and the Executive Board, serve as the office representative of the PTO, be a member ex officio of all committees except the Nominating and Audit Committees, and perform such other duties applicable to the office as prescribed by the Standing Rules. Signing authority of all legal documents, including by not limited to contracts, is limited to the President or the President’s designee.

Vice President(s) – Oversee the committee system of the PTO, assist the President, chair meetings in the absence of the President, and perform such other duties applicable to the office as prescribed by the Standing Rules.

Secretary – Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, maintain a copy of the PTO Standing Rules, and perform such other duties applicable to the office as prescribed by the Standing Rules.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial reports, facilitate an annual audit and file annual tax forms, hold all financial records, and perform such other duties applicable to the office as prescribed by the Standing Rules.

Parliamentarian – Provide parliamentary advice to the Executive Board and PTO as requested, maintain a current copy of the Bylaws, and perform such other duties applicable to the office as prescribed by the Standing Rules.

Section 3: NOMINATIONS AND ELECTIONS

- a. Officers shall be elected by ballot annually in the month of April or May. However, if there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.

- b. There shall be a Nominating Committee consisting of **three** members, two of whom shall be elected by the Executive Board from its body and three elected by the PTO at a regular meeting at least 2 months prior to the election. There shall be one alternate elected by the Executive Board and one alternate elected by the members of the PTO. The Nominating Committee shall choose its own chairperson. The President shall not be a member of the Nominating Committee.
- c. The Nominating Committee shall select one nominee for each office to be filled and report at least thirty days prior to the election meeting.
- d. During the election meeting, an opportunity shall be given for nomination from the floor. Any such nominee shall be physically present.
- e. Only those who have consented to serve, if elected, shall be eligible for nomination either by the Nominating Committee or from the floor. Only parents/guardians who are members of the PTO and who will have a students attending in their year of service, or parents/guardians of incoming 6th graders may be eligible for election.
- f. To be eligible to vote in any election, a person must be a current PTO member in good standing.

Section 4: TERM OF OFFICE

With the exception of the Treasurer, officers shall assume their official duties at the close of the meeting at which they are installed and shall serve for a term of one (1) year or until their successors are elected and assume their duties. The Treasurer shall serve from July 1 until June 30 of the following year. A person shall not be eligible to serve more than two (2) consecutive terms as President or Treasurer. Other officers may serve more than two consecutive terms.

Section 5: QUALIFICATIONS

Any PTO member in good standing may become an officer of the PTO. Parents/Guardians of incoming 6th graders may also become an officer of the PTO. However, a PTO member shall not be allowed to hold an officer position while serving as a paid employee of, or under contract to, this local PTO unit.

Section 6: REMOVAL

Officers can be removed from office, with or without cause, by a two thirds vote of those present (assuming a quorum) at a general meeting. Ten days notice of intent to discuss a board member’s removal shall be required.

Section 7: VACANCY

If there is a vacancy in the office of President, the Vice President or one of the Vice Presidents shall become President. If more than one Vice President is in office, the Executive Board shall determine, by majority vote, which Vice President shall become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

ARTICLE V – EXECUTIVE BOARD

Section 1: THE EXECUTIVE BOARD

The Executive Board shall consist of the elected officers of the PTO.

Section 2: DUTIES

The Executive Board shall:

- a. Transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO;
- b. Create or dissolve standing and special committees as needed;
- c. Approve plans of work of the standing committees; and
- d. Present reports and recommendations to the regular meeting of this organization.

Section 3: MEETINGS

Both General and Executive Board meetings shall be held at the call of the President or a majority of the Executive Board. Except in cases of emergency, at least two (2) days' notice of a meeting must be given to the general membership by a posting to the PTO Website and via other email marketing and special media outlets, as applicable. A majority of Executive Board members shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

Section 4: EMERGENCY MEETING MINUTES

When an emergency meeting occurs, a written record of any such business or meetings(s) shall be included within the minutes of the next PTO regular meeting and made a part of the organization's permanent file.

ARTICLE VI – STANDING AND SPECIAL COMMITTEES

Section 1: QUALIFICATIONS

Only members of the PTO who are in good standing shall be eligible to serve in any elected or appointed position, including serving as a committee chairperson.

Section 2: APPOINTMENT OF CHAIRPERSON

The chairpersons of standing committees shall be appointed by the President(s), in consultation with the Vice President(s), for a term of one (1) year.

Section 3: COMMITTEE REPORTS

Committee chairpersons shall make reports to the PTO after the conclusion of each event, or as requested by the Executive Board.

Section 4: SPECIAL COMMITTEES

The following committees are created as Special Committees: Audit, Nominating, Bylaws, Budget and Philanthropy.

- a. The Audit Committee shall be constituted as prescribed in Article VII, Section 4, if an Audit Committee is used.
- b. The Nominating Committee shall be constituted as prescribed in Article IV, Section 3.
- c. The Bylaws Committee shall be appointed, as needed, by the Executive Board as prescribed in Article IX, Section 1.
- d. The Budget Committee shall consist of the President, the Treasurer, the Vice President, the immediate past President, the immediate past Treasurer, and two (2) members appointed by the President. The Budget Committee shall meet during the summer to formulate a budget for presentation to the membership at the annual meeting. A majority of the members of the Budget Committee shall be required to conduct business.
- e. The Philanthropy Committee shall consist of the incoming President, the immediate past President, if still a member, the incoming Treasurer, the immediate past Treasurer, if still a member, the Vice President in charge of Fundraising, and two (2) members appointed by the President. The Vice President in charge of Fundraising shall serve as chairperson. At the beginning of the school year, the Philanthropy Committee shall solicit philanthropy recommendations from the membership and school staff. Throughout the course of the school year, the Philanthropy Committee shall meet, either in person or by email, to determine which philanthropic projects will be funded. A majority of the members shall be required to conduct business, either by email or in person. The Philanthropy Committee shall make recommendations for the expenditure of funds available according to the approved budget.. The Philanthropy Committee will present its recommendations to the membership at each PTO meeting, either in person or by submitting an email to the Executive Board prior to each scheduled PTO meeting.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of Hauser PTO shall begin on July 1 and end on the following June 30. The PTO’s financial records must be audited annually at the close of the fiscal year and upon a change of treasurer during the term of office.

Section 2: BANKING

All funds shall be kept in a checking account in the name of the PTO. Both the Treasurer and President(s) shall be authorized signatories.

Section 3: REPORTING

All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4: AUDIT

An Audit Committee of at least three (3) members shall be elected by the PTO Executive Board at its final meeting of the fiscal year. The committee shall examine the financial records and report its findings to the general membership at its first general meeting of the new fiscal year. Should circumstances warrant further review of the financial records, the Executive Board, by majority vote, may authorize the engagement of an outside auditor for such purpose. Any person authorized to sign checks on behalf of the PTO is not eligible to audit the financial records.

Section 5: ENDING BALANCE

The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

ARTICLE VIII – STANDING RULES

Standing Rules may be approved by the Executive Board, and the Secretary shall keep a record of the Standing Rules for future reference.

ARTICLE IX – BYLAW AMENDMENTS

- a. These bylaws may be amended at any regular meeting of the PTO at which a quorum is present, by a two thirds vote of the members present and voting. Written notice of the proposed amendment(s) shall have been given at the previous general meeting or written notice of the proposed amendments shall have been given to all members ten (10) days in advance of the regular meeting at which the amendments will be considered.
- b. A committee shall be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by majority vote at a general meeting of the PTO or by a two thirds vote of the Executive Board. The procedure for action on amendments described in subsection a. of this section should then be followed.

ARTICLE X – ADHERENCE TO SCHOOL BOARD POLICIES

The PTO shall adhere to the policies and administrative procedures of the Board of Education of Riverside Public School District 96 as they pertain to the fulfillment of its purposes to work closely with parents, the administration and faculty of Hauser Jr. High, bona fide student groups, and the community in support of the mission of Riverside Public School District 96. The District is not and will not be responsible for the PTO’s business or the conduct of its officers. The PTO’s use of the school’s name and of the school’s facilities for the conduct of its business shall not constitute an acceptance by Riverside Public School District 96 of responsibility for the action of the PTO.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of 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 these bylaws, the Articles of Incorporation or any prevailing Federal, State, or local laws/ordinances.

ARTICLE XII – CONFLICT OF INTEREST POLICY

Section 1: DUTY TO DISCLOSE

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board.

Section 2: CONFLICT DETERMINATION

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the Executive Board shall move into closed session to discuss and vote upon whether an actual conflict of interest exists.

Section 3: PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST

- a. An interested person may make a presentation to the Executive Board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Executive Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Executive Board shall determine whether the PTO can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a majority vote of the disinterested board members whether the transaction or arrangement is in the PTO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Executive Board shall make its decision as to whether to enter into the transaction or arrangement.

Section 4: VIOLATIONS OF CONFLICTS OF INTEREST POLICY

- a. If the Executive Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. After hearing the member's response and making further investigation as warranted, if the Executive Board determines the member has failed to disclose an actual or potential conflict of interest, the Executive Board shall take appropriate disciplinary and corrective action.

ARTICLE XIII – BASIC POLICIES

The following are basic policies of the PTO:

- a. The PTO shall be noncommercial, nonsectarian, and non partisan. The PTO shall make membership in the PTO available without regard to race, color, creed, or national origin.
- b. The PTO or its members in their official capacities shall neither endorse nor discriminate against a commercial entity or engage in activities not related to promoting the purpose of the PTO.
- c. The PTO or its members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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.
- d. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private individuals except that the PTO shall be authorized

and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in ARTICLE I hereof.

- e. Notwithstanding any other provision of these Bylaws, the PTO shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, to which contributions are deductible under the Internal Revenue Code.
- f. Upon specific authorization by the Executive Board, the PTO shall purchase and maintain insurance on behalf of any and all directors, officers, committee members, and employees, agents of other authorized representatives of the PTO against any liability asserted against any such person and incurred in any such capacity or arising out of the status of serving in any such capacity.
- g. Any donations, monetary or otherwise, accepted by the PTO, shall be final, nonrefundable, unencumbered and become the sole property of the PTO upon receipt.

ARTICLE XIV – DISSOLUTION

The PTO may be dissolved with at least 30 days notice and by a two-thirds vote of those present (assuming a quorum) at a general meeting. Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to another tax-exempt charitable organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

These Bylaws were adopted on _____.

Approved by:

Hauser PTO President

Hauser PTO Recording Secretary