

**CENTRAL SCHOOL DISTRICT NO. 104 PARENT-TEACHER ORGANIZATION NFP, INC.**  
**BY-LAWS**

**ARTICLE I: Name**

The name of the Organization will be Central School District No. 104 Parent-Teacher Organization (Organization).

**ARTICLE II: Purpose/Objective**

The purposes/objectives of the Organization are as follows:

- A. To stimulate interest in the development of Central School District No. 104 (District) by sponsoring activities and programs designed to augment the District curriculum;
- B. To maintain a close and constructive relationship among parents, teachers, and students.
- C. To enhance students' educational experiences;
- D. To help meet educational needs of students;
- E. To enrich extracurricular activities; and
- F. To conduct fundraising activities and make donations supporting the foregoing purposes/objectives.

**ARTICLE III: Policies**

The Organization hereby adopts the following policies:

- A. The Organization shall demonstrate fiscal responsibility by obtaining and maintaining a sufficient bond and annual audits by the District auditor.
- B. The Organization shall not engage in discrimination based upon someone's innate characteristics or membership in a suspect class.
- C. The Organization understands and acknowledges that it is not an agent of the District, and shall not hold itself out as such.
- D. The Organization shall not seek to direct the administrative activities of the District or to control its policies.
- E. The Organization shall cooperate with other organizations and agencies active in promoting the general welfare of District students of Central School.
- F. The District is not, and will not be, responsible for the Organizations business or the conduct of its members.

- G. The Organization shall not use the District's name, District's school name, District's school team name or any District logo without the express written consent of the District Superintendent or designee; provided, however, that at no time does the District accept responsibility for the actions of the Organization regardless of whether it was recognized and/or permitted to use any District name and/or logo.
- H. The Organization shall adhere to all District Board of Education policies and administrative procedures.
- I. The Organization shall maintain and protect its own finances.
- J. The Organization shall sponsor fundraising activities/projects, with the profits therefrom to be used to further the objectives stated in Article II hereof; provided, however, that all fundraising activities/projects conducted by the Organization must be pre-approved in writing by the applicable District Principal and shall not include door-to-door sales.
- K. The Organization recognizes and acknowledges that money donated to the District cannot be earmarked for any particular expense, and such gifts shall be used at the District's sole discretion upon consideration of the Organization's recommendation; provided, however, that the District's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede the Organization's recommendation.
- L. The Organization shall require any members volunteering for its events to complete and submit the requisite Volunteer Information Form and Waiver of Liability pursuant to Section 6:250 of the District Board of Education Policy Manual.
- M. In the event of dissolution of the Organization, its assets shall be transferred to Central School District No. 104.

#### **ARTICLE IV: Membership and Dues**

- A. Membership. Membership in the Organization is open and unrestricted. Parents/guardians of students enrolled in the District, District staff and/or community members, interested in child development and education shall be eligible for membership. The Organization's membership shall consist of those eligible persons who have paid current dues. All members shall be entitled to vote and hold office in the Organization. The Organization shall conduct an annual enrollment and maintain an accurate membership list, with access to same provided to the District upon request. All members volunteering for Organization's events shall complete and submit the requisite Volunteer Information Form and Waiver of Liability pursuant to Section 6:250 of the District Board of Education Policy Manual.
- B. Dues. Dues shall be fixed on a per-family annual basis by the Executive Board at its first meeting of each school year.

## **ARTICLE V: Officers**

- A. Officers. The Officers of the Organization shall be President, Vice-President, Secretary and Treasurer.
- B. Nomination/Election. A nominating committee shall be appointed by the officers two (2) months prior to the last meeting of the school year. The committee shall be composed of the Vice-President and two members and shall submit its slate no later than the last regular meeting of the school year at which time officers will be elected. Nominations from the floor shall be accepted. The nominee having the greatest number of votes for each office shall be elected to that office. New officers shall be installed at the last regular meeting of the school year. Officers shall be elected for a term of one year and shall assume their duties immediately following their installation. Officers are eligible for re-election to the same office, not to exceed a two (2) year consecutive term of office. Upon completion of their terms, all officers shall deliver to their successors all money account records, books, papers and other property of the Organization. Only one (1) family member per family is eligible to serve as an officer at any given time.
- C. Duties of President. The President shall give leadership to the Organization, prepare for, call and preside at all regular meetings, Executive Board meetings and special meetings, and shall further serve as a manager/treasurer of the Convenience Account for the Organization subject to appointment by the District Board of Education under Title 23, Subtitle A, Chapter I, Subchapter C, Part 125, Section 125.10 of the Illinois Administrative Code and maintenance of a sufficient bond. The President shall appoint a Parliamentarian. The President shall appoint all committee chairmen, subject to approval of the officers. The President shall serve as ex-officio member of all committees except the nominating committee. The President shall vote only in the case of a tie.
- D. Duties of Vice-President. The Vice-President shall share with the President the responsibilities for leadership, and shall perform the duties of the resident in his or her absence. The Vice-President shall maintain the Organizational historical scrapbook.
- E. Duties of Secretary. The Secretary shall keep a record of the meetings and be responsible for all correspondence connected with the business of the Organization.
- F. Duties of Treasurer. Subject to appointment by the District Board of Education under Title 23, Subtitle A, Chapter I, Subchapter C, Part 125, Section 125.10 of the Illinois Administrative Code and maintenance of a sufficient bond, the Treasurer shall serve as manager/treasurer of the Convenience Account for the Organization, shall maintain such Convenience Account, shall receive all moneys of the Organization, shall keep accurate records of receipts and expenditures, and shall pay all bills as authorized by the Organization.
- G. Vacancies. Vacancies occurring in any office other than President shall be filled by presidential appointment subject to approval of the remaining members of the Executive Board. In the event of a presidential vacancy, the Vice-President shall assume the office of President.

## **ARTICLE VI: Executive Board**

- A. Composition. The Executive Board of the Organization will consist of the officers of the Organization, the Parliamentarian, and all permanent committee chairmen.
- B. Duties. The Executive Board shall have the general supervision of the affairs of the Organization between its regular business meetings. The Executive Board shall fix the hour and place of meetings. The Executive Board is subject to the orders of the Organization and none of its acts shall conflict with actions taken by the Organization.

## **ARTICLE VII: Annual Budget; Management and Disbursement of Funds**

- A. Convenience Account. The Organization's funds shall be maintained in a Convenience Account pursuant to Title 23, Subtitle A, Chapter I, Subchapter C, Part 125, Section 125.10 of the Illinois Administrative Code. Subject to appointment by the Board of Education in accordance with that section and maintenance of a sufficient bond, the President and Treasurer of the Organization shall be the managers/treasurers of the Convenience Account. The Convenience Account shall require two (2) signatories, specifically the President and the Treasurer of the Organization, or another elected Executive Board Member as a second signatory only in the absence of a primary signatory.
- B. Fiscal Year/Annual Budget. The fiscal year of the Organization will begin on July 1<sup>st</sup>. The Organization shall maintain an annual budget for each fiscal year containing all anticipated expenditures for that year and approved by the first regular meeting of the Organization of the then current fiscal year, with a copy of the approved budget provided to the District.
- C. Expenditures. A majority vote of the members present at any meeting of the Organization is required to authorize the disbursement of funds, provided that such disbursement does not exceed the applicable amount specified in the annual budget. Notwithstanding the foregoing, the Executive Board may, by unanimous consent, approve expenditures up to Two Hundred Dollars (\$200.00) inclusive for conducting the business of the Organization. All drafts for expenditures shall bear two (2) signatories, specifically the President and the Treasurer of the Organization or another elected Executive Board Member as a second signatory only in the absence of a primary signatory.
- D. Audits. The Executive Board shall periodically audit the finances of the Organization. The Organization shall further submit to annual independent audits by the District auditor.

## **ARTICLE VIII: Meetings**

- A. Membership Meetings. The regular meeting of the Organization shall be held monthly during the school year, at a time and place determined by the Executive Board at least one (1) month before such meeting. The annual meeting will be held at the last

meeting of the school year. The annual meeting is for receiving reports, electing officers, approving the annual budget, and conducting other business that shall arise. The secretary will notify the members of the regular meetings at least seven (7) days prior to the meeting. Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) members submitting a written request to the Secretary. Previous notice of the special meeting shall be provided to the members at least seven (7) days prior to the meeting. Notice of meetings shall be published on the District website/newsletter, including the Meeting Agenda. For the purpose of conducting business at a Membership Meeting, a quorum shall be ten (10) members of the Organization. The privilege of making motions, debating and voting shall be limited to members of the Organization. A motion shall be deemed passed upon a majority vote of the members present at the Membership Meeting.

- B. Executive Board Meetings. The regular meeting of the Executive Board shall be held monthly during the school year, at such times and places determined by the President. Special meetings of the Executive Board may be called upon the request of three (3) members of the Board. For the purpose of conducting business at an Executive Board Meeting, a quorum shall be four (4) members of the Executive Board. The privilege of making motions, debating and voting shall be limited to members of the Executive Board. A motion shall be deemed passed upon a majority vote of the Executive Board members present at the Executive Board Meeting.

#### **ARTICLE IX: Parliamentary Authority**

The rules contained in the revised Roberts Rules of Order shall govern the procedural meetings of the Organization.

#### **ARTICLE X: Amendments**

The By-Laws may be amended by a two-thirds vote of the members present and voting at a regular meeting of the Organization provided that the proposed amendment shall have been submitted in writing to the District and at a regular meeting of the Organization twenty-five (25) days prior to the voting.

#### **ARTICLE XI: Dissolution**

The Organization may be dissolved by a two-thirds vote of the members present and voting at a regular meeting of the Organization provided that the proposed dissolution shall have been submitted in writing to the District and at a regular meeting of the Organization twenty-five (25) days prior to the voting. In the event of dissolution of the Organization, its assets shall be transferred to Central School District No. 104.

**These By-Laws were presented to the membership of the Organization on October \_\_\_\_\_, 2006 and approved by a two-thirds vote.**