

Oliver Wendell Holmes Junior High School Parent-Teacher Organization Constitution and Bylaws

Article I - Name

The name of this organization shall be the Oliver Wendell Holmes Junior High School Parent-Teacher Organization, to be referred to as the PTO, in Mount Prospect, Illinois.

Article II - Purpose

The purpose of the PTO is to enrich the educational environment and build relationships between parents, teachers and students.

Article III - Policies

Section 1. The PTO shall be non-commercial, non-sectarian, non-partisan, and non-political.

Section 2. In the event of the dissolution of the PTO, distribution of all remaining physical and monetary assets shall be determined during the final meeting of the PTO.

Section 3. The activities of the PTO shall be in accordance with the policies and procedures of District 59.

Article IV - Membership

Section 1. **Regular Member** - All parents and/or legal guardians of students who currently attend Oliver Wendell Holmes Junior High School and all current faculty and staff of Oliver Wendell Holmes Junior High School shall be eligible for membership in the PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.

Section 2. **Voting Member (Contributing Member)** - All Regular Members who are current in the payment of annual dues, as established by the Executive Committee, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues placed before the membership, elect officers, and hold office.

Article V - Officers and Elections

Section 1. The officers of the PTO shall be President, First Vice President, Second Vice President, Secretary and Treasurer.

Section 2. Officers shall be elected by a majority of Voting Members present at the last regular meeting.

Section 3. Officers shall serve a one year term from August 1 through July 31.

Section 4. A person shall not be eligible to serve more than two consecutive terms in the same office unless an additional term is approved by a majority of the members present at a PTO meeting.

Section 5. The Nominating Committee shall consist of three members, who shall be appointed by the President. The committee shall report to the Executive Committee one month prior to the last meeting, nominating one or more candidates for each office. Only those persons who have signified their consent to serve if elected shall be nominated. Additional nominations may be made from the floor when the slate is presented.

Section 6. In case a vacancy occurs in the office of President, the First Vice President shall succeed to the office of President. Vacancies occurring in any other office or Executive Committee position shall be filled by appointment by the President, subject to the approval of the other officers.

Article VI - Duties of Officers

- Section 1. **The President** shall preside at all meetings of the PTO at which he/she may be present; decide tie votes; serve as ex-officio member of all committees; coordinate the work of the officers and committees; and perform such other duties as may be prescribed in these bylaws or assigned by the Executive Committee.
- Section 2. **The First Vice President** shall serve as Chairperson of the Membership Committee and keep an accurate list of all Voting Members; coordinate the Volunteer Program; and act as aid to the President and perform the duties of the President in his/her absence or inability to act.
- Section 3. **The Second Vice President** shall serve as Chairperson of all fund raising endeavors and perform the duties of the President in the absence of the President and First Vice President.
- Section 4. **The Secretary** shall record the minutes of all meetings of the PTO and the Executive Committee; submit copies of the minutes for approval; maintain a file of all minutes; be responsible for the correspondence of the PTO; and perform such other duties as may be delegated.
- Section 5. **The Treasurer** shall have custody of all of the funds of the PTO; keep a full and accurate account of receipts and expenditures; and make disbursements as authorized by the PTO, the Executive Committee or a special committee. The Treasurer shall prepare an annual budget, a financial statement for every meeting, and write an annual report of expenditures.

Article VII - Executive Committee

- Section 1. The Executive Committee shall consist of the elected officers of the PTO, the school principal or a representative appointed by the principal, and a teacher representative.
- Section 2. The duties of the Executive Committee shall be to transact necessary business, approve any expenditures not in the approved annual budget, and review the work of the committees.
- Section 3. Business which must be conducted between meetings may be done so with the approval of the majority of officers.

Article VIII - Meetings

- Section 1. The PTO Board shall meet on a monthly or bi-monthly basis. Meetings may be canceled or rescheduled at the discretion of the Executive Committee.
- Section 2. The time and date of PTO Board meetings shall be fixed by the Executive Committee before the first PTO meeting.
- Section 3. Special meetings of the Executive Committee may be called by the President or majority of the members of the Executive Committee.
- Section 4. A majority of the Executive Committee shall constitute a quorum.

Article IX - Standing and Special Committees

- Section 1. Standing and Special Committees shall be created by the President as deemed necessary to promote the purpose and carry out the work of the organization.
- Section 2. The President shall appoint the chairpersons of all Standing and Special Committees. Only Voting Members may serve as chairpersons.
- Section 3. The chairperson of each committee may recruit the members for his/her committee. Any Regular Member may serve as a committee member.
- Section 4. The chairperson of each committee shall present plans and activities of the committee to the Executive Committee for review. No committee work shall be undertaken without consent of the Executive Committee.
- Section 5. A detailed report of activities and procedures conducted by the committees shall be given to the President by the end of the school year.

Article X - Parliamentary Authority

Roberts' Rules of Order, revised, shall govern the PTO in all cases in which it is applicable.

Article XI - Amendments

- Section 1. The Constitution and Bylaws of the PTO may be amended at any regular or special meeting of the PTO by a majority of Voting Members present, provided notice of the proposed amendment shall have been given at the previous meeting or in writing thirty days prior.
- Section 2. These bylaws shall be reviewed every four years.

Revised and Approved April 1981
Revised and Approved April 11, 2002