

MEDINAH SCHOOL DISTRICT 11 PARENT TEACHER ORGANIZATION, INC.

PROPOSED BYLAWS

ARTICLE I

Name

The name of this organization shall be Medinah School District Parent Teacher Organization, Inc. herein referred to as Medinah PTO.

ARTICLE II

Object

The object of the Medinah PTO shall be to:

1. Support adequate laws for the care and protection of children and youth,
2. Bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children, and
3. Develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

ARTICLE III

Members

Section 1. Members. All parents, teachers and staff of Medinah School District 11 are members of the Medinah PTO.

Section 2. Eligibility of Membership. All parents, teachers and staff, regardless of age, race, gender or ethnic origin will be welcome to participate in the events and activities of the Medinah PTO.

~~Section 3. Dues. Parents are requested to pay an annual dues of \$5.00 per parent to the Medinah PTO.~~

ARTICLE IV

Officers

Section 1. Officers. The officers of the organization shall be President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

Section 2. Nomination Procedure. At a regular meeting of the Medinah PTO, a Nominating Committee of three (3) members shall be elected by the members of the organization present and voting. The members of the Nominating Committee shall represent all three schools of the district. It shall be the duty of this committee to nominate at least one candidate for the elected offices to be filled at the annual meeting. The Nominating Committee shall report at the Executive Board meeting prior to the election

and shall post its report on the school district website and in each school building at least 30 days prior to the election. The chairman of the Nominating Committee shall be elected from the members of the committee and shall read the report of the committee at the annual meeting prior to the election. Additional nominations from the floor shall be permitted after the reading of the report and prior to the election.

Section 3. Election. The officers shall be elected at the annual meeting by ballot to serve for a term of two (2) years or until their successors are elected. Officers shall be elected by a plurality vote. Terms of office shall begin on June 30 following the election. If there is but one candidate for any office, that office may be elected by voice vote and shall be elected by a majority vote of the members present.

Section 4. Qualifications for Office. Officers shall reside in the Medinah 11 School District and have at least one child enrolled in the district. An officer may serve no more than two consecutive years in the same office and no member shall hold more than one office at a time.

ARTICLE V

Duties of Officers

Section 1. President. The president shall preside at all meetings of the organization. The president shall sign all legal documents and be the official representative and spokesperson for this organization. The president shall oversee all activities and events of the Medinah PTO.

Section 2. Vice President. The Vice President shall serve as an aide to the president and serve on behalf of the president in the absence of the president. The Vice President shall perform all other duties as requested by the Executive Board.

Section 3. Secretary. The Secretary shall be the custodian of all legal documents of the Medinah PTO and shall take minutes at all meetings of the organization. The Secretary shall perform all other duties as assigned by the President.

Section 4. Treasurer. The treasurer shall be responsible for all monies of the Medinah PTO and for preparing the annual budget. The treasurer shall prepare a treasurer's report for every meeting and shall be responsible for reconciling all bank statements with the treasurer's books. The treasurer shall file all financial papers as required. The treasurer shall prepare all records and an annual report for the annual audit at the close of the fiscal year.

Section 5. Vacancies. A vacancy in any office shall be filled by appointment of the President with the approval of the Executive Board. In the case of a vacancy in the office of President, the Vice President shall assume the office of President and a new Vice President shall be appointed.

ARTICLE VI

Meetings

Section 1. Regular Meetings. The regular meetings of the Medinah PTO shall be determined by the Executive Board. There shall be at least two (2) regular meetings during any given school year. Meetings will be announced by the start of each school year. The purpose of these meetings will be to

receive reports of officers and committees, and to conduct the business of the organization. One regular meeting shall be held in the Fall of the year to adopt the budget and to elect the nominating committee. One regular meeting shall be the Annual Meeting and shall be held in April or May.

Section 2. Annual Meetings. The annual meeting of the Medinah PTO shall be the regular meeting in April or May as determined by the Executive Board. The purpose of this meeting shall be to receive the report of the nominating committee and elect officers for the coming year.

Section 3. Special Meetings. Special meetings may be called by the President or by the Executive Board with no less than three (3) days written notice. ~~posted in each school building and on the district website.~~ The purpose of the meeting shall be stated in the call to the meeting.

Section 4. Quorum. Five (5) members of the Medinah PTO, including at least two (2) officers shall constitute a quorum.

ARTICLE VII

Executive Board

Section 1. Board Composition. The Executive Board of the Medinah PTO shall include the officers, one (1) building representative from each of the three (3) schools, one (1) schools district administrator as appointed by the school district superintendent, and all standing committee chairmen as listed in the standing rules.

Section 2. Board Duties and Responsibilities. The Executive Board shall conduct the business of this organization between regular meetings, decide on the time and place of the regular and board meetings, and perform such other duties as specified in these bylaws. The Board shall be subject to the order of the organization and none of its acts shall conflict with the action taken by the membership. All board members shall sign an annual Conflict of Interest Statement which shall be kept in the Secretary's files.

Section 3. Board Meetings. ~~Unless otherwise ordered by the Board,~~ Regular meetings of the Executive Board shall be held ~~on the third Wednesday of each month~~ bi-monthly as determined by the Board. Special meetings of the Board may be called by the President or upon written request of three (3) members of the Board with no less than a 24-hour electronic notice. ~~posted in each school building and on the district website.~~

Section 4. Quorum. Four (4) members of the Executive Board, including at least two (2) officers, shall constitute a quorum.

ARTICLE VIII

Committees

~~Section 1. Fundraising Committee. A Fundraising Committee comprised of the Treasurer and at least four (4) other members shall oversee all the fundraising events of the Medinah PTO. The Chairman of this committee shall be appointed by the President and approved by the Executive Board. The committee will work within the budget of the organization.~~

Section 2. Budget Committee. A Budget Committee comprised of the officers and chaired by the Treasurer ~~the Fundraising Committee Chairman and the Event Chairmen~~ shall prepare an annual budget for the organization. The budget shall be approved by the Executive Board and adopted by the members of this organization at its regular meeting in the Fall of the year. All amendments to the budget shall be presented to the organization at a regular meeting and adopted by a majority vote. ~~(Note: The time of the meeting is to be in May and is included in the Standing Rules so it can be more easily changed if that is desired in the future.)~~

Section 3. Auditing Committee. An Auditing Committee of two (2) members shall be ~~appointed by the President at~~ elected by the members by the May Executive Board meeting and whose duty it shall be to audit the Treasurer's books at the close of the fiscal year and to report at the next regular meeting of the organization.

Section 4. Other Committees. All other committees, standing or special, shall be appointed by the President, with the approval of the Executive Board, to carry on the work of the organization. The Treasurer shall be ex-officio member of all Fundraiser Committees. The President shall be an ex-officio member of all committees, except the Nominating Committee.

ARTICLE IX

Fiscal Year

The Fiscal Year of the Medinah PTO shall be from ~~July 1 to June 30~~ August 1 to July 31 of each year.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XI

Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Medinah PTO by a two-thirds vote, provided that the amendment has been ~~posted~~ announced in writing ~~in each school building and on the district website~~ at least 30 days prior to the regular meeting where they will be voted upon.

These bylaws were adopted by the membership of the Medinah ~~Elementary School~~ PTO on:

(Date)

Signed: _____
(President)

MEDINAH SCHOOL DISTRICT 11 PARENT TEACHER ORGANIZATION (PTO)

STANDING RULES

1. The standing committees of the Medinah PTO shall be ~~Baby Sitting, Directory, Fundraising, Hospitality, Membership, Picture Person, Room Parent, Teacher Appreciation and Lake Park High School Liaison.~~ Bake Sale, Bingo Night, Box Top, Dine to Donate, Directory, Fundraising, Holiday Shop, Lake Park High School Scholarship, Picture Person, Room Parents, Spirit-ware, Taffy Apple Sale and Yearbook. Chairmen of these committees shall be appointed by the President, approved by the Executive Board and shall be members of the Executive Board of the Medinah PTO.
2. The special committees of the Medinah PTO shall be the Audit Committee, the Budget Committee, the Nominating Committee ~~Events Committees~~ and any other committee created by the Executive Board to carry out the work of this organization. Special committees whose duties are not outlined in these bylaws shall submit a written plan of work to the Executive Board and shall work within the limits of the adopted budget. Special committees shall cease to exist when their assigned tasks are completed.
3. ~~Monthly Meetings of the Executive Board shall alternate between meetings with the Medinah School District Administration and the PTO Committees~~ be determined at the August Executive Board meeting. ~~These meetings shall be held on the third Wednesday of each month, as determined by the Executive Board.~~
4. ~~The Executive Board meeting in May will be for the purpose of preparing a budget and establishing the plan of work for the coming year.~~ By the May Executive Board meeting, a proposed budget will be prepared and the plan of work for the coming year will be established.
5. Gifts of no more than ~~\$20.00~~ \$25.00 shall be given to Executive Board members and Administrators to celebrate the birth of a baby, if they are hospitalized, or experience the death of an immediate family member. Retiring staff members shall receive a \$25.00 gift card upon retirement.
6. Standing Rules shall be approved by a majority vote of the Executive Board at any regular Executive Board meeting with no prior notice required.

Bylaw Amendments

Current Reading:

ARTICLE III - Members

Section 3. Dues. Parents are requested to pay an annual dues of \$5.00 per parent to the Medinah PTO.

Rationale: Delete Section 3 since dues are not required to be a member of the Medinah PTO.

ARTICLE VI - Officers

Section 3. Special Meetings. Special meetings may be called by the President or by the Executive Board with no less than three (3) days written notice posted in each school building and on the district website. The purpose of the meeting shall be stated in the call to the meeting.

Rationale: Delete posting to allow for electronic communication.

ARTICLE VII - Meetings

Section 2. Board Duties and Responsibilities. The Executive Board shall conduct the business of this organization between regular meetings, decide on the time and place of the regular and Board meetings, and perform such other duties as specified in these bylaws. The Board shall be subject to the order of the organization and none of its acts shall conflict with the action taken by the membership.

Rationale: Add new sentence since all Board members of 501(c)3 organizations are required to sign Conflict of Interest Statements.

Proposed to Read:

ARTICLE III - Members

Strike entire Section 3. ~~Dues. Parents are requested to pay an annual dues of \$5.00 per parent to the Medinah PTO.~~

ARTICLE VI - Officers

Section 3. Special Meetings. Special meetings may be called by the President or by the Executive Board with no less than three (3) days written notice. The purpose of the meeting shall be stated in the call to the meeting.

ARTICLE VII - Meetings

Section 2. Board Duties and Responsibilities. The Executive Board shall conduct the business of this organization between regular meetings, decide on the time and place of the regular and Board meetings, and perform such other duties as specified in these bylaws. The Board shall be subject to the order of the organization and none of its acts shall conflict with the action taken by the membership. All board members shall sign an annual Conflict of Interest Statement which shall be kept in the Secretary's files.

Current Reading

ARTICLE VII – Executive Board

Section 3. Board Meetings. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the third Wednesday of each month. Special meetings of the board may be called by the President or upon written request of three (3) members of the board with no less than a 24-hour written notice posted in each school building and on the district website.

Rationale: Insert new Section 3 allows for flexibility of Board meetings and for all forms of notification.

ARTICLE VIII – Committees

Section 1. Fundraising Committee. A Fundraising Committee comprised of the Treasurer and at least four (4) other members shall oversee all the fundraising events of the Medinah PTO. The Chairman of this committee shall be appointed by the President and approved by the Executive Board. The committee will work within the budget of the organization.

Rationale: There is no longer a Fundraising Committee. Each fundraiser has its own chairman.

Section 2. Budget Committee. A Budget Committee comprised of the officers and ~~the~~ Fundraising Committee Chairman and the Event Chairmen shall prepare an annual budget for the organization. The budget shall be approved by the Executive Board and adopted by the members of this organization at its regular meeting in the Fall of the year. All amendments to the budget shall be presented to the organization at a regular meeting and adopted by a majority vote.

Rationale: Strike to eliminate chairmen that are no longer standing committees and insert Treasurer as chairman of the Budget Committee.

Proposed to read:

ARTICLE VII – Executive Board

Section 3. Board Meetings. Regular meetings of the Executive Board shall be held bi-monthly as determined by the Board. Special meetings of the Board may be called by the President or upon written request of three (3) members of the Board with no less than a 24-hour electronic notice.

ARTICLE VIII – Committees

Strike entire Section 1 and renumber subsequent sections:

~~Section 1. Fundraising Committee. A Fundraising Committee comprised of the Treasurer and at least four (4) other members shall oversee all the fundraising events of the Medinah PTO. The Chairman of this committee shall be appointed by the President and approved by the Executive Board. The committee will work within the budget of the organization.~~

Section 2. Budget Committee. A Budget Committee, comprised of the officers and chaired by the Treasurer, shall prepare an annual budget for the organization. The budget shall be approved by the Executive Board and adopted by the members of this organization at its regular meeting in the Fall of the year. All amendments to the budget shall be presented to the organization at a regular meeting and adopted by a majority vote.

Current Reading:

ARTICLE VIII – Committees

Section 3. Auditing Committee. An Auditing Committee of two (2) members shall be appointed by the President by the May Executive Board meeting and whose duty it shall be to audit the Treasurer’s books at the close of the fiscal year and to report at the next regular meeting of the organization.

Rationale: Members of the Auditing committee should be elected and not appointed.

Section 4. Other Committees. All other committees, standing or special, shall be appointed by the President, with the approval of the Executive Board, to carry on the work of the organization. The President shall be an ex-officio member of all committees, except the Nominating Committee.

Rationale: Insert to include the Treasurer on all Fundraising committees.

ARTICLE IX – Fiscal Year

The Fiscal Year of the Medinah PTO shall be from July 1 to June 30 of each year.

Rationale: Substitute new dates to align with the fiscal year stated in the 501(c)3 documents.

ARTICLE XI – Amendments to Bylaws

These bylaws may be amended at any regular meeting of the Medinah PTO by a two-thirds vote, provided that the amendment has been posted in writing at least 30 days prior to the regular meeting where they will be voted upon.

Rationale: Allow for electronic notification.

These bylaws were adopted by the membership of the Medinah Elementary School PTO on:

Rationale: Strike Elementary School. These are bylaws for the Medinah PTO.

Proposed to read:

ARTICLE VIII – Committees

Section 3. Auditing Committee. An Auditing Committee of two (2) members shall be elected by the members by the May Executive Board meeting and whose duty it shall be to audit the Treasurer’s books at the close of the fiscal year and to report at the next regular meeting of the organization.

Section 4. Other Committees. All other committees, standing or special, shall be appointed by the President, with the approval of the Executive Board, to carry on the work of the organization. The Treasurer shall be ex-officio member of all Fundraiser Committees. The President shall be an ex-officio member of all committees, except the Nominating Committee.

ARTICLE IX = Fiscal Year

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ARTICLE XI – Amendments to Bylaws

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These bylaws were adopted by the membership of the Medinah PTO on: