

Highcrest Middle School  
Parent Teacher Organization  
Bylaws  
Revised March 7, 2007

**ARTICLE I**

The name of this PTO 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 among all elements of 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 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 the general public; and are governed by the basic policies set forth in Article III.

**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 decisions has been given to the Board of Education of 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 devote more than an insubstantial part of its activities to attempting 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 or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes of this PTO.
- 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 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 guardian of an HMS student, or a teacher or administrator of HMS may become a member subject only to compliance with the provisions of the Bylaws. Membership in this PTO shall be available without regard to race, color, creed or national origin.
- Section 2. This PTO shall conduct an annual enrollment of members but may add any person to its membership at any time during the year.
- Section 3. The membership year shall run from October 1 to September 30 inclusive. Persons who join during the membership year shall pay dues for that year.
- 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. 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 two Co-Presidents or one President, 8 Vice Presidents, a Secretary and a Treasurer. The officers will be elected at the annual General Board meeting in April and will be members of the Executive Board
- b. Other than as noted in c below, the officers shall hold office for a term of one year and shall be eligible for only two consecutive terms in the same office.
- c. The president or one co-president shall be nominated and elected for a two-year term so that, when possible, at least one of those individuals shall continue as president or co-president for the subsequent school year for transition purposes.
- d. 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 year. Service in a standing committee may be of unlimited duration.

- e. Any guardian of a child in HMS, who is a member of this PTO, is eligible to hold an office.
- f. The newly elected officers and appointed chairs will assume their duties at the June General Board meeting.
- g. 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 CO-PRESIDENTS or PRESIDENT shall supervise and control the affairs of the PTO. S/he shall perform all duties incident to his/her office as may be required by these Bylaws. The President or at least one of the Co-Presidents 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 sole authority to sign contracts on behalf of the PTO; shall attend and report on the meetings of the Village-Wide PTO and District 39's PTA/PTO monthly Presidents' Council meetings.

Section 2. The numbered Vice Presidents shall, in their order in the event of the absence of the Co-Presidents/President, assume the duties of that office.

- a. The FIRST VICE PRESIDENT, Legislation, shall keep records of Bylaws. Shall advice on parliamentary procedure when requested and with a committee, review the Bylaws every two years.
- b. The SECOND and THIRD VICE PRESIDENTS, Ways and Means, shall be concerned with the raising of funds for this PTO to carry out its goals, and shall serve as liaisons to the designated related standing committees
- c. The FOURTH 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 FIFTH VICE PRESIDENT, Room Parent/Volunteers, 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 SIXTH 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 fund raising purposes.
- f. The SEVENTH VICE PRESIDENT, Communications: Oversees and liaison for all communications and publicity for the PTO including weekly columns and other articles to the Wilmette Life highlighting programs and events at the school; production and distribution of the yearbook, HMS Headlines and HMS Hawk; and, coordination with the PTO website manager.
- g. The EIGHTH VICE PRESIDENT, Community, is a liaison to the designated related standing committees, including Civics and Safety, CRC, Directory, District 39 Educational Foundation, FAN, Family to Family, Hospitality, Landscaping, Membership and Youth Connection.

Section 3. The SECRETARY shall keep copies of the Bylaws and membership list, and 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 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. The Treasurer may be assisted by an assistant treasurer, who is a member of the General Board. The books of the Treasurer are to be audited in a timely fashion by July 15 of each year, by three individuals appointed by the President. Thereafter, all books and accounts shall be turned over to the Treasurer's successor. This officer is responsible for completing any necessary tax filings, which may, at the discretion of the Executive Board, be completed by an

outside source. The Treasurer and Co-Presidents/President will communicate as necessary to ensure that all taxes are filed within the governmental deadlines.

- Section 5. The immediate PAST PTO CO-PRESIDENT/PRESIDENT shall serve as an advisor to the Co-Presidents/President and will be a non-voting member of the Executive Board.

## **ARTICLE VII-NOMINATIONS OF OFFICERS**

- Section 1.
- a. A Nominating Committee shall be appointed by the President, with the approval of the Executive Board, at the January meeting of the Executive Board. The chairman of the Nominating Committee, to be designated by the Executive Board, shall be either a 5<sup>th</sup> or 6<sup>th</sup> grade parent who is currently on the Executive Board but does not wish to serve on the Executive Board the following year.
  - b. The Nominating Committee will consist of eleven voting members comprised as follows: two members from the Executive Board (one of whom shall be the chairman), eight (8) fourth grade parents, two from each sender school, and one (1) regular PTO member. The outgoing Co-Presidents/President and the School Principal will also sit on the Nominating Committee but shall serve only in an advisory capacity. Service on the Nominating Committee shall preclude a nomination on the Executive Board. This Committee shall meet a minimum of two (2) times 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 at the General Board meeting in March. The officer slate will be voted upon by the entire General Board membership in good standing present at the April General Board meeting.
  - d. Upon petition of 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 days before the election.

- Section 2. The Executive Board will nominate and appoint candidates for 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 HMS Principal and Vice Principal.
- a The Executive Board shall create and dissolve standing committees and shall appoint said committee chairpersons.
  - b The Executive Board, together with the Treasurer, shall prepare the annual budget for the PTO and present it for approval at the May General Board meeting.
  - c Meetings shall be held at the call of the Co-Presidents/President or by a majority of the Executive Board members.
  - d Five 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. The Executive Board may authorize the payment of other unbudgeted association bills not to exceed a cumulative total of \$1000 between meetings of the General Board. Ratification of payment of these bills must occur at the next General Board

meeting and must be recorded in the PTO minutes.

- i 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 made available to any member of the association upon request.
- j 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. Each standing committee shall choose its own chairperson(s) by May for the following school year. If a committee is unable to choose its chair(s), the Executive Board shall appoint the chair(s), whose terms will be one (1) year. Their duties will continue until the close of the school year. A chairman will be eligible for only two (2) consecutive terms as chairman of the same committee; however, exceptions may be made by the Executive Board in the event of an unfilled position. Committee chairs of all standing committee that have corresponding committees on the Village Wide PTO are members of these corresponding Village Wide PTO standing committees.
- Section 3.
  - a. The Co-Presidents/President shall be an ex-officio member 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 for approval at its May meeting, 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. Chairmen are responsible for providing a written report to the Treasurer for all funds received or disbursed within two weeks following the committee's event.

## **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 Assistant Principal, two teacher representatives 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 job and shall transfer that file to their successor at the last meeting of the General Board. However, the Treasurer will not turn the books over until the audit has been complete.
- Section 3. Twenty members of the General Board will constitute a quorum.
- Section 4. General Board members are strongly encouraged to attend all the monthly 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.

## **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 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 this PTO, its assets shall be distributed in accordance with Article III, Section 1.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 review the Bylaws and submit a revised set of Bylaws. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of amendments.

President

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Date

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Co- President

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Date

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