

**CONSTITUTION AND BYLAWS  
OF THE  
DISTRICT 31 PARENT TEACHER ORGANIZATION**

**ARTICLE I – NAME**

The name of this organization shall be the District 31 Parent Teacher Organization ("PTO").

**ARTICLE II – PURPOSE**

**Section 1 – Mission:**

To support District 31 by building community and enhancing education to benefit all stakeholders.

Stakeholders include, but are not limited to, the following:

- Students
- Parents
- Teachers
- Administration
- Community Members

**Section 2 – Autonomy:**

A. The PTO shall be non-commercial and non-sectarian. It shall not seek to direct or to control the administrative activities of the schools. To reciprocate, the school district, administration, and faculty shall respect the autonomy of the PTO in its general and financial activities. Though funding requests by the schools and the administration are appreciated and considered, the PTO's specific financial activities shall not be controlled by the District 31 Board of Education, administration, or staff.

B. The Officers' names or PTO may not be used for any commercial purpose.

**ARTICLE III – MEMBERSHIP AND DUES**

**Section 1 – Membership:**

A. Each and every School District 31 family and District 31 staff member or employee willing to accept the purposes and policies of the PTO becomes a member of the PTO upon payment of the annual dues.

B. All PTO Executive Board Members, Committee Chairpersons, and Room Parents must be current members of the PTO.

## **Section 2 – Dues:**

A. The dues of the PTO shall be determined by the Executive Board and increased as necessary. Dues will be assessed per family or per staff member or employee.

B. Dues shall be waived for those families who meet the District's financial aid requirements.

## **ARTICLE IV – OFFICERS AND ELECTIONS**

### **Section 1 – Officers:**

A. The elected officers of the PTO shall be, but not held to, President(s), President(s)-Elect, Vice President(s) of Publicity and Communication, Vice President(s) of School Activities, Vice President(s) of Fundraising, Vice President(s) of Community Resources, Corresponding Secretary(ies) and Treasurer(s). There may be more than one officer for each position.

B. These elected officers shall be called the PTO Executive Board.

C. The following shall be advisors to the PTO, but shall have no vote:

1. Superintendent of the School District
2. The two (2) School Principals
3. Teacher Representatives, as appointed by the Principals, shall sit on the PTO Executive Board to act as liaison between the PTO and the staff. The responsibilities of the Teacher Representatives include:
  1. Reporting to the PTO general membership of programs and events going on in the schools,
  2. Reporting to the staff about PTO programs and events.

### **Section 2 - Eligibility:**

A. Members are eligible for office if they are parents/guardians of District 31 students and members in good standing.

B. In order to be eligible for the position of President(s) of the PTO, the proposed candidate(s) must have:

1. Served at least one (1) year on the PTO Executive Board in any position or
2. Served at least one (1) year as a PTO Committee Chairperson or

3. Previous experience on other executive boards.

### **Section 3 – Nominations and Elections:**

A. Elections will be held at the last general meeting of the school year.

B. Nominations for each office shall be submitted to the Executive Board in writing 14 days prior to the meeting so the ballot of potential candidates can be sent to the membership in advance of the meeting. Nominations can also be made from the floor during the meeting.

C. The officers shall be elected by a majority vote of members present at that meeting. Votes may be taken by voice if there is only one candidate for an office. If there is more than one person, ballot voting must take place.

### **Section 4 – Terms of Office:**

A. The term of office shall be from July 1 to June 30.

B. Officers are elected for one year terms and may serve no more than three (3) consecutive terms in the same office.

C. A reasonable rotation in executive office is recommended. It is highly desirable for an Executive Board member to progress to the one year term of President-Elect and then subsequently one year term of President.

D. Any officer who has served more than half (1/2) a term is considered to have served a full term in that office.

### **Section 5 – Duties of Office:**

A. **PRESIDENT(S):** The President(s) shall preside at all meetings of the organization and Executive Board, shall be a member ex-officio of all committees, shall call special meetings, appoint chairpersons of all standing and special committees as the need arises. The President(s) shall make appointments to fill vacancies on the Executive Board, should they occur. The President(s) shall keep copies of all official documents and/or by-laws. The President shall serve as the representative for the organization for all outside organizations as well as the District Administration.

B. **PRESIDENT(S)-ELECT:** The President(s)-Elect shall assist the President(s) at all times, shall in the absence of the President(s) perform the duties of the same.

C. **VICE PRESIDENT OF COMMUNICATION:** The Vice President of Communication shall coordinate and communicate important events and activities to parents, staff, the

District 31 Board of Education, administrators and Director of Communication, as well as act as a liaison between new families in the district and the PTO.

**D. VICE PRESIDENT OF SCHOOL ACTIVITIES:** The Vice President of School Activities shall coordinate and plan the parent participation enrichment programs for the school district.

**E. VICE PRESIDENT OF FUNDRAISING:** The Vice President of Fundraising shall act as coordinator of the fundraising committees and liaison between these fundraising committees and the Executive Board.

**F. VICE PRESIDENT OF COMMUNITY RESOURCES:** The Vice President of Community Resources shall assist and oversee all committees dealing with community relations and service issues as well as act as liaison between these committees and the Executive Board.

**G. SECRETARY:** The Secretary shall keep an accurate record of all proceedings of all meetings of the organization and the Executive Board. He/she shall keep a register of attendance and call a roll of members, when required. The Secretary shall send copies of these minutes to the two school principals, the superintendent, the two teacher representatives, and others who may request them. The Secretary shall have the duty of sending out proper notices of all special meetings and shall handle all correspondence including, but not limited to thank you letters and other acknowledgments.

**H. TREASURER:** The Treasurer shall be the custodian of all PTO funds; shall receive all funds and disburse all monies as directed by the approved budget; and shall:

A. Maintain and keep all financial records and participate in the preparation of the annual organization budget.

B. Submit a current accounting and review of funds and expenditures to the Executive Board and membership at regular and special meetings. This report will include the current bank statement at each Executive Board meeting.

C. Submit an annual financial report at fiscal year-end (September 1). The fiscal year for the Treasurer will be September 1 through August 31. All books will be reviewed through an internal audit at the end of every 2<sup>nd</sup> year.

D. In addition to the Treasurer, there shall be other officers' signature on record to be used in the event of the Treasurer's absence. The choice of the officer(s) shall be made by the Executive Board.

## **ARTICLE V - Executive Board:**

**Section 1. Membership:** The Executive Board shall consist of the elected officers. Each Board Member shall have one vote on all matters. In the event of a tie, the President's vote shall break the tie vote.

### **Section 2: Duties**

#### **A. Budget**

1. The Treasurer, President(s), and Immediate Past President shall formulate the annual PTO budget. It must then be presented to the entire PTO Membership for approval no later than the September meeting. Approval shall be determined by a majority vote of those present.
2. Committees Chairpersons must not exceed the budget voted and approved in September of a given year. If a situation arises wherein a committee may need funds in excess of its approved budget, such overspending must be voted by a majority of the Executive Board members present prior to contracting for products or services.

#### **B. Bylaws:**

1. The Executive Board shall review these by-laws at least once every two (2) years. They shall present any proposed amendments to the PTO general members for approval.
2. These bylaws may be amended at any subsequent PTO General Meeting by a 2/3 majority vote of the members present.

#### **C. PTO Gifts to Winkelman and/or Field Schools**

1. Each school has the option of submitting a funding request, including the purpose of the expense, which shall be presented by the schools to the PTO Executive Board for their approval no later than the April Executive Board Meeting.
2. The Executive Board shall present their approved choices to the general PTO members for their approval no later than the May General Meeting.
3. The Executive Board will notify the School District of the chosen gift(s).
4. The gift(s) shall then be purchased.
5. The school gift money should be spent in the budgeted year. If funds are not spent the year budgeted, they may be carried over and spent in the following calendar year, not to exceed two years.

## **ARTICLE VI – MEETINGS**

## **Section 1 – General Meetings:**

- A. The General Meetings of the PTO shall be held at least once a quarter and shall be open to the general membership and the public.
- B. Special Meetings may be called as the need arises.
- C. Five days notice of the meeting shall be given in advance of General or Special Meetings.
- D. ONLY MEMBERS shall be allowed to vote and to make motions.

## **Section 2 – Executive Board Meetings:**

- A. The Executive Board shall meet as necessary to plan all details of the business to come before the membership and will present the information at meetings as recommendations.
- B. Special Executive Board Meetings may be called as the need arises.

## **Section 3 – Voting:**

To have a quorum, Ten (10) members must be present at the meeting. At all meetings, once a quorum is established, the majority vote of the membership in attendance shall constitute a legal vote unless otherwise noted.

## **ARTICLE VII – COMMITTEES**

### **Section 1 – Chairperson Responsibilities:**

- A. Chairpersons are responsible for adhering to their approved budget. If a situation arises wherein a committee may need funds in excess of its approved budget, the Committee Chairperson(s) must submit a written request seeking prior approval from the Executive Board. If prior approval is not secured, the Committee Chairperson(s) shall be personally responsible for the funds spent in excess of the approved budget.
- B. Each and every Chairperson shall keep and submit written reports to the President(s) summarizing all committee functions; i.e. income, expenses, and planning.

### **Section 2 – Committees:**

Committees are determined by the Executive Board to facilitate activities coinciding with the budget, approved at the September meeting.

### **Section 3 – Special Committees:**

The President(s) may appoint special committees at any time throughout the school year as necessary.

### **Article VIII - Dissolution:**

The organization may be dissolved with previous notice (30 calendar days) and a majority vote of those present at the General meeting.

Established: 11/17/98

Revised: 9/21/99, 4/2003, 5/2004, 3/2005, 8/2006, 9/2008, 4/2010

Approved by PTO Membership: 5/2019 (expected vote)