

Roscoe Parent Teacher Organization Bylaws

ARTICLE I

Name

(Section 1) The name of this organization is the Kinnikinnick District Parent Teacher Organization, otherwise known as the Roscoe PTO.

ARTICLE II

Purpose

(Section 1) The purpose of this organization shall be to promote the welfare of the schools within the Kinnikinnick District and the students therein, to bring into closer relation the parents and the school, and to support the activities and programs of the school through financial and/or voluntary support.

ARTICLE III

Membership and Dues

(Section 1) Any parent or family member with a registered child in Kinnikinnick District #131 and any person employed in Kinnikinnick District #131 are members with voting rights.

(Section 2) Only members of the organization shall be eligible to participate and vote in the general meetings or to serve in any of its elective or appointed positions.

(Section 3) If a member will benefit financially or professionally from a general PTO or an Executive Board decision, he/she must disclose such benefit to the organization. The member shall be precluded from voting on matters affecting his/her benefit and shall not be present when the vote occurs.

(Section 4) The organization shall conduct an annual membership drive, but persons may join at any time. Dues, if any will be established by the Executive Board at the last meeting of the year for the next fiscal year. If dues are charged, a member must have paid his or her dues at least 14 days before the meeting to be considered a member in good standing with voting rights.

ARTICLE IV

Roscoe PTO Board

(Section 1) The PTO Board shall consist of the executive officers of the organization and the principals/superintendent of the schools or a representative appointed by them.

(Section 2) The duties of the PTO Board shall be a) to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization; b) to create and/or approve standing and special committees; c) to approve the plans of work of the standing committees; d) to present a report at the regular meetings of the organization; e) to select an auditor to audit the Treasurer's accounts.

(Section 3) Regular meetings of the organization shall be held during the academic year. The annual schedule of meetings is to be presented at the first organizational meeting of the year. Special meetings of the organization may be called by the President or by a majority of the Board members. Notice of any special meeting shall be given at least 14 days prior to the special meeting.

ARTICLE V

Officers and Their Election

(Section 1) The officers of the organization shall be a President, Vice-President, Secretary, Treasurer, and Assistant Treasurer, who shall be chosen from among those who are members in good standing of the organization.

(Section 2) The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Assistant Treasurer; the Executive Board may make decisions on an ad hoc basis between meetings. Any decisions made by the Executive Board shall be disclosed at the next general meeting.

(Section 3) These offices shall be held for one year. Elections shall take place each spring prior to the close of the academic year. Officers shall assume their duties on June 1 following installation, with the exception of the offices of Treasurer and Assistant Treasurer who shall assume duties on August 1. Officers shall be restricted to three consecutive terms in the office served. This limit may be waived by the Nominating Committee.

(Section 4) The Nominating Committee shall consist of two members of the Executive Board and two persons from the membership. The Nominating Committee shall select the candidates for the offices mentioned above and present a slate of officers to the membership at the meeting prior to the last meeting of the academic year. The Nominating Committee shall select someone for President who has been an active member of the organization for at least one year. Election and installation of officers shall be at the final meeting of the academic year. Additional nominations may be made from the floor and voting shall be limited to nominees. A person nominated from the floor for President must be able to demonstrate his/her one year active membership in order to be considered an eligible candidate. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

(Section 5) All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

(Section 6) Any vacancy may be filled by a majority vote of the Executive Board. The newly appointed officer would serve for the remainder of the current term. Any vacancy that remains unfilled will be appointed by the Nominating Committee. The newly appointed officer would serve for the remainder of the current term.

(Section 7) The Kinnikinnick District #131 superintendent and principals of the schools included in the Kinnikinnick District #131 shall be ex officio members of the Executive Board. Furthermore, the superintendent and principals shall be the official representatives of the school and shall present all suggested projects to the proper school administration for approval.

(Section 8) Removal of officer(s) and/or PTO member(s): Any officer(s) or member(s) of the PTO may be removed at an Executive Board meeting by majority vote of the Executive Board, provided 14 days notice has been given to the officer/member in question. During the Executive Board meeting, the officer/member in question may request that the vote be put before the general PTO at a regularly scheduled general PTO meeting. The officer/member may be removed with proven cause by 2/3 majority vote at said general PTO meeting. Any officer/member who relinquishes his/her duties or a removed officer/member must provide all materials to the highest ranking officer as soon as possible, not to exceed 7 days.

ARTICLE VI

Duties of Officers

(Section 1) The President shall preside at all meetings of the organization and of the Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Executive Board; and shall coordinate the work of the officers and committees of the organization. It shall be his/her duty to oversee the printing of the Roscoe PTO district calendar. The President shall also serve as the liaison between the district and the organization.

(Section 2) The Vice President shall take charge of all responsibilities of the President in his/her absence. He/she shall help support committee chairs when needed to fulfill committee chair duties and shall serve on the scholarship committee. The Vice President shall review the monthly bank statement to provide oversight of the financial matters.

(Section 3) The Secretary shall keep a complete record of the proceedings of each meeting and present the minutes for approval. The Secretary shall be responsible for purchasing and presenting an appreciation gift for the out-going President. He/she shall maintain and order supplies for the copy machine, distribute and coordinate the chairperson packets, create and distribute the PTO volunteer list, and handle PTO mailings and correspondence.

(Section 4) The Treasurer shall have custody of all funds of the organization. The Treasurer shall keep a full and accurate account of all expenditures, and in accordance with the budget adopted by the organization, shall make disbursement as authorized by the President, Executive Board, or organization. The Treasurer shall present a financial statement at every meeting of the organization and at other times as requested by the Executive Board. The Treasurer is responsible for financial integrity and maintenance of such books of accounts and records, and shall provide the Vice President with the monthly bank statements for review.

(Section 5) The Assistant Treasurer shall support the Treasurer, collect money and make deposits, and keep a full and accurate account of all itemized deposit tickets. If no Assistant Treasurer is elected, the Treasurer shall assume these duties.

(Section 6) The Executive Board will perform duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time. All non-returning Executive Officers are to deliver all official material to incoming Executive Officer or President no later than July 1. The exception being the Treasurer and Assistant Treasurer which will be on August 1.

ARTICLE VII

Policies

(Section 1) This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of Kinnikinnick District #131. The funds may not be used to support any organized charitable drive without prior PTO Board approval and vote from the PTO membership.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan, and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) This organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process of establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

(Section 4) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

(Section 5) The Executive Board shall consider items for project purchase. These items should meet with the approval of the administration. The Board shall then make such recommendations as they see fit to the membership.

(Section 6) In the event of the dissolution of the organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within 30 days of the dissolution date. Such disbursement shall be for the benefit of the Kinnikinnick District #131.

ARTICLE VIII

Committees

(Section 1) Only members of the organization shall be eligible to serve in any elective or appointive position.

(Section 2) Standing committees are formed to provide a specific service for more than one year. The Executive Board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the organization. Any business plan or idea and/or activity outside of each standing committee's normal work and/or duties must be presented and approved. Standing committees may be dissolved by a majority vote.

(Section 3) The President shall update this list of standing committees annually. The standing committees may include but are not limited to:

8 th Grade Party	Ice Cream Days	Scholarships
Butterbraids	Ice Hogs	School Accessories / Spirit Wear
Candy Bar	Legislation	School Picture Coordinators
Cookie Dough	Market Day	School Supply Kits
Enrichment Coordinator	Math & Science Night	Teacher Appreciation Week Coordinators
Family Reading Night	McTeacher Night	Trash 4 Cash (Box Tops/ Campbell Labels/
Fun Fair	Original Art Works	Coke Rewards/ Capri Sun / Swiss Valley)
Health / Fitness Night	Playground	Tutor Coordinator
Historian	Retailers	Volunteer Coordinator
	Room Parent Coordinator	Wrapping Paper
	Santa Shoppe	Yearbook

(Section 4) Committee chairs should submit a Business Plan prior to the event and a Benefit Report at the conclusion.

(Section 5) Special committees are formed to provide a specific service or purpose as defined by the Executive Board. The Executive Board may create such special committees as it may deem necessary to promote the objects and carry on the work of the organization. Special committees shall fulfill all requirements of a standing committee, and are dissolved upon completion of the event.

(Section 6) Before a special committee may become a standing committee, the chairperson must provide a Benefit Report at the general PTO meeting.

(Section 7) The President shall be a member ex-officio of all committees except the Nominating Committee.

ARTICLE IX

Meetings

(Section 1) The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the academic calendar and announced in advance.

(Section 2) Members present at a duly called meeting shall constitute a quorum. Every effort should be made to notify the general PTO membership in advance of agenda items that will be voted upon at the upcoming meeting.

ARTICLE X

Fiscal Year

(Section 1) The fiscal year of this organization shall begin August 1 and end July 31.

ARTICLE XI

Amendments

(Section 1) These bylaws may be amended at any regular meeting of the organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

(Section 2) A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a general meeting of the organization. The requirements for adoption of a revised set of bylaws shall be given at least 30 days prior to the meeting at which the bylaws are voted upon.

ARTICLE XII

Parliamentary Authority

(Section 1) Robert's Rules of Order, Newly Revised, shall govern the organization in all cases in which they are applicable and in which they are consistent with these bylaws.

Presented for approval of Membership 4/7/2010 Accepted 4/7/2010

At least 2 Executive Board signatures and 2 witnesses must sign in order for bylaws to be adopted.

President *Rochell McKeener*

Vice President *Cynthia Walte*

Treasurer *Kim Henderson*

Asst Treasurer

Secretary *Janine Idstein*

First Witnessed by *John M. Fawcett*

Second Witnessed by *Noelle Foy*