

# ADMIRAL BYRD SCHOOL PARENT TEACHER ORGANIZATION (PTO)

Admiral Byrd School  
265 Wellington  
Elk Grove Village, Illinois 60007

## Constitution and Bylaws (Revised October 14, 2009)

### Article I      Name and Objective of Organization

- Section 1      The name of the organization shall be the Admiral Byrd School Parent Teacher Organization. The word *organization*, when used in this document, refers to the Admiral Byrd School Parent Teacher Organization.
- Section 2      The objectives of this organization shall be (1) to provide an opportunity for joint involvement among parents, teachers, and administrators regarding the programs and policies of the school, the school district, and the community; (2) to supplement the education process with enriching experiences for the physical, social, mental, and cultural welfare of all students.
- Section 3      This organization is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- Section 4      Upon the dissolution of this organization, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purpose.

### Article II      Policies

- Section 1      The organization shall be non-commercial, non-sectarian, non-partisan, and non-profit.
- Section 2      The organization may cooperate with other organizations and agencies active in child welfare provided the organization makes no commitments that bind the organization.
- Section 3      The organization shall not encourage the use of children as door-to-door solicitors.
- Section 4      The organization shall not actively endorse or campaign for any political candidate or party.

Section 5 The organization shall cooperate with the administrative activities and policies of the school and School District 59, providing they do not conflict with the objectives of this organization.

Section 6 The organization's fiscal year is determined to be July 1 to June 30.

**Article III** **Membership**

Section 1 Membership shall include parents or guardians of any children enrolled in Admiral Byrd School, as well as any Admiral Byrd School Faculty and Staff persons. Members must be willing to uphold the objectives and bylaws of this organization.

Section 2 Membership shall be from the first day of the school year to the first day of the following school year.

Section 3 All members are eligible to vote.

**Article IV** **Officers and Elections**

Section 1 The officers of this organization, known as the Executive Board, shall be as follows: President, Vice-President, Secretary, Treasurer, Ways and Means Chairperson, and School Principal. Co-positions are allowed in each office, with the exception of treasurer, with each officer entitled to one vote.

Section 2 No member shall be eligible for the office of President who has not served at least one term on the Executive Board, Service or Ways and Means chair person of this organization, with the exception of an individual joining an existing Executive Board member as a co-chair.

Section 3 A nominating committee shall be established in February at the February general meeting. It shall consist of one member from the Executive Board and two from the membership, selected by the membership present. The School Principal shall act as advisor.

The Nominating Committee shall present a slate of officers at the March general meeting. Nominations may be made from the floor at the March general meeting provided the nominee is present and gives consent.

The Nominating Committee will provide specially printed ballots to be sent to the membership, thus beginning the election. Ballots shall be returned to the School Principal. Votes shall be counted with a majority of the Nominating Committee present and with the School Principal in attendance. The process of distributing ballots and counting votes shall be completed within two weeks following the March general meeting.

If, at the March general meeting, nominees run for an office uncontested, then these offices may be approved by a majority of the membership present during this meeting. The newly elected Executive Board will be announced by the May general meeting and terms will begin July 1.

Section 4 When a vacancy occurs in the office of President, the Vice-President will become the President for the remainder of the term. Other vacancies occurring in office shall be appointed by a majority of the Executive Board.

Section 5 No member shall be placed on the ballot, or elected without his/her consent.

**Article V** **Responsibilities of Officers**

Section 1 The **President** shall prepare an agenda for and preside over all general and executive meetings of the organization. The President shall be an ex officio member of all committees, except the Nominating Committee. The President shall attend or delegate another member of the Executive Board to attend and report on the President's Council of District 59. The President shall serve as a liaison for the membership and uphold the bylaws of this organization.

Section 2 The **Vice-President** shall perform the duties of the President in the absence of that officer and shall act as aid to the President. The Vice-President shall be an ex officio member of all non-fund raising activities. The Vice-President will serve as timekeeper at the general meetings (when necessary) and facilitate the collection of Room Fund fees.

Section 3 The **Secretary** shall record and maintain the minutes of all executive and general meetings. The Secretary shall publish the minutes of the general meetings of the organization, including attendance records, in a timely manner after the general meetings.

Section 4 The **Treasurer** shall receive all monies of the organization and keep accurate record of receipts, deposits, and expenses and pay approved expenditures. All non-budgeted disbursements over \$25.00 shall be approved by a majority of the Executive Board before payment. The organization's bank signature card will have two signatures, the President and Treasurer. Monthly bank statements will be accessible to both the Treasurer and the President. That chairperson will count any and all monies, received by any committee chairperson from any event, and that amount is to be recorded on a report form, which is to be given to the Treasurer with the funds. The Treasurer is to prepare a Final Ways and Means Report in conjunction with the Ways and Means Chairperson to be presented to the President at the May general meeting. The Treasurer of Record is responsible for preparing the books for audit at the close of the fiscal year and filing the organizations tax return with the IRS by the filing deadline. The IRS tax file submission deadline is the 15<sup>th</sup> day of the 5<sup>th</sup> month following fiscal year end.

Section 5 The **Ways and Means Chairperson** shall oversee all fund raising activities and preside over the Ways and Means Committee meetings. The Ways and Means Chairperson shall report to the Executive Board on the activities of the Ways and Means Committee, which shall be subject to approval by the Executive Board. The Ways and Means Chairperson shall collect final reports from all Ways and Means committee members in charge of specific fundraisers. The Ways and Means Chairperson is to prepare a Final Ways and Means Report in conjunction with the Treasurer to be presented to the President at the May general meeting.

Section 6 The **School Principal** shall be an ex officio member to all committees and be a liaison between the organization and the School District 59 Administration.

- Section 7 All outgoing officers shall assist newly elected officers in making the transition into office and provide records of the past year of information pertaining to their office.
- Section 8 By July 31, the books will be prepared for audit to be conducted by an audit committee or qualified tax preparer. Upon completion of the audit, the books will be turned over to the new Treasurer. Financial and meeting minute records for this organization will be maintained for three fiscal years.
- Section 8a Annual close of the organization's books will be presented to the Executive Board to include the fiscal year end report, balanced bank statement, all completed required tax forms and record of completion of IRS tax filing by July 31.
- Section 9 The Executive Board shall prepare a proposed budget, to be submitted for approval by the general membership at the first general meeting of the school year.

**Article VI** **Meetings**

- Section 1 General meetings of this organization shall be held a minimum of six times between September and May, at a time to be designated by the Executive Board and 1/3 of the membership.
- Section 2 Special meetings may be called by the Executive Board or at the request of 1/3 of the membership.
- Section 3 The membership present at any designated meeting of the organization shall constitute a voting body to make any constitutional changes and pass motions.
- Section 4 The general meetings shall be open to the general public, but the privilege of voting, holding office, and making motions shall be limited to members.

**Article VII** **Service and Ways and Means Committees**

- Section 1 Service Committees are defined as committees that offer a service to the school community and are not involved in fundraising for the organization. Service Committees report all planned activities to the Vice President to be presented to the Board and membership.
- Section 2 Ways and Means Committees are defined as committees that raise funds to support the functions of the organization. Ways and Means Committees report all planned events and financial activities to the Ways and Means Chairperson to be presented to the Board and membership.
- Section 3 The roles and responsibilities of the Service and Ways and Means Committees are defined in the organizations Committee Roles and Responsibilities document.

**Article VIII** **Constitution and Bylaws**

- Section 1 The Constitution and Bylaws of this organization may be amended at any general or specific meeting of the organization by a vote of a majority of members present, provided notice of the proposed amendment has been given at the previous meeting or by letter at least seven days prior to the meeting.

Section 2 This Constitution shall be reviewed at the end of every even numbered school year.

**Article IX Disbanding of the Organization**

Disbanding of the organization requires previous notice to all members and a 2/3 vote of a majority of members present at a regular or special meeting of the membership called for that purpose. Notice of the proposed disbandment must be given at the previous meeting or by letter at least seven days prior to the scheduled meeting for that purpose. Article 1, Section 4 of this Constitution, defines Executive Board duties of Dissolution.

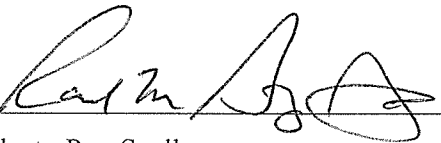
**Article X Parliamentary Authority**

Simplified parliamentary procedures based on Roberts Rules of Order shall govern this organization.

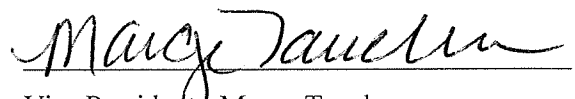
Bylaws Adopted: September 1992 (Oldest records on file as of October 14, 2009)

Bylaws Revised: March 10, 1994, 1996, April 1997, April 1998, May 2002, October 2004, November 2006, August 2008

This Constitution and Bylaws of the Admiral Byrd Parent Teacher Organization were revised on this day October 14, 2009 by unanimous vote of 2/3 majority of the membership present.



President: Ray Szull



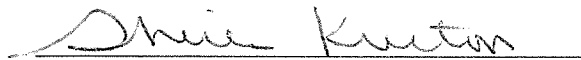
Vice President: Marge Taucher



Secretary: Michelle McCorry



Treasurer: Beth Falejczyk



Ways and Means Chairperson: Sheila Kveton