

BYLAWS OF THE
ERICKSON ELEMENTARY
PARENT-TEACHER ORGANIZATION

ARTICLE I – NAME

The name of this organization shall be the Erickson Elementary Parent-Teacher Organization. We will abide by the Articles of Incorporation issued by the State of Illinois as stated in Article IV of those Articles.

ARTICLE II – GOALS

The goals of the Erickson Elementary Parent-Teacher Organization shall be:

To bring into close relationship the home and school so that parents, teachers, and the administration may closely work together in the total education of the child.

To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and cultural education.

To enhance the educational experience by providing additional equipment, materials, and financial support through fundraising efforts.

ARTICLE III – BASIC POLICIES

Section 1

The goals of the Erickson Elementary Parent-Teacher Organization shall be promoted through an educational program directed toward parents, teachers, and the general public; shall be developed through conferences, committees, and projects; and shall be governed and qualified by the basic policies set forth in this article.

Section 2

This organization shall be non-commercial, nonsectarian, and nonpartisan. This organization shall not endorse commercial enterprise or a candidate. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern

or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 3

The Erickson Elementary PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of their activities to attempt to influence legislation by propaganda or otherwise. However, if the quality of education is at risk, the PTO may take an official stand and establish sub-committees to work in that area. These committees would report to the Board.

Section 4

The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies. The Board reserves the right to question the use of any financial support requested.

Section 5

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.

ARTICLE IV – MEMBERSHIP

Section 1

Any person with a child currently enrolled in Erickson Elementary may become a member upon payment of dues as hereinafter provided. Members of this organization must be willing to uphold the organization's basic policies and subscribe to its bylaws.

Section 2

An annual enrollment of members shall be conducted. Additional members shall be accepted at any time.

Section 3

The membership year will be from the beginning of the students' school year to the beginning of the next. Any person joining during the year shall pay dues for the current year.

Section 4

Dues for membership shall be assessed annually, which shall include one telephone directory per family.

Section 5

Only a paid up member of this organization shall be eligible to participate in business meetings, vote for election of officers, and hold office after completion of a one year term as a PTO Board member, vote for bylaws or chair positions.

ARTICLE V – PTO BOARD

Section 1

The Board shall consist of the officers of the organization and the chairperson/co-chairperson of standing committees. Non-voting honorary board members are the Principal and Vice Principal.

Section 2

The Board shall:

- a) Transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization.
- b) Create standing committees
- c) Approve plans of work of the standing committees.
- d) Present reports and recommendations at the meetings of the organization.
- e) Approve and submit to the organization for their approval a budget, including the necessary expenses of the officers and committees, prepared by the Treasurer. Accompanying the budget shall be a financial statement of the revenues and expenditures of the previous year.

Section 3

The Board will approve routine bills within the limits of the budget.

Section 4

Regular meetings of the Board will be held monthly.

Section 5

Special meetings of the Board may be called by the President.

ARTICLE VI – EXECUTIVE BOARD

Section 1

The Executive Board of this organization shall consist of the following officers: a President, Vice President, Secretary, and Treasurer.

Section 2

The Executive Board shall:

- a) Appropriate monies for the non-income generated expenditure in the amount of \$300.00 or less that requires immediate attention.
- b) Prepare a proposed budget to present to the PTO Board for approval.

ARTICLE VII – ELECTIONS OF EXECUTIVE BOARD

Section 1

- a) There shall be an Election Committee of a minimum of three to five PTO Board members to coordinate candidates for positions on the Executive Board. The committee shall be obtained through a volunteer sign-up sheet, set up by neighborhoods, if possible, at the February meeting. In the event the committee is not fully formed; the President shall be sure to maintain and/or solicit for no more than one representative from each neighborhood, if possible, prior to the March meeting.
- b) Candidates must be current members of the Erickson Elementary PTO, with children currently attending Erickson Elementary.
- c) At the March meeting, an opportunity will be given for nominations from the floor and/or by written notice (see Article XII).
- d) Presentation of the slate will be given at the April meeting and no further nominations will be taken, unless no one has been nominated.

Section 2

- a) Officers shall be elected by written ballot every year (see Section 4) by the highest number of votes of the members present. If there are two or more candidates for the same office, it will be decided by secret ballot, as overseen by the Election Committee (see Article XII). Voting rights are given on a one-per-family basis, with a paid membership. If there is but one member for any office, upon a motion from the floor, the election may be by voice.

Section 2 cont'd

- b) Officers shall assume their official duties at the close of the regular meeting at the end of the year, and shall serve a single two-year term.
- c) A person shall not be eligible to serve two consecutive terms in the same office.
- d) Any officer elected or appointed by the Board may be removed by a two-thirds vote of the PTO Board present whenever, in its judgment, the best interests of the organization would be served thereby. Such removal shall be without prejudice to the person so removed. Notice must be given to all Board members three days prior to the meeting.
- e) There will be no absentee voting allowed. All members must be present to vote.

Section 3

A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the Executive Board and who is a current Board member, and approved by a two-thirds vote of the Board present at the meeting. Notice of such appointment shall be given to the membership.

Section 4

Nominations and elections shall be staggered with the objective of retaining two of the four PTO Executive Board for the new school year.

Each school year, the PTO members shall elect to the Executive Board one of the following slates of nominees (i.e., either Slate A or Slate B) as selected by the nominating committee: Slate A – President and Secretary to serve concurrently for a term of two years; or Slate B – Vice President and Treasurer to serve concurrently for a term of two years.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the organization, the Executive Board, and be a member ex-officio of all committees and coordinate the work of the officers and committees in order that the goals may be promoted.

Section 2

The Vice President shall preside in the absence of the President and shall act as aide to the President. The Vice President will also be the Scholarship Committee chairperson.

Section 3

The Secretary shall record the minutes of all meetings of the organization, the Executive Board, and perform such other duties as may be delegated to him or her and have the responsibility of typing and distribution of the minutes of the monthly meetings.

Section 4

The Treasurer shall:

- a) Receive all monies of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget as authorized by the Board.
- b) Read a statement of accounts at every meeting of this organization and prepare a written monthly statement of accounts for distribution at monthly meetings.
- c) Present a written financial statement upon request of the organization and at other times as requested by the Executive Board, making a full report at the last Board meeting.
- d) The Treasurer's books shall be examined annually by a committee of not less than three members (or an auditor) who, satisfied that the Treasurer's annual report is correct, shall sign a statement at the end of the report certifying its correctness. The auditing committee shall be appointed by the Executive Board at least two weeks before the general meeting.
- e) All monies shall be placed in a depositor approved by the Board.

Section 5

All officers shall deliver to their successors all official material as well as a complete written report of the responsibilities of their position at the last general meeting.

ARTICLE IX – COMMITTEES**Section 1**

Such committees shall be created by the Board as may be deemed necessary to promote goals and carry on the work of the organization. The chairpersons/co-chairperson may be chosen by the President from volunteers secured by public announcement of committee openings.

Section 2

The chairperson/co-chairperson of all committees shall present plans of work to the Board at monthly meetings when the committee is active or upon request.

Section 3

Each chairperson shall submit a detailed committee report in triplicate within thirty days of conclusion of their event.

ARTICLE X – MEETINGS**Section 1**

A general meeting of this organization shall be held on the day designated by the Board for the purpose of electing the Executive Board.

Section 2

Special general meetings may be called by the Executive Board. Three days written notice must be given.

Section 3

The last meeting of the school year shall be the meeting at which time the annual reports are given.

Section 4

The majority of the membership present including the majority of officers shall constitute a quorum for the transaction of the business of this organization.

ARTICLE XI – AMENDMENTS**Section 1**

A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws upon a majority vote at a meeting of the organization.

Section 2

These bylaws may be amended at any Board meeting of the organization by a two-thirds vote of the members present and voting, provided at least thirty days notice of the proposed amendment(s) shall have been given to the membership. A time limit of five minutes of debate shall be set for each article.

ARTICLE XII – ELECTION COMMITTEE GUIDELINES

- a) One person should be made Election Committee Chairperson.
- b) Prior to the March meeting, written forms will be sent out to each Board member in search of persons interested in becoming a candidate.
- c) After the March meeting, if there are any open positions, it is the responsibility of the Election Committee to seek out individuals qualified to run as a candidate for the May elections.
- d) The Election Committee will review, confirm eligibility and obtain consent of all nominees, verbal and written.
- e) It is the responsibility of the Election Committee at the April meeting to present the Slate of Officers. All consenting members for a position will be presented on that slate. Publication of the slate presented, must be made in the Erickson Express by the following week. In addition, one week prior to the elections held during the May meeting, that same slate shall be published in the Erickson Express.
- f) It is the responsibility of the Election Committee to create the paper ballot to be used in the event that there are two or more nominees per position.
- g) At the May meeting, it is the Election Committee's responsibility to sign in and check all members prior to each person being handed a ballot. This is to confirm that they are paid members and that only one ballot is being given per family. Membership must be paid, in full, prior to the May meeting.
- h) It is the responsibility of the Election Committee to tally all ballots and present the election results by the end of that meeting.