

DISTRICT 102 FOREST ROAD SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

The Mission Statement of District 102, a community dedicated to the future of its children, is to ensure that all students achieve academic excellence while promoting their personal and social growth by:

- *attracting and retaining excellent teachers and providing means for their continuing development,
- *providing a relevant, challenging and comprehensive curriculum,
- *challenging all students to discover and develop their interests and talents,
- *developing self-worth, open- mindedness, respect for diverse points of view and responsibility,
- *developing working partnerships among home, school, and community.

ARTICLE I – Name

The name of this organization shall be the Forest Road School Parent Teacher Organization (hereafter referred to as “PTO”), a non-profit organization in Elementary School District 102.

ARTICLE II – Objectives

The objectives of the PTO shall be:

1. To promote the Mission of District 102.
2. To promote and encourage a closer relationship between the home and the school so parents and teachers may cooperate in the basic educational development of the child and address the needs of the school for the benefit of all students.
3. To encourage the responsible and informed participation of parents in school issues. The PTO will inform all PTO members at large of any and all issues affecting or involving District 102 in school, local, and general elections.
4. To develop between educators and the general public such united efforts as to secure for every child the highest advantages in intellectual, social, emotional and physical education.

ARTICLE III – Basic Policies

Section 1: The PTO shall be non-commercial, non-sectarian and non-partisan, except as permitted in paragraph 5 below.

Section 2: The PTO shall work with the school and community to support improvements in the quality education for all children and youth and shall seek to participate in the decision-making

process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the State and District 102 Boards of Education.

Section 3: The name of the PTO or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the objectives of the organization.

Section 4: The PTO will sponsor fundraising activities as its main source of income to support its many activities.

Section 5: The PTO, and members in their official capacities, will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. The PTO may support organizations which have as a primary activity the seeking and interviewing of candidates for election to the School District's Board of Education, but may not engage in the support of, or in opposition to, any candidates who may emerge from that process.

Section 6: All Committee chairperson or member shall submit contracts to the PTO Executive Board for review and approval prior to signing any contracts with a company.

ARTICLE IV – Membership and Dues

Section 1: Any parent or guardian of a student currently enrolled at Forest Road School (hereafter referred to as "Forest Road") and willing to uphold the policies and subscribe to the Bylaws of the PTO shall, upon payment of dues, as hereinafter provided, be recognized as an official member (hereafter referred to as "Member") of the PTO. School staff are automatically Members, but, based solely on their status as staff, shall not be liable for dues.

Section 2: Dues for membership shall be determined annually. Membership benefits include the telephone directory, the privilege of holding office and introducing motions, debating and voting at PTO meetings, as hereafter defined in Article V.

Section 3: An annual enrollment of Members shall be conducted. Additional parent/guardian Members shall be accepted at any time, upon full payment of dues.

Section 4: The membership year shall run from August 1st to July 31st of each year.

ARTICLE V – Meetings of Membership

Section 1: Meetings shall be held monthly, September through May, unless otherwise provided by the Executive Board, as hereafter defined.

Section 2: The agenda will be posted at least 24 hours prior to scheduled meetings and shall be posted on the PTO E News (as hereafter defined) and at Forest Road. The agenda may be

supplemented or modified at the meeting upon the duly adopted motion of any Member, or at the direction of the President of the PTO (as hereafter defined).

Section 3: The Members present shall constitute a quorum for the business of the PTO. Unless otherwise required by law or these Bylaws, any measure submitted for action by the membership shall be moved and seconded and deemed carried if it receives the “yes” vote of a majority of the Members present and actually voting. An abstention will not be considered to be a vote in determining whether a motion carries or fails.

ARTICLE VI – Amendments to Articles I – VII and Bylaw Review

Section 1: These Bylaws may be amended at any regular meeting of this organization by a majority of the Members present.

Section 2: Review of these Bylaws shall take place in closed meeting during the winter or as determined necessary. The Board shall review the Bylaw Review Committee’s recommendations at the subsequent PTO meeting. The adoption of the Bylaws, as revised, shall take place immediately upon approval.

Section 3: The President and Executive Vice-President shall be the chairperson of the Bylaw Review Committee.

ARTICLE VII – The Executive Board and Its Election

Section 1: The executive board shall consist of the duly elected officers of the PTO and the principal of the school. The officers of the organization shall be a President (or Co-), an Executive Vice-President (or Co-), one or more Vice-Presidents, a Secretary (or Co-) and a Treasurer. These Officers, together with the Principal of Forest Road, shall be known as the Executive Board.

Section 2: These officers should be elected annually at the April meeting by a majority of the Members who are present. Sections 3-6 below details how candidates are slated. If there is only one candidate for each office, by motion from the floor, the election may be by voice. In the event of more than one candidate, a paper ballot vote shall be taken. Executive Board positions shall be for a term of two years. No individual shall serve for more than two consecutive years in the same capacity; provided however, at the discretion of the Executive Board, together with the approval of the voting Membership, a term of office for an Officer may be extended.

Section 3. Nominations for officers shall be made by a Nominating Committee which shall comprise: the Principal of Forest Road, PTO representative at large, two PTO committee chairpersons, retiring executive board member. With the exception of the principal, the members of the nominating committee shall be selected by the PTO Executive Board by the end of January.

Section 4. At the beginning of February, open PTO Executive Board positions for the following school year should be announced in the e-news. Interested persons should be instructed to contact the Nominating Committee by the end of February. The Nominating Committee shall compile a list of persons interested and contact each to explain the duties and answer any questions. Only members of the Nominating Committee shall contact prospective candidates. If no one expresses interest in a PTO position by the end of February, the President and Executive Vice-President shall solicit prospective candidates.

Section 5. This Nominating Committee will then meet at the end of March to select one candidate for each open office. In selecting candidates, the Nominating Committee shall take into account the prospective candidate's previous PTO experience. After the Nominating Committee selects its candidates for nomination, it shall contact each candidate selected to get her/his consent to have her/his name placed into nomination.

Section 6. In early April, the Nominating Committee shall provide its list of candidates to the VP Communications to include in an e-news before the April meeting. This should include the notation that additional nominations may be made from the floor, provided consent of each candidate has been obtained before his/her name is placed into nomination.

Section 7: A vacancy occurring on the Executive Board during the Membership Year shall be filled by appointment of the President with approval of the Executive Board. The appointment will serve the unexpired term.

Section 8: Executive Board officers' job descriptions shall be kept as part of these Bylaws.

ARTICLE VIII - DUTY OF OFFICERS

Section 1: The President (or Co-) shall be the chief executive officer of the organization. The President shall have general charge and supervision of the PTO and shall perform the duties pertaining to the office designated in the job description, amended from time to time. This includes but not limited to, the conducting of all regularly scheduled monthly meetings (hereafter referred to as the "Chair") and all Executive Board meetings. The President is authorized to create special committees and appoint members of that committee, including the committee head. The President shall represent the organization at all district meetings and Principal's meetings to which the President is invited to attend and shall ensure representation at the District Roundtable meetings.

Section 2: The Executive Vice-President (or Co-) shall support the activities of the President and help wherever needed. In the event the President cannot attend a meeting as described in paragraph 1 of this Article, the Executive Vice- President (or Co-) shall preside in the President's place. The Executive Vice-President (or Co-) shall provide support and directly oversee the satisfactory completion of those PTO activities designated in the job description, amended from time to time. The Executive Vice-President (or Co-) has the responsibility to fill all committee

chair positions for the following year with the help of the Vice-Presidents (or Co-) of Fundraising and Social.

Section 3. The Vice-Presidents (or Co-) of Fundraising and Social shall act as aides to the President (or Co-) and Executive Vice President (or Co-) and help perform the duties related to overseeing the satisfactory completion of those PTO activities designated in the job description, amended from time to time. The Vice-Presidents (or Co-) of Fundraising and Social shall assist the Executive Vice-President (or Co-) in filling the committee chair positions for the following year.

Section 4. The Vice-President of Communication shall directly oversee the satisfactory completion of those PTO activities designed in the job description, amended from time to time.

Section 5: The Secretary shall directly oversee the satisfactory completion of those PTO activities designated in the job description, amended from time to time. This includes but is not limited to: keep a correct record of all meetings of the PTO and of the Executive Board and issue to PTO E News. The Secretary shall attend Executive Board Meetings and assist the President and Executive Vice-President (or Co-) as needed.

Section 6: The Treasurer shall be the custodian of all funds of the PTO from whatever source derived, shall make all PTO deposits to the appropriate financial institutions, and shall write checks for all approved PTO expenses. The Treasurer shall prepare and present the budget (as hereafter defined) to both the PTO and to the Superintendent. The Treasurer shall prepare and submit to the PTO monthly financial statements illustrating both actual and budgeted amounts. The Treasurer shall work with all committee heads and attend any PTO function that requires the Treasurer's presence. The Treasurer shall attend Executive Board Meetings and assist the President and Executive Vice-President (or Co-) as needed.

ARTICLE IX - Budget

Section 1: The President (or Co-), the Executive Vice-President (or Co-), the Principal, the Secretary and the Treasurer shall create a Budget for presentation at the September PTO meeting. They shall review the previous year's Budget prior to creating the Budget. The Budget shall reflect planned spending for the PTO's fiscal year (hereafter referred to as the "Fiscal Year") which shall begin on August 1st and end on July 31st of each year.

Section 2: The Treasurer shall present an Operating Budget at the September PTO meeting and it shall be approved by a majority of the Members present as provided in Article V.

Section 3: Any expenditures not approved in the Budget shall be brought before the PTO, with an estimate of the expense, for approval of the Members, as provided in Article V.

Section 4: Funds budgeted for various accounts payable shall be held only for the PTO's Fiscal Year. After that time, any remaining funds shall be placed in the general fund to be incorporated into the following year's budget unless otherwise designated for a specific purpose. Items budgeted for and not paid out by the end of the Fiscal Year may be held over as an approved special designated expense (hereafter referred to as "Designated Expenditures") until the accounts have been reconciled, prior to creating a new Budget. All committee chairpersons shall give an accounting of all outstanding expenses to the Treasurer by June 15th of said school year.

Section 5: A Financial Review Committee composed of three members shall be appointed by the President at the April meeting of the Board. The Financial Review Committee shall review the accounts of the Treasurer, after the close of the Fiscal Year and shall report their findings at the September PTO Budget Meeting. The Financial Review Committee shall consist of not less than one member of the Executive Board, but may not have more than two members of the Executive Board serving, and provided further, the Treasurer may not be a member of the Financial Review Committee. The Financial Review Committee shall also consist of at least one at-large member.

Section 6: A non-budgeted payout of more than \$100.00 requires the immediate action between PTO Meetings shall be authorized by a simple majority vote of the Executive Board. The vote and circumstances of the non- budgeted payout shall be presented to the Members at its next Meeting.

ARTICLE X - Gifts and Donations

Section 1: Gifts and donations shall be made at the discretion of the Executive Board. Gifts to Forest Road shall be made within the guidelines provided by the Board of Education concerning expenditures by school parent organizations. These District guidelines are appended by these Bylaws. Any request for funds may be made in writing or verbally.

Section 2: Gifts or donations may be made to Members in the event of the loss of a loved one. Such gifts shall be made upon the approval of the Members as provided in Article V.

ARTICLE XI - Committees

Section 1: The President, together with the consent of the Executive Board, shall have the responsibility of establishing all committees ("Committee") for the School Year. The Executive Vice-President (or Co-) shall name the chairperson or chairpersons for each of these Committees after generally soliciting names of volunteers from the Members.

Section 2: The Chairperson of each Committee shall be responsible for passing along details on his/her committee to the new Chairperson in May.

Section 3: The President may establish any other committees during the School Year as needed, following approval by the Executive Board.

ARTICLE XIII - Disposition of Assets

At such time as the PTO ceases to function, the Executive Board shall use all remaining funds in its Budget, or in any accounts that it may hold as an organization, first to pay all outstanding accounts payable including all Designated Expenditures. In the event that any funds shall thereafter remain, such funds shall be transferred to a successor organization as designated by the Executive Board. In the event that no successor organization is created, such funds shall be transferred in their entirety to Forest Road School. Any such transfer is subject to all applicable state and federal laws including, but not limited to, laws governing not-for-profit organizations.

Approved 1/16/18