

**BYLAWS**  
OF THE ROBERT FROST  
PARENT TEACHER ORGANIZATION  
ROBERT FROST ELEMENTARY SCHOOL DISTRICT 59

**Article I: Name**

The name of the organization shall be known as Robert Frost Elementary School District 59 Parent Teacher Organization (otherwise referred to as "Robert Frost PTO").

**Article II: Purpose/Mission**

The organization organized exclusively for charitable, education or scientific purposes within the meaning of Section 501(3) of the Internal Revenue Code. The purpose and mission of this organization shall be: (1) to provide an opportunity for better communication between administration, teachers, and parents regarding programs and policies of the school, school district, and the community, (2) to supplement with enriching experiences for the welfare of all the students, and (3) to foster a cohesive bond between the family and school environment.

**Article III: Policies**

1. The organization shall be noncommercial, nonsectarian, and nonpartisan. The organization agrees to follow the District 59 Board of Education policy regarding their involvement in political activities. The organization shall not directly or indirectly participate or intervene in any political campaign.
2. This organization shall cooperate with schools to enhance learning in ways that support school administration.
3. This organization may cooperate with other organizations supporting children, but persons representing this organization shall make no commitments that bind the organization.
4. This organization shall prohibit the use of children as door-to-door solicitors.

**Article IV: Membership and Dues**

1. The PTO shall conduct an annual enrollment ~~drive but~~ may admit members at any time.
2. The membership year shall be from September 1 ~~to August 31~~
3. All members shall have the privilege of making motions. Voting rights shall be limited to officers of the PTO Executive ~~Committee~~, which is elected by the membership at the last meeting of the pervious school year.
4. ~~Additional committees~~ may be chaired ~~by Executive Committee members~~ and may consist of ~~general~~ members and ~~Executive Committee~~ members, with the president acting as an ex officio member.

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5. Persons holding an elected or appointed position in the PTO must be a member in good standing.
6. A minimum donation for membership dues shall be set for the following year by the Executive Committee at the end of each school year.

**Article V: Financial Records/Audit**

An audit of the PTO financial records will take place annually after the closure of the books in May/June. An Audit Committee will be comprised of at least two representatives from the PTO Executive Committee, exclusive of the Treasurer, and one representative from the general membership.

**Article VI: Nominating Committee and Elections**

Officers of this organization shall consist of the President, Vice President, Recording Secretary and Treasurer. These officers comprise the Executive Committee. Officers shall assume their official duties at the first Executive Committee meeting each year and serve for a two-year term commencing July 1 through June 30 of the following year. The President and Treasurer may not serve for more than two consecutive terms.

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The authorization to enter into contracts or agreements with any groups, organizations, or individuals for services or performances shall be limited to the School Principal, in consultation with the President/Vice-President in accordance with the Community Consolidated School District 59 policy.

No member or officer shall have the authority to enter into any agreement on behalf of Robert Frost Elementary School or the Community Consolidated School District 59.

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**Article VII: Meetings**

The Executive Committee and/or general membership shall hold at least one regular meeting every other month, during the months September through June. The day and time for the meeting shall be adopted for the following year by the majority vote of the Executive Committee at the May meeting. Meetings may be cancelled, or additional regular meetings scheduled, by a majority vote of the Executive Committee. Notice of all changes shall be posted as notice, in the absence of an emergency, to the membership at least (5) five days prior to the meeting.

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All members are encouraged to participate by sharing ideas, views, and opinions at meetings. Executive Committee members are required to attend all meetings.

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Committee meetings shall be held at each chairperson's discretion.

**Article VIII: Officers and Their Duties**

The PRESIDENT shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be an ex-officio member of all committees of the organization. An ex officio member is one who becomes a member of a committee not through the regular election process but by virtue of another position that she/he holds. The PRESIDENT shall prepare an agenda for, and preside over, all meetings of the organization.

The VICE-PRESIDENT shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

The RECORDING SECRETARY shall keep minutes of all proceedings and shall have charge of all correspondence. The Recording Secretary shall provide printed copies of the minutes to the Principal at monthly meetings and provide communication to the school population.

The TREASURER shall be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and deposit such funds in such banks or other organizations as are selected by the Executive Committee. Funds shall be deposited into said account, within 48 hours of receipt, by the treasurer.

The Treasurer shall issue disbursements for all approved expenditures and keep accurate records of same. The Treasurer shall issue a monthly report, reconcile monthly bank statements, and prepare a year-end report in preparation for the annual audit. Monthly reports will be presented by the Treasurer at each general membership meeting. The Treasurer shall disburse funds in accordance with the budget as approved and authorized by signed vouchers. Vouchers shall be signed by the committee chairperson and the President. Invoices and vouchers shall be submitted to the Treasurer on a timely basis. The Treasurer shall issue checks as needed. All checks shall be signed by the Treasurer and the President or Vice-President or Secretary.

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To be eligible to serve on the Executive Board, a person must commit to serve for two years or until his /her child is no longer enrolled at Robert Frost Elementary School.

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No loans shall be made by the organization to its officers or members.

#### Article IX: Standing Committees

Such standing committees as deemed necessary to promote the objectives and carry on the work of the organization shall be created by the Executive Committee. All standing committee activities will have Executive Committee approval prior to implementation. The chairperson of each committee shall recruit the members for his/her committee. Each standing committee chairperson shall keep written records of committee work and procedures for the year and shall give these records to the President at the end of the year for the use of incoming Chairpersons.

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#### Article X: The Budget

A proposed budget shall be drafted by the Treasurer and Executive Committee prior to the September meeting for adoption by the incoming Executive Committee and membership. The budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the Executive Committee.

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#### Article XI: Parliamentary Authority

Simplified parliamentary procedures based on "Robert's Rules of Order"

#### Article XII: Bylaws

The initial Robert Frost Elementary School Parent Teacher Organization Bylaws, dated November 2, 2015, shall be approved by a 2/3 vote of the membership present at the November 2015 general monthly meeting.

These Bylaws shall be reviewed by the Executive Committee on an as needed basis, prior to the general meeting in September. Any proposed revision shall be presented and voted upon at the September general meeting.

If any of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Community Consolidated School District 59 School Board, they shall be deemed null and void and the decision of the School Board shall, in all cases, control.

**Article XIII: Repeal**

All present, existing, or former Bylaws of the parent teacher association or organization for Robert Frost Elementary School, District 59 are hereby repealed and superseded by these Bylaws.

**Article XIV: Disbanding/Dissolution of the Organization**

Upon dissolution of this organization, this organization 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 manner, or to such organization or organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify for an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code ( or the corresponding provision of any future United States Internal Revenue Law), as the organization shall determine.

Accepted:

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Jean Goldrich, President

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Veronica Rosales, Vice President

**Deleted:** Astrid Kowalczyk

**Deleted:** Margaret Bomba

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Sherri Goszcynski, Secretary

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Margaret Bomba, Treasurer

**Deleted:** Jean Goldrich

**Deleted:** Georgia Doris