

# **DIMMICK PTO BYLAWS**

Revised February 2011

## **ARTICLE I: NAME**

The name of the organization is the Dimmick Parent Teacher Organization (PTO), of 297 North 33<sup>rd</sup> Road, LaSalle, IL 61301. This is a local unit.

## **ARTICLE II: OBJECTIVES**

Section 1: The objectives of the PTO are as follows:

- A. To Promote the welfare of our children in the home, school, and community. To secure for all children the highest advantages in physical, mental, social and spiritual education.
- B. To strengthen the relationship between home and school, so that parents and teachers may cooperate intelligently in the education of our children.
- C. To plan activities and events that support district efforts to provide a high quality education for all students.

## **ARTICLE III: BASIC POLICIES**

Section 1: The following are the basic policies of this PTO:

- A. The organization shall operate under the guidelines set forth in these bylaws.
- B. The organization shall be noncommercial, nonsectarian and nonpartisan.
- C. The organization shall work with the school to provide quality education for all children, and shall participate in the decision making process of establishing school policy. Members also recognize that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- D. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, or for any purpose not relating to the promotion of the objectives as stated in Article II. This includes any political campaigns or endorsements, and all activities associated with such.

### **Section 2: PTO Communications Home**

- A. Other noted items: The Dimmick office staff will assist in distributing PTO materials as long as they are received at least a day prior to distribution and have been approved by the executive committee and Superintendent.

## **ARTICLE IV: PTO FUNDS (Includes Booster Funds)**

- Section 1: PTO funds will only be used for goals set by the organization as outlined in these bylaws. The PTO does not engage in fund raising for any purpose other than school sponsored programs or organizations where our students receive direct benefits.
- Section 2: No bills are to be paid by the treasurer until they have been authorized by the executive committee or the president as outlined in these bylaws.
- Section 3: All expenses in excess of \$500.00 must have two signatures and be pre-approved by the superintendent. Any such request should be submitted at least 14 days prior to the PTO meeting in which the expenditure will be voted on.
- Section 4: Fundraisers will be limited to 3 major events per year. Student sale fundraisers are prohibited.
- Section 5: Monthly receipt and expenditure statements for all support organizations should be presented at the PTO meeting and a copy of those statements submitted to the superintendent.

## **ARTICLE V: MEMBERSHIP**

- Section 1: Membership is open to all families and teachers of the students at Dimmick School.

## **ARTICLE VI: OFFICERS AND ELECTIONS**

- Section 1: Election of Officers:
- A. The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, and a Head Room Parent.
  - B. Officers shall be elected annually in April, by ballot if more than one nominee, by show of hands if only one nominee.
  - C. Officers shall assume their official duties in May and shall serve for a term of one year or until their successors are elected and assume their duties. An officer shall not be eligible to serve more than two consecutive terms in any one office. If no other candidate can be found, the term will be extended for a third year only.
  - D. There shall be a nominating committee consisting of three members: One appointed from the executive board (president excluded) to serve as chairperson, and two shall be elected by the general members at least four weeks before the April election.
  - E. The nominating committee shall select at least one nominee for each office and present their report at the April meeting. Following the report of the nominating committee additional nominations will be accepted from the floor. Only those who have consented to serve if elected shall be eligible for nomination by the committee or from the floor.

Section 2: Office Vacancies:

- A. Should a vacancy occur in the office of president, the vice-president shall assume the office of president until the term expires.
- B. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board. Notice of the election shall be given to the general membership.

## **ARTICLE VII: DUTIES OF OFFICERS**

Section 1: The duties of the president are as follows:

- A. To preside at all general meeting and the executive committee.
- B. To appoint special committee(s).
- C. To execute such duties as may be assigned by the organization or the executive committee.
- D. To coordinate the work of the officers and committees to assure the objectives are being promoted.

Section 2: The duties of the vice-president are as follows:

- A. To act as aid to the president for the duties described in Article VII, Section 1.
- B. To execute the duties of the president for the duties described in Article VII, Section 1.
- C. To serve as program chairperson.

Section 3: The duties of the secretary are as follows:

- A. To record the minutes of all meetings of this organization and the executive committee.
- B. To conduct correspondence of the organization as directed.
- C. To complete such other duties as may be delegated.

Section 4: The duties of the treasurer are as follows:

- A. To receive all moneys of the organization to be placed in a depository approved by the executive committee.
- B. To pay out funds according to the approved financial plan as authorized by this organization and in compliance with Article IV.
- C. To maintain an accurate record of receipts and expenditures.
- D. To present a written financial statement at every general meeting, or at the request of the executive committee. A full report shall be presented at the annual April meeting.

Section 5: The duties of the Head Room Parent are as follows:

- A. To assign volunteers to serve as room parents for each class.

- B. To coordinate teacher appreciation luncheons, classroom parties, field day and similar events.

Section 6: All officers shall perform the duties outlined in these bylaws, and those assigned from time to time. The officers will deliver to their successors, all official material within thirty days following the end of the school year.

## **ARTICLE VIII: EXECUTIVE COMMITTEE**

Section 1: The executive committee shall consist of the officers of this organization and the principal of the school.

Section 2: The duties of the executive committee are as follows:

- A. To transact necessary business in the intervals between PTO meeting and any other business as may be referred to it by the organization.
- B. To prepare the agenda, reports, and recommendations for the general meetings.
- C. To develop a financial plan to serve as a guide for the year. The plan will include activities arranged by the PTO, expenditures and suggestions for raising the necessary funds. The plan may be amended by a majority vote at any PTO meeting.

Section 3: Meetings shall be held on an “as needed” basis as called by the president. A quorum, for the transaction of business, shall be three officers.

## **ARTICLE IX: SPECIAL COMMITTEES**

Section 1: The president, the executive committee, and the membership can create such special committees as may be necessary for the work of this organization. The chairperson can either volunteer, or be selected by the president.

Section 2: The chairperson of each committee shall present a written plan of action to the executive committee and superintendent for approval. No PTO funds shall be committed, nor committee work begun, without the consent of the executive committee. A progress report by the chairperson will be presented at general meetings.

Section 3: All planned PTO events and activities must be finalized at least two weeks prior to the scheduled event and the information must be submitted to the office.

## **ARTICLE X: MEETINGS / VOTING**

Section 1: Regular meeting so the PTO shall be established by the executive committee during the school year. Sufficient notice shall be given to all members.

Section 2: Issues must be voted on by the PTO at regularly scheduled meetings. Once the vote is taken, the PTO is expected to follow through according to the majority vote.

Section 3: A meeting in April shall be the ANNUAL meeting when the election of officers are held, and the financial reports are present.

## **ARTICLE XI: AMENDMENTS**

Section 1: These bylaws may be amended at any general meeting of the PTO, by a two-thirds vote of the members present. Notice of the proposed change-must be given at the previous meeting, in writing, if requested.

Section 2: A committee may be appointed to submit a revised set of bylaws, to replace the existing bylaws, by a majority vote at a general meeting or by two-thirds vote of the executive committee. However, the requirements for the adoption of a revised set of bylaws by the PTO shall be the same as in Section 1 for amendments.