

# **Wilmette Village-Wide Parent-Teacher Organization**

## **Bylaws**

### **ARTICLE I**

#### **OBJECTIVES AND POLICIES**

The objectives and policies of the Wilmette Village-Wide Parent-Teacher Organization (the "PTO") shall be:

- Section 1. To advance the welfare of our children in the school community and to promote a closer, collaborative relationship among the home, the school and the community at large.
- Section 2. To enhance communications, participation, cooperation and foster innovation among the various parent-teacher associations/organizations, the Wilmette Education Association, the District 39 Administration and the Board of Education.
- Section 3. To refrain from taking part in partisan politics or sectarianism.
- Section 4. To leave matters of school administration to the elected and appointed officials of the Wilmette Public Schools, District 39 ("District 39"). The PTO reserves the right to express opinions as to those matters.
- Section 5. To cooperate, when desirable, with other organizations within the community areas included in District 39 or any other community.

### **ARTICLE II**

#### **GOVERNING BODY**

Section 1. This organization shall have no members at large. The governing body of this organization shall be the Board of Directors ("Board"). The Board shall consist of directors comprised of the following:

- a. The officers of the organization, as described in Article III;
- b. The chairpeople of standing committees of the organization, as described in Article V;
- c. The Superintendent or Acting Superintendent of District 39;

- d. A representative of the faculty of District 39 as selected by the Wilmette Education Association or its successor organization;
- e. A representative from the Board of Education of District 39; and
- f. The Presidents and President-Elects of the parent organizations from each school (kindergarten and above) within the District 39 attendance area (“Member School”).

Section 2. Officer and standing committee chairperson positions may be shared by more than one person, in which case all persons sharing the position shall constitute members of the Board.

Section 3.

- a. Each officer and standing committee chairperson, other than the President, shall have a term of one year unless otherwise stated herein; provided, however, that officers and chairpersons are encouraged, but not required, to serve two years in the same position.
- b. The President shall have a term of two years.
- c. Any past Presidents of the organization may remain a non-voting member of the Board.

**ARTICLE III**

**OFFICERS AND DUTIES**

Section 1.

- a. The **President** shall preside at all meetings of the Board; shall be an *ex officio* member of all committees; shall execute documents on behalf of the organization; and shall appoint special committees as s/he deems necessary pursuant to Article V, Section 5.
- b. The **President** shall perform such other duties as may be assigned by the Board in order that the objectives and policies of the organization may be achieved.

Section 2. The Vice-Presidents shall act as aides to the President.

- a. The **First Vice-President, Bylaws**, shall be responsible for bylaw review on a two-year cycle. This includes the production of the document and distribution to the Board. S/He shall conduct President duties and Board meetings in the absence of the President.
- b. The **Second Vice-President, Student Enrichment and Fine Arts**, shall coordinate forums with the enrichment and fine arts chairs of all Member Schools, at least twice a year or more often as determined by the representatives. S/He shall facilitate development of cultural enrichment programs and act as a central resource of information on current enrichment programs available to all Member Schools’ enrichment committees.
- c. The **Third Vice-President, Directory**, shall (i) act as a liaison between the school directory coordinators of Member Schools and District 39 central office personnel and shall communicate with school directory coordinators as necessary to streamline the compilation of directory data and

printing directories; (ii) manage vendor relationships both print and online, including negotiating contracts on behalf of Member Schools, and (iii) serve as a resource for Directory Chairs, including setting rollout calendar with Directory Chairs, developing training materials for Directory Chairs, templates for communicating with parents, and answers to frequently asked questions.

Section 3. The **Secretary** shall record the minutes of all meetings of this organization, shall conduct correspondence of the organization and shall perform such other duties as may be delegated by the President.

Section 4. All officers shall:

- a. Perform such additional duties as the Board may from time to time assign to them.
- b. Maintain a record of all information and materials pertinent to the position and submit a final job report prior to the May meeting in the year in which his/her service in that position is ending. This report should be given to the President for the PTO's files and to the successor in the office.
- c. Deliver all official material to their successors at the May meeting.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, First Vice-President, Bylaws, Second Vice-President, Student Enrichment, Third Vice-President, Directory, Secretary and the Superintendent of District 39.

Section 2. Meetings shall be held at the call of the President or of a majority of the full Board.

Section 3. The Executive Committee may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the full Board.

## **ARTICLE V**

### **STANDING COMMITTEES**

Section 1. The standing committees of this organization shall be Civics and Safety, Communications, Community Review Committee ("CRC") Liaison, District 39 Educational Foundation ("Foundation") Liaison, Environmental Awareness, Parent Association for Student Services in District 39 ("PASS39") Liaison, Family Action Network ("FAN") Liaison, Hospitality, Youth Connection, Service Learning and Outdoor Classroom.

Section 2. Standing committees shall be composed of the general chairpeople elected by the Board and all chairpeople (if any) of the corresponding committees of the school parent teacher organizations of each Member School.

Section 3. The duties of the standing committee chairpeople and their committees shall be as follows:

a. Civics and Safety - Shall focus on promotion of safety and shall plan a unified safety program in conjunction with Police and Fire Departments and a representative from District 39 administration to be carried out through the Member Schools and the community. This committee shall meet regularly with the representatives of the corresponding committees of Member Schools.

b. CRC Liaison - Shall represent the PTO at meetings of the CRC, shall attend all meetings of the CRC and participate in the discussions and deliberations and shall report to the Board. (CRC is a committee composed of parents, teachers, administrators and citizens who work in an advisory capacity to the District 39 Board of Education by researching specific topics that will lead to improvements in teaching, learning, or managing the District's operations.)

c. Foundation Liaison - Shall represent the PTO at meetings of the Foundation, shall attend all meetings of the Foundation and participate in the discussions and deliberations, and shall report to the Board. (The Foundation acquires and grants resources to expand, enrich and complement educational opportunities for the students, staff and District 39 community.)

d. Environmental Awareness - Shall develop programs that enrich student environmental education and support related curriculum; shall assist in implementing green events and programs; and shall work with other PTA/O committees to help make their events "green." Will be responsible for promoting green programs throughout the year, especially during Environmental Awareness Week (autumn) and Earth Day/Week (spring). The overall goal is to increase awareness and provide suggestions for action. The committee shall meet at least twice during the school year.

e. PASS39 Liaison – Shall represent the PTO at meetings of PASS39, shall attend all meetings of PASS39, participate in the discussions and deliberations, and shall report to the Board. (PASS39 is composed of parents, staff and community members who facilitate and promote communication and teamwork between parents of children who receive special education support services in District 39 schools and District 39 staff.)

f. FAN Liaison - Shall represent the PTO at FAN presentations and FAN Board meetings, providing input on potential topics for programs and helping publicize FAN activities. Shall provide information to the PTO about upcoming FAN programs. (FAN is a parent-run, New Trier Township based organization that provides lectures, programs, and information on parenting and social issues.)

g. Hospitality - Shall plan the end of year lunch sponsored by the PTO.

h. Youth Connection – Shall represent the PTO at Youth Connection meetings and planned activities. (Youth Connection is a non-profit organization that helps 5<sup>th</sup> through 8<sup>th</sup> grade youth living in the Wilmette area rise to the challenges of early adolescence by providing social, recreational, and academic programs and community service opportunities.)

i. Service Learning -- Shall focus on promotion and execution of service learning, and shall promote the general awareness of service learning and service opportunities. The committee shall meet with the representatives of the corresponding school committees of Member Schools as necessary during the school year.

j. Outdoor Classroom -- Shall focus on promotion and execution of learning, enrichment and service in the Member Schools' outdoor classrooms. The committee shall meet with the representatives of the corresponding school committees of Member Schools as necessary during the school year.

k. Communications -- Serve as a liaison between the Member Schools' communication teams and the District 39 Technology Department when needed; conduct an annual survey of Member Schools' communications programs (to be shared with the Presidents and communications chairs of the Member Schools); and provide an opportunity, as needed, for sharing communications ideas and models among the various schools, including identifying areas where support is needed. In addition, the Communications chair will be responsible for PTO postings on the District 39 website, which should include: PTO meeting dates, contact list and job descriptions; PTO Bylaws; and PTO meeting minutes.

Section 4. In addition to the specific duties set forth in Article V, Section 3, all standing committee chairpeople shall:

a. Perform such additional duties as the Board may from time to time assign to them.

b. Submit in advance of each meeting a written report to the President and/or Secretary, except when new information or an important issue should be presented in an oral report at the meeting of the Board.

c. Maintain a record of all information and materials pertinent to the position and submit a final job report prior to the May meeting at which her/his service in the position will end. This report should be given to the President for the PTO files and to the successor in the office.

d. Deliver all official material to their successors at the appropriate May meeting.

Section 5. Special committees for a specific purpose may be created by the President, subject to the approval of the Board. Such committees shall continue to serve until the specific purpose has been accomplished or until abolished by the Board.

## **ARTICLE VI**

### **MEETINGS AND VOTING**

Section 1. There shall be an annual joint Board meeting of old and new Boards during the month of May, at which time there shall be held the election of officers and standing committee chairpeople for the ensuing year.

Section 2. Regular meetings of the Board will be held generally according to the listings in the District 39 calendar as determined by the President. Special meetings may be held upon notice, either by mail, email, or by telephone, from the President, or from three other duly elected officers of the PTO. Notice of a special meeting must be given at least five days before the date on which the meeting is to occur.

Section 3. At regular Board meetings, a majority of members shall constitute a quorum.

Section 4. Each Board member shall be entitled to one vote, provided s/he is present at the place and time of voting.

Section 5. Any action that may or is required to be taken at a meeting of the Board may be taken without a meeting if consent in writing, setting forth the action to be taken, shall be approved by a majority and signed by all of the members of the Board. A consent may be signed in counterparts. The action taken shall be effective when all Board members have signed the consent unless the consent specifies a different effective date. Pursuant to Section 101.80(p) of the Illinois General Not For Profit Corporation Act of 1986, a consent transmitted or received by electronic means shall constitute a valid consent in writing.

## **ARTICLE VII**

### **ELECTION OF OFFICERS AND COMMITTEE CHAIRS**

Section 1.

a. Officers and chairpeople of the standing committees shall be elected annually by the Board in the month of May.

b. Officers and chairpeople of the standing committees shall assume their official duties at the close of the May meeting and shall serve until their successors are elected and assume their duties.

c. A person shall not be eligible to serve more than two consecutive years in the same office; officers are encouraged, but not required, to serve two years in one position. In the event that an officer requests to remain in office for one additional year that officer will present reasons for extension of term. The current officers will decide upon the extension with a vote at the May Board meeting.

d. Consecutive elected service on the Board shall be limited to four years. Any person who is a member of a Member School's parent organization shall be eligible to hold an office. Presidents and Presidents Elect of such constituent parent organizations are not elected officers or chair people of the Board and therefore are not subject to either the two-year in office restriction or to the four-year consecutive service restriction.

Section 2.

a. Nominations for all officers and for chairpeople of the standing committees shall be made by the Nominating Committee.

b. The Nominating Committee shall consist of one representative from each Member School's parent organization who either is not currently serving on the Board or whose term expires at the end of the year and two members of the Board selected by the President. The President shall appoint the chairperson of this Committee and shall sit as a non-voting advisor. This Committee shall be selected no later than the Winter Board meeting, with the slate to be presented at least 21 days before the May Board meeting.

c. The Nominating Committee shall select one nominee for each open position unless that position will be shared pursuant to Article II, Section 2, and shall publish its slate at least 21 days prior to the May Board meeting. In determining whether or not a position will be shared the Nominating Committee shall take into consideration the aggregate number of Board members.

d. At the May Board meeting, the slate of the Nominating Committee shall be presented for election. Additional nominations for each office to be elected may be made and seconded from the floor prior to voting only if 15 days prior to this meeting notice shall have been received of the intention to nominate the named person to the office. The notice shall be in writing, signed by five Board members, and sent to the President with a copy to the Secretary at their residences. Written permission of the prospective nominee shall have been secured and included.

e. Voting for the election of officers shall be by voice vote, show of hands, or written ballot, whichever shall be determined by the presiding officer.

Section 3. A vacancy occurring in any position shall be filled for the unexpired term by a person appointed by the President and approved by a majority vote of the remaining members of the Board.

## **ARTICLE VIII**

### **EXPENDITURES AND ASSETS**

Section 1. The expenditure of PTO funds shall be made upon approval by a majority of the Board.

Section 2. All monies of the PTO shall be placed in depositories approved by the Board. Checks may be signed either by the President or First Vice-President, Bylaws.

Section 3. In the event of the dissolution of the PTO, the Executive Committee shall, after paying all liabilities of the PTO, dispose of all remaining assets of the organization to another organization that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 or any successor legislation.

## **ARTICLE IX**

### **AMENDMENTS**

These bylaws may be amended by a majority vote of the Board members present and voting at any meeting of the Board provided that the members of the Board have been given notification of the proposed changes at least five days prior to the meeting.

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