

# Bylaws of Tremont District 702

## Parent Teacher Organization

**I. NAME.** The name of the organization shall be the Tremont District 702 Parent Teacher Organization. Hereinafter referred to as Tremont PTO.

**II. PURPOSE.** The purpose of the Tremont PTO shall be to aid the students, faculty and staff of Tremont District 702 in their educational and recreational needs. Through fund-raising and family activities, we will promote an open communication between the administration, faculty, parents and the community to enhance our children's educational environment. Although serving the 3 schools of the District, the primary focus of the Tremont PTO will be on the needs and enrichment of Tremont Elementary School.

The Tremont PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

### **III. MEMBERSHIP.**

A. Regular Membership. All parents and/or legal guardians of students who currently attend Tremont District 702 schools shall be eligible for membership in the Tremont PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the Tremont PTO, and shall have the right to vote or to hold office.

B. Honorary Membership. All parents and/or legal guardians of former students and former faculty or staff of Tremont District 702 schools shall have the right to participate in the Tremont PTO as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

C. Faculty Membership. All faculty and staff who currently are employed Full-time at Tremont District 702 schools shall be eligible for membership in the Tremont PTO. Faculty Members shall have the right to, and are encouraged to attend and participate in all meetings and activities of the Tremont PTO. Faculty Members shall have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative positions on the Executive Board.

### **IV. MEETINGS**

A. Regular Meetings. At least six (6) General Membership Meetings of the Tremont PTO shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting and published on the District Web page Tremont702.net as well as through email from one of the school administrative assistants.

B. Special Meetings. Additional meetings of the Tremont PTO may be called, either by vote of the Executive Committee or by petition of a majority of the Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting on the District Web page ([www.Tremont702.net](http://www.Tremont702.net)) as well as through email from one of the school administrative assistants.

C. Quorum. Three members of the Executive Committee present at any scheduled PTO meeting shall constitute a quorum necessary for the transaction of business of the Tremont PTO.

D. Voting. A majority vote of the Members present at any meeting shall be required for all action to be taken by the Tremont PTO.

F. Meeting Procedure. Rules contained in Robert's Rules of Order Newly Revised shall govern the Tremont PTO in all cases in which they are applicable, and in which they are not in conflict with these By Laws.

Meeting will include the following information:

- \*Welcome of Members
- \*Call to Order
- \*Reading / Distribution of minutes of the previous meeting
- \*Treasurer's report
- \*Principal's report
- \*Committee Reports
- \*Old Business
- \*New Business
- \*Announcements
- \*Adjourn

## V. OFFICERS

A. Positions. The officers of the Tremont PTO shall consist of a **President, Vice President, Secretary, and Treasurer**. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

B. President. The President shall be the principal executive officer of the Tremont PTO 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 Tremont PTO. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Tremont PTO. To be eligible to serve as President, a person must have been a Member of the Tremont PTO for at least one year. The President shall serve as one of two authorized signatories of Tremont PTO checks.

C. Vice President. The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee including but not limited to maintaining the P.T.O. bulletin board.

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive a list of Regular Members, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee. The Secretary shall be responsible for publicity for all events of the Tremont School PTO and shall act as a liaison between the school and the media. The Secretary shall publicize P.T.O. General Meetings and assist event coordinators in publicizing events by creating and distributing reminders through various media venues. A standard email address will be established and used for official communication.

E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the Tremont PTO and shall receive and give receipts for monies due and payable to the Tremont PTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all donations as are established by the Tremont PTO and shall certify to the Secretary an accurate list of the

Members of the Tremont PTO. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall serve as one of two authorized signatories of Tremont PTO checks.

F. Faculty Representatives. There shall be a Faculty Representative position available on the Executive Committee. The Teacher Representatives will act as advisor and liaison between school staff and P.T.O. Executive Committee. These positions are **voluntary** and/or may be assigned by the school principal or left unassigned if no willing parties are available.

G. The Principal. The Tremont Grade School Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Tremont Grade School.

H. The Superintendent. The Tremont District 702 Superintendent retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Tremont District 702.

## VI. ELECTIONS.

A. Procedure. The election of officers shall take place during the Spring General Membership Meeting each year; typically in April. All Members of the Tremont PTO may participate in the election. Nominations may be received from the floor with nominees consent. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning on June 1 and ending on May 31 of each year. A person may be elected to the same or other office for more than one term.

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Members and otherwise eligible to serve in the office.

D. Selection. A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the un-expired portion of the term. However, should a vacancy occur in the office of the President, the Vice President should immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

## VII. EXECUTIVE COMMITTEE

A. General Powers. The Executive Committee shall manage the affairs, activities and operation of the Tremont PTO. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Tremont PTO.

B. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and one (1) faculty representatives. The Faculty representative is to be selected by the Principal.

The principal of the school and the chairpersons of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Members of the Tremont PTO. Any member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the regular members and Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

## VIII. STANDING AND SPECIAL COMMITTEES

A. Standing Committees. The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Current Standing Committees fall under the following categories:

**Fundraising:** Boxtops for Education, SchoolKidz supply kits, Walk-a-thon, Santa Breakfast and Workshop

**Community Engagement:** Teacher/Staff appreciation, Spirit Gear, Superhero 5K, Restaurant nights, Scholastic Book Fair

**Information:** Parent Directory

Those who chair Standing Committees shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## IX. FINANCES

A. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This 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 membership. In addition, an annual meeting shall be set with the District Superintendent and the Executive Committee, at a mutually convenient time, to present and discuss budgetary issues.

B. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Tremont PTO. The officers shall have the authority, to enter into such agreements on behalf of the Tremont PTO or Tremont District 702, for those activities authorized by the Executive Committee.

C. Loans. Tremont PTO shall make no loans to its officers or members.

D. Commercial Paper. The Treasurer and President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Tremont PTO. Two signatures will be required for all payment transactions.

E. Bank Deposits. The Treasurer shall deposit all funds of the Tremont PTO to the credit of the Tremont PTO in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

F. Capital Expenses. Any expenditures over \$250.00 for fixed assets or enhancements, must be approved by a vote of the Executive Committee.

G. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the Tremont PTO and shall prepare a final report at the close of the school year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

H. Cash Handling. At any event in which cash is collected, at least 1 representative of the Tremont PTO Executive Committee will be in attendance in addition to the Treasurer for verification of counting.

I. Fiscal Year. The Fiscal year for the Tremont PTO will run congruent with the school district July 1 to June 30.

#### X. MEMBERSHIP DONATIONS

A. Amount. There shall be no fee attached with membership of the Tremont PTO.

XI. **AMENDMENTS**. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

XII. **AUTHORITY**. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Tremont 702 School Board, they shall be deemed null and void and the decision of the Tremont 702 School Board shall, in all cases, control.

These Bylaws were ratified by the Superintendent of Tremont 702 on

 7-5-17

These Bylaws were and introduced to membership on July 12, 2017 and shall take effect immediately.