

**Parent Teacher Organization (PTO)  
By-Laws and Constitution  
(Adopted May 11, 2009)**

**Willard Elementary School  
River Forest, Illinois**

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**Article I. NAME**

The name of the organization shall be the Willard Parent Teacher Organization of River Forest, Illinois (the "PTO").

**Article II. PURPOSE**

It is the purpose of the PTO to create a community of parents, educators and students working together to enrich the mind and spirit of each Willard child. In pursuit of this goal, the PTO will offer programs that enhance student education, provide social interaction among members of the Willard School community and support community service projects. The PTO will engage in fundraising to support these programs and to provide additional financial support for approved projects that enhance the school environment.

**Article III. POLICIES**

Section 1. Non-Sectarian, Non-Commercial, Non-Partisan. The PTO shall be non-sectarian and non-commercial and will maintain a non-partisan position in local, state and federal elections.

Section 2. Authority. The PTO shall not seek to direct the administrative activities of the school, or to control its policies.

Section 3. Inurement of Income. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

**Article IV. MEMBERSHIP AND DUES**

Section 1. Membership. Members of the PTO will consist of every parent or guardian whose child attends Willard Elementary School, all faculty members, and the administrative staff ("General Membership").

Section 2. Membership Dues. The organization shall authorize and collect membership dues to be used for the operation of the organization. The amount of dues to be collected shall be determined by the PTO Board. Annual dues cover the period of July 1 to June 30, which coincides with the PTO's fiscal year.

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**Article V. OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

Section 1. Officer Positions. The officers of the Willard PTO are as follows and also serve as members of the Executive Committee:

- a. Co-Presidents (2)
- b. VP(s) (1 or more)
- c. Secretary (1 or 2)
- d. Treasurer (1 or 2)
- e. Liaison to District 90 School Board (1 or 2)

Section 2. Terms. The Co-Presidents will be elected to serve a two-year term. All other officers will be elected to serve a one-year term. New officer terms and former officer terms shall end on June 30 following an election. A person shall not be eligible to serve more than two consecutive years in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office

**Article VI. DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

Section 1. Co-Presidents. The Co-Presidents shall:

- a. preside at all Board meetings, Executive Committee meetings, and at meetings of the general membership;
- b. plan and publish dates of scheduled PTO meetings;
- c. call special meetings, as needed, providing at least three days notice;
- d. sign contracts and documents approved by the Board;
- e. have signature authority with the Treasurer to write checks; and co-sign all checks with the Treasurer that are over \$1,000;
- f. present a budget of the organization's revenues and expenses for approval at the annual Fall Meeting.

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- Section 2. VP(s) The VP(s) shall coordinate PTO communications, PTO volunteers and technology issues. Additional VP roles may be created upon recommendation by a Co-President and approval from the PTO Board.
- Section 3 The Secretary(s) shall:
- a. take, record and distribute minutes of all Executive Committee and PTO Board meetings and keep a copy of the minutes in the PTO handbook;
  - b. maintain telephone, e-mail and address information for the Board;
  - c. send out written notices of PTO meetings.
- Section 4 The Treasurer(s) shall:
- a. receive and disburse funds in accordance with the policies of the PTO, and contingent upon Board approval;
  - b. obtain a Co-President signature on checks \$1,000 and over.
  - c. maintain complete and accurate records of all financial transactions; furnish monthly financial reports at Board meetings;
  - d. maintain copies of contracts and certificates of insurance for vendors;
  - e. make financial records available to an Audit Committee;
  - f. prepare the annual PTO budget for submission to the Executive Committee.
- Section 5. The Liaison(s) to District 90 School Board shall attend all District 90 School Board meetings and make regular reports to the PTO Board.

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**Article VII. PTO BOARD AND DUTIES**

- Section 1. Membership. Members of the PTO Board shall consist of the officers of the organization, the chairpersons of Standing Committees, the principal of the school and one or more teachers designated by the faculty. The fiscal year of the PTO Board runs from July 1 through June 30. The term year of PTO Board members runs from July 1 following their election through June 30 of the following year.
- Section 2. Meetings. Meetings of the PTO Board shall be set by the Co-Presidents, and the District Council shall be notified to avoid conflicts. Special meetings may be called by the president or by a majority of the PTO Board provided five days notice is given.
- Section 3. General Duties of the PTO Board. The duties of the PTO Board shall be to:
- a. transact the necessary business of the PTO, in accordance with the policies established by the PTO;
  - b. create standing committees and special committees as deemed necessary;
  - c. approve the plans of the committees;
  - d. present reports at PTO meetings for information and action;
  - e. submit a budget for the upcoming fiscal year to the General Membership for approval;
  - f. review and monitor the spending of funds on a continuous basis throughout the school year;
  - g. appoint an auditor before the Annual Meeting to audit the Treasurers account;
  - h. to elect the Officers and Standing Committee Chairs for the following year;

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i. in general, conduct the business and activities of the organization.

Section 4. Duties of Board Members. To allow the Board to act and operate as a fully informed, consensus-building organization that fulfills the purposes and policies of the PTO, each board member agrees:

- a. to keep the Co-Presidents apprised of their substantive decisions or actions;
- b. to provide timely and regular verbal or written reports to the PTO Board.

**Article VIII: NOMINATIONS, ELECTIONS AND VACANCIES**

Section 1. Elections. The election of Officers and Standing Committee Chairs shall take place annually at the Annual PTO Board meeting and be ratified by the general membership at a Spring meeting of the PTO board that will be announced. A Nominating Committee shall present a slate of Officers and Standing Committee Chairs for election, in the manner set forth in Section 3. below. Further nominations may be received from the floor during the meeting at which the election is to take place. The election of the slate, if non-contested, may be made by a voice vote. A simple majority of the votes cast shall constitute an election. Any contested election shall be made by written ballot.

Section 2. Vacancy. A vacancy occurring in an office shall be filled for the unexpired term by a person selected by the Co-Presidents, with final approval from the Board.

Section 3. Nominating Committee. Each year, prior to March 1, the Co-Presidents will appoint a Nominating Committee, comprised of two members of the Executive Committee body (excluding the Co-Presidents), and one or two members from the PTO Board, to serve on the Nominating Committee, with final approval by the PTO Board. The Nominating Committee will elect its own chair at the beginning of the first meeting.

The Nominating Committee shall select at least one nominee for each office to be filled and at least one chairperson for each of the

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standing committees. The committee shall contact all persons who will be nominated to confirm their willingness to serve and shall ensure that all nominees are otherwise eligible to serve in the office.

Section 4. Eligibility. If possible, the candidate nominated for president shall be a person who has served at least one year on the Executive Committee. If no present or former Executive Committee member is willing or able to act as co-president, the Nominating Committee may nominate a present or past Standing Committee Chair for the Co-President position.

For all other Officer or Standing Committee Chair positions, any person from the general membership can be a candidate and is eligible to fill the Officer or Standing Committee Chair position, provided the candidate has given explicit consent.

**Article IX: MEETINGS**

Section 1. Regular Meetings. Meetings of the PTO shall be held on dates designated by the PTO Co-Presidents.

Section 2. Written Notice. Written notice of all regular meetings shall be given at least five days prior to the meeting.

Section 3. Changes to Meeting Dates. Any of these meeting dates may be changed by appropriate action of the PTO or the PTO Board. Five days notice shall be given in writing prior to change of date.

Section 4. Special Meetings. Special meetings may be called either by the Co-Presidents or by petition of a majority of the PTO Board. Five days notice shall be given in writing prior to the date of a special meeting.

Section 5. Annual Meeting. An annual meeting of the PTO Board shall be held in the Spring of each year.

Section 6. Quorum. Seven members of the PTO Board constitute a quorum. The affirmative vote by a majority of PTO Board members at a meeting where there is a quorum is necessary for a PTO Board decision or action to be valid.

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Section 7. Conduct of Meetings. *Robert's Rules of Order Revised* shall be used as a guideline in the conduct of business meetings.

Section 8. Minutes. Minutes from the PTO meetings will be distributed to members of the PTO Board within two weeks after the meeting.

**Article X. EXECUTIVE COMMITTEE MEETINGS**

Section 1. Membership. Members of the Executive Committee shall consist of the elected officers: co-presidents, VP(s) of communications, VP(s) of volunteers, VP(s) of technology, secretary, treasurer, and liaison(s) to the District 90 School Board.

Section 2. Meetings. One or more of the Co-Presidents may call a meeting of the Executive Committee in the event unscheduled PTO business arises between scheduled PTO Board meetings, or if a Co-President otherwise feels a meeting of the Executive Committee is necessary to conduct PTO business. The Co-President(s) will give all Executive Committee members at least three days notice.

Section 3. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

**Article XI. STANDING AND SPECIAL COMMITTEES**

Section 1. Standing Committees. Standing Committees shall be created by the PTO Board as deemed necessary. The chairpersons of the Standing Committees shall be approved by the Board after being presented by the Nominating Committee.

Section 3. Special Committees. Special Committees may be created by the PTO Board or the general membership as the need arises. Such committees are created for a specific purpose and automatically terminate when their work is accomplished and a final report is submitted and accepted. The PTO Co-Presidents appoint the chairpersons of all Special Committees. The Chairperson shall report the plans and activities of the committee to PTO Board.

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Examples of Special Committees could be the Audit Committee, Nominating Committee, and By-Laws Committee.

**Article XII. FINANCES**

- Section 1. Fiscal Year. The PTO's fiscal year shall be consistent with the school district's fiscal year. The PTO fiscal year will begin July 1 and end June 30.
- Section 3. Budget. The Co-Presidents shall present to the general membership a budget of anticipated revenue and expenses for the fiscal year and have it approved by a majority vote of the members present. This budget shall be used to guide the activities of the PTO Board during the year. Any substantial deviation from the budget must be approved in advance by the PTO Board.
- Section 4. Annual Financial Statement. The Treasurer shall prepare a financial statement at the end of the fiscal year to be reviewed by the Audit Committee.
- Section 5. Review of Financial Statement by Audit Committee. The Audit Committee will consist of a member(s) of the PTO Board appointed by the PTO Board, excluding the Treasurer and Co-Presidents. If the committee is satisfied that the Treasurer's report is accurate upon successful completion of the audit, the committee member(s) shall sign a statement to that effect. No person having signature power may serve as auditor or on the Audit Committee.
- Section 6. Deposits/Disbursements. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trusts companies or other depositories as the Co-Presidents may select and shall make such disbursements as authorized by the PTO Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty days of the funds being received and/or upon receipt of properly approved orders of payment.
- Section 7. Obligations. The Co-Presidents may authorize any Officer to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

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- Section 8. Loans. No loans shall be made by the organization to its officers or members.
- Section 9. Commercial Paper. All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or Co-Presidents.
- Section 10. Insurance. The PTO will maintain general liability, bond and officer's liability insurance unless found it is not warranted by three quarters of the PTO Board.
- Section 11. Dissolution. Upon dissolution of this organization, after paying or adequately providing for the debts, disbursements and obligations of this organization, the remaining assets shall be distributed to Willard Elementary School. If Willard Elementary School ceases to exist, remaining PTO assets shall be distributed to District 90.

**Article XIII. AMENDMENTS**

- Section 1. Amendments. These by-laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present provided that notice of the proposed amendment shall have been included in a notice of that meeting.
- Section 2. Revised Set of By-Laws. A Special Committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws by a majority vote at a meeting of this PTO. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

**Article XIV. AUTHORITY**

- Section 1. If any part of these By-Laws shall conflict with the decisions, policies or procedures adopted by the District 90 School Board, they shall be deemed null and void and the decision of the District 90 School Board shall, in all cases, control.
- Section 2. These By-Laws were adopted by a two-thirds vote of the PTO Board during a meeting properly called on May 11, 2009.

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PTO Co-President  
Carmela Corsini

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PTO Co-President  
Karuna Rawal

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PTO Secretary  
Vicki Rohner