

**GROVE ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION  
BYLAWS**

Approved 05/01/2007

**ARTICLE I – NAME**

The name of this organization is the Grove Elementary Parent Teacher Organization (Grove PTO) of Normal, Illinois. This is a local PTO established by the parents and staff of Grove Elementary School. These bylaws define the purpose and structure of this organization.

**ARTICLE II – PURPOSES**

The purposes of this organization are:

- a. To promote the welfare of children and youth.
- b. To encourage communication between home and school.
- c. To provide financial assistance to supplement educational and extra-curricular programs.

**ARTICLE III – FISCAL YEAR**

The fiscal year of this organization shall begin on July 1<sup>st</sup> and end the following June 30<sup>th</sup>.

**ARTICLE IV – MEMBERSHIP**

- Section 1: Membership in this organization shall be open to the parents/guardians of children enrolled at Grove Elementary School and teachers who are interested in promoting the welfare of the children of this school.
- Section 2: This organization shall conduct an annual enrollment of members but may admit persons to membership at any time.
- Section 3: Only members of this organization shall be eligible to participate in business meetings or to serve in any elected or appointed positions.
- Section 4: A majority of the members present must vote to pass the annual budget or other fiscal transactions.

**ARTICLE V – OFFICERS AND THEIR ELECTION**

Section 1: Each officer of this PTO shall be a member of this PTO.

Section 2: Officers

- a. The officers shall be a President, a 1<sup>st</sup> Vice-President, and a 2<sup>nd</sup> Vice-President in charge of fundraising, a Secretary, and a Treasurer.
- b. Officers shall assume their official duties May 1<sup>st</sup> and shall serve a maximum two year term in the same office, unless the position cannot be filled.
- c. If an officer position cannot be filled by May 1<sup>st</sup>, the incumbent will be requested to remain for one additional term. (See Amendment Section 4)

Section 3: Nominations

- a. There shall be a Nominating Committee consisting of at least one member of the current PTO Executive Board, the current PTO president and the Principal.

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- b. The Nominating Committee shall select one nominee for each office to be filled and report to the April Board Meeting.
- c. Officer responsibilities will be shared with nominees prior to the April meeting.

**Section 4: Executive Board and Vacancies**

- a. The Executive Board may vote to remove any officer who fails to perform the duties of that office.
- b. In case a vacancy occurs in the office of President, the Vice-president shall serve as President for the unexpired term. A vacancy occurring in any other office shall be filled for the unexpired term by a person appointed by the Executive Board.

**ARTICLE VI – DUTIES OF OFFICERS**

**Section 1: The President shall:**

- a. Preside at all meetings of this organization and the Executive Board;
- b. Be a member ex-officio of all committees;
- c. Appoint members to special committees;
- d. Perform such other duties as may be assigned by the organization or the Executive Board;
- e. Oversee the work of the organization done by other officers or chairpersons as appropriate.
- f. May sign PTO checks.

**Section 2: The 1<sup>st</sup> Vice-President shall:**

- a. Assist the President;
- b. Perform the duties of the President in his/her absence;
- c. Chairs the Auditing Committee and presents auditing committee to officers for approval.
- d. Annually collects detailed chairperson committee information to pass on to the next year's chairs.

**Section 3: The 2<sup>nd</sup> Vice-President in charge of Fundraising shall:**

- a. Oversee all fundraising activities;
- b. Remain in contact with all fundraising chairpersons;
- c. Maintain fundraising calendar throughout the year.
- d. May sign PTO checks.

**Section 4: The Secretary shall:**

- a. Record the minutes of all meetings of this organization and the Executive Board.
- b. Have a current copy of the bylaws.
- c. Conduct correspondence of the organization as directed.
- d. Perform such other duties as may be assigned.

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- e. May sign PTO checks.

Section 5: The Treasurer shall:

- a. Receive all monies of this organization and keep an accurate record of receipts and expenditures;
- b. Place all monies in PTO account;
- c. Pay out funds in accordance with the budget approved by the membership and authorized by voucher. Checks shall be signed by any combination of the following two (2) persons, the President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer or the Principal. Checks that exceed the original budgeted amount by more than 10% must be approved by the PTO Officers and Principal;
- d. Present written financial statement at every meeting of the organization and at other times requested by the Executive Board, making a full report at the annual meeting in April;
- e. Provide the checkbook, all bank statements, canceled and voided checks, and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the Auditing Committee;
- f. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established.

**ARTICLE VII – EXECUTIVE BOARD**

Section 1: The Executive Board shall consist of the officers of this organization and the Principal of the school.

Section 2: Regular meetings of the Executive Board shall be held as needed during the school year, the time to be fixed by the Executive Board at its first meeting of the year. At least three (3) days notice shall be given if there is a change in the regular meeting date. Five (5) Executive Board members including at least two (2) officers shall constitute a quorum.

Section 3: The Executive Board shall:

- a. Transact necessary business in the intervals between meetings and such other business as may be referred to it by this organization;
- b. Present reports and recommendations to the regular meetings;
- c. Approve bills that exceed the budgeted line items or are new to the budget.
- d. Prepare and submit a budget for the year to be approved at the first general meeting in the fall.

**ARTICLE VIII – STANDING AND SPECIAL COMMITTEES**

Section 1: Only members of this organization shall be eligible to serve in any elected or appointed position.

Section 2: Special committees may be created by the Executive Board or the membership as the need arises.

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- Section 3: Chairs of committees will be appointed for the following year at the annual meeting in April.
- Section 4: The chairperson of each standing committee shall maintain detailed records of their work to be passed on to the next chairperson.
- Section 5: The financial records must be audited annually and upon change of Treasurer.
- Section 6: An Auditing Committee of at least three (3) members shall be appointed by the Executive Board at least four (4) weeks before the annual meeting in April. The committee shall examine the Treasurer's records and report its findings to the membership. By decision of the Executive Board, a professional auditor may be used.

**ARTICLE IX – MEETINGS**

Regularly scheduled meetings shall be held no less than four (4) times during the school year, Additional meetings may be scheduled by the Officers and Principal. The April meeting shall be the annual meeting where election of officers, appointment of chairpersons, as well as annual reports will be given.

**ARTICLE X – AMENDMENTS**

- Section 1: These bylaws may be amended at any regular meeting of this organization by majority vote of the members present provided that notice of the proposed amendment shall have been given at the previous regular meeting and/or written notice of the proposed amendment has been given to all members 15 days in advance of the regular meeting at which the amendment is to be considered.
- Section 2: A committee may be appointed to submit a revised set of bylaws as substitute for the existing bylaws by a majority vote at a meeting of this organization.
- Section 3: In the event of the dissolution of this organization, its assets shall be entrusted to the administration of Grove Elementary School.
- Section 4: Or the position can be filled.  
Grove PTO President:  
  
Grove School Principal:  
  
Witnesses: