
BYLAWS OF THE NORTHBROOK JUNIOR HIGH SCHOOL PARENT TEACHER ORGANIZATION

NORTHBROOK ELEMENTARY SCHOOL DISTRICT 28

ARTICLE I: NAME

The name of this organization is the Northbrook Junior High School Parent Teacher Organization (the “Northbrook Junior High PTO” or “PTO”), of Northbrook, Illinois, an Illinois corporation. This organization is a local PTO unit and is a member of the District 28 Parent Teacher Organization Council (“PTO Council” or “Council”).

ARTICLE II: OBJECTIVES

- A. To promote an environment in which every student has the opportunity to grow intellectually, socially and emotionally.
- B. To promote a close relationship between the home and the school, so that parents, guardians, teachers, school staff and school administrators may cooperate in the education and enrichment of the students.
- C. To raise funds for the benefit of the Northbrook Junior High School and its programs and activities.

ARTICLE III: POLICIES

- A. The Northbrook Junior High PTO shall be noncommercial, nonsectarian, and nonpolitical. It shall not endorse any commercial enterprises. Neither the name of the Northbrook Junior High PTO nor the names of its officers in their official capacities shall be used in connection with any commercial, sectarian, or political concern or for any purpose other than the regular work of the Northbrook Junior High PTO.
- B. The members of the Northbrook Junior High PTO shall work together to provide an

enriching environment for all Northbrook Junior High PTO students, but shall not establish school policy.

- C. The Northbrook Junior High 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.
- D. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP AND DUES

- A. All families of students and all staff members of Northbrook Junior High School shall be eligible to become members of the Northbrook Junior High PTO, and membership shall be made available without regard to race, color, creed, or national origin.
- B. The Northbrook Junior High PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.
- C. PTO membership shall be for a period of one year, concurrent with the school year. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one or more local PTO units upon payment of all inclusive dues, as required by the bylaws of each local unit.
- D. Only members of the Northbrook Junior High PTO who have paid dues for the current membership year may participate in the business of the PTO. The privileges of holding elective or appointed PTO office, making motions and voting regarding PTO business at meetings or otherwise shall be limited to such members.
- E. The annual dues for membership in the Northbrook Junior High PTO shall be recommended annually by the budget committee.

ARTICLE V: OFFICERS AND THEIR ELECTION

- A. The officers of the Northbrook Junior High PTO (the “Executive Committee”) shall be a president, a first vice-president, a second vice-president, a corresponding secretary, a recording secretary and a treasurer. These officers shall be elected by

ballot annually in the month of March at a regular PTO meeting. However, if there is only one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice. Officers, other than the treasurer, shall assume their official duties immediately following the close of the last regular meeting in May. The treasurer shall assume official duties during the summer upon the closing of the books from the prior fiscal year. All officers shall serve for a term of one (1) year or until their successors are elected.

- B. Only members of the Northbrook Junior High PTO whose dues have been paid shall be eligible to hold office. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. Anyone who serves more than one-half term shall be considered to have served that entire term.
- C. Nominations for officers shall be made by a nominating committee consisting of five (5) members, at least two (2) of whom shall be current members of the PTO Board. Nominating committee members shall be selected by the membership, president, and /or Executive Committee at a regular meeting at least two (2) months prior to the election. There shall be two (2) alternates selected at the same time who will serve if a nominating committee member is unable to attend the nominating committee meeting. The principal of Northbrook Junior High School may be present at nominating committee meetings, and may be a voting or nonvoting member at the principal's discretion.
- D. The nominating committee shall select one nominee for each office to be filled, and shall submit the list of nominees to the president and PTO Board of the Northbrook Junior High PTO at least ten (10) days before the March meeting. The consent of each candidate must be obtained before a name is placed in nomination. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before a name is placed in nomination.
- E. No one may be eligible to vote or to be elected an officer of the Northbrook Junior High PTO if they have not been a member of the PTO for at least thirty (30) days prior to the election. However, parents who have a student entering the Northbrook Junior High during the coming school year are eligible to be elected to an Executive Committee position following the procedures detailed above, if they have been members of the District 28 PTO where their students attend school for at least 30 days prior to the election, and providing they join the Northbrook Junior High PTO at the beginning of the next school year.
- F. If a vacancy occurs in the office of president, the first vice-president shall serve as president for the unexpired term. If the first vice-president is unable to serve, the second vice-president shall serve the unexpired term. 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 PTO Board, ten (10) days notice of such election having been given.

ARTICLE VI: DUTIES OF OFFICERS

A. The president shall:

1. preside at all meetings of the Northbrook Junior High PTO and its Executive Committee;
2. appoint members of the PTO to designated responsibilities including chairpersons and members of standing committees;
3. be a member ex-officio of all committees except the nominating committee and the audit committee;
4. appoint members to special committees and appoint special committee chairpersons;
5. appoint an audit committee of not less than three (3) persons, subject to the approval of a regular PTO meeting, not later than the May meeting;
6. have the authority to sign checks;
7. review and sign bank statements as needed before they are filed by the treasurer;
8. be familiar with the organization's bylaws and ensure that the bylaws are reviewed at least every two (2) years;
9. be responsible for other duties as may be assigned by the PTO Council, its president or its Executive Committee, including facilitating the exchange of information between the Northbrook Junior High PTO and the PTO Council;
10. delegate the work of the organization to other officers or chairpersons as may be appropriate;
11. coordinate the work of the officers and committees, so that the objectives of the Northbrook Junior High PTO may be promoted; and
12. serve as a liaison between the Northbrook Junior High School principal and parents.

B. The first vice-president shall:

1. act as an aide to the president, and perform the duties of the president in the absence or inability of that officer to serve;
2. assist with publication of the district-wide directory;
3. assist with PTO Council programs as needed; and
4. perform such other duties as may be delegated.

C. The second vice-president shall:

1. act as an aide to the president, and perform all the duties of the president in the absence or inability of that officer and the first vice-president to serve;
2. serve as chairperson of the membership; and
3. perform such duties as may be delegated.

D. The recording secretary shall:

1. record the minutes of all meetings of this organization;
2. be responsible for distributing the minutes following each meeting;
3. maintain a copy of the minutes of each meeting in a permanent file;
4. provide a copy of the minutes of each meeting to the PTO Council president;
5. maintain an accurate record of the attendance of all meetings;
6. send out all notices for Northbrook Junior High PTO regular and special meetings; and
7. perform such other duties as may be delegated.

E. The corresponding secretary shall:

1. conduct official correspondence of the organization as directed by the president, Executive Committee or PTO Board, keeping one copy in the permanent file and transmitting others as appropriate;
2. maintain an updated membership list;
3. send out invitations to all Northbrook Junior High PTO functions;

4. send cards, gifts or flowers to school faculty and others as determined by the Northbrook Junior High PTO president, the Executive Committee or PTO Board, and keep a record of all correspondence or gift purchases on permanent file; and
5. perform such other duties as may be delegated.

F. The treasurer shall:

1. receive all monies of the organization and keep an accurate record of receipts and expenditures;
2. make timely deposits of all monies in a depository approved by the Executive Committee or PTO Board;
3. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers;
4. receive, reconcile and file bank statements;
5. write the check number and the date of payment on each bill, voucher or receipt;
6. present a written financial statement at every meeting of the Northbrook Junior High PTO and at other times as requested by the president, Executive Committee or PTO Board;
7. close the books of the organization annually not later than June 30th;
8. provide the checkbook, all bank statements, canceled and voided checks, deposit slips, receipt book, treasurer's record book, vouchers and invoices for all disbursements to the audit committee;
9. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations, no later than the date established by the regulations;
10. chair the budget committee; and
11. perform such other duties as may be delegated.

G. All officers shall:

1. perform the duties prescribed in the parliamentary authority in addition to

- those outlined in these bylaws and those assigned from time to time; and
2. deliver to their successors all official material, including a written report summarizing their duties and performance, within thirty (30) days following the end of their terms as described in Article V, Section A.

ARTICLE VII: MEETINGS

- A. Regular meetings of the Northbrook Junior High PTO shall be held monthly during the school year. Days and times shall be published in the District 28 PTO calendar. Special meetings of the PTO may be called by the president or upon the request of a majority of members of the PTO Board. Three (3) days notice must be given between the calling of a special meeting and the actual meeting date.
- B. A quorum for the transaction of business in any meeting of the Northbrook Junior High PTO shall consist of no fewer than ten (10) members, including at least two (2) elected officers.
- C. The annual budget shall be presented for approval at the October PTO meeting.
- D. Election of officers shall be held at the March PTO meeting.
- E. Regular meetings of the Northbrook Junior High PTO shall be open to all members and their invited guests, but the privilege of introducing motions and voting shall be limited to PTO members.

ARTICLE VIII: PTO BOARD

- A. The Northbrook Junior High PTO shall have an executive board, referred to as the "PTO Board".
- B. The PTO Board shall consist of the Executive Committee, the chairpersons and members of the standing committees, and the principal of the school or a representative appointed by the principal.
- C. Each committee chairperson of the PTO Board shall maintain files of past committee procedures to be updated on an on-going basis. Each chairperson shall submit a written annual report to the president before the end of the fiscal year, and shall retain a copy of this report in the committee's files.
- D. Committee chairpersons or the president shall approve (either orally or in writing) each bill or voucher for their respective committee expenditures before the

treasurer makes payment of each bill or voucher.

- E. The PTO Board shall consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the PTO Board members present and voting shall be necessary for the removal of an officer. Ten (10) days notice of intent to discuss a board member's removal shall be given to all PTO Board members prior to the subsequent meeting.

ARTICLE IX: EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the elected officers. The principal of Northbrook Junior High School or designated representative shall serve as an advisor to the Committee.
- B. A PTO member shall not serve as an elected member of the Executive Committee at the local or Council level while serving as a paid employee of, or under contract to, a constituent organization, provided, however, that this Section shall not prohibit such service by any person employed as a teacher's aide in this school district.
- C. Meetings shall be held at the request of the president or a majority of the Executive Committee. A majority shall constitute a quorum.
- D. The Executive Committee shall transact the business of the Northbrook Junior High PTO in an emergency; however, no action shall be in conflict with that taken by the voting body and/or the PTO Board. A written report of any such business or meeting(s) shall be included with the minutes of the next PTO regular meeting and made a part of the organization's permanent file.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

- A. The PTO Board shall create such committees as may be deemed necessary to promote the objectives of the PTO and carry out its work. The chairpersons of the standing committees shall be designated by the PTO president for a term of one (1) year.
- B. Chairpersons of all committees shall be members in good standing of the Northbrook Junior High PTO.
- C. Substantive changes or new additions to a committee's work shall be presented to a regular PTO meeting for approval.
- D. Special committees may be created by the president when such committees are

deemed necessary by the president and/or the PTO Board.

- E. The Northbrook Junior High PTO financial records must be audited annually and upon change of treasurer.
- F. An audit committee of at least three (3) members shall be appointed by the president no later than the May meeting. The audit committee shall meet between July 1 and July 30. The committee shall examine the financial records and report its findings to the membership. The treasurer's annual report, including the statement from the audit committee, shall be presented to the membership for acceptance at the first fall meeting of the organization. Anyone authorized to sign checks is not eligible to audit the financial records.
- G. The president shall be a member ex-officio of all committees except the nominating committee and the audit committee.
- H. The budget committee shall be formed in the spring, including the treasurer, president, and at least three (3) other PTO members including one (1) additional member of the Executive Committee. This committee shall prepare an annual budget to be presented in written form to PTO members at least ten (10) days prior to the October meeting. The budget is voted upon at the October meeting.

ARTICLE XI: REPRESENTATION

- A. The Northbrook Junior High PTO shall be a member of the Northbrook District 28 Parent Teacher Organization Council and be represented as provided in the Council bylaws.
- B. The Northbrook Junior High PTO shall be represented at voting body meetings of the PTO Council by the principal or alternate, the president or alternate, and by three (3) delegates or their alternates.
- C. Delegates and their alternates shall be selected at a regular PTO meeting prior to the PTO Council's first voting body meeting each year, and shall serve a term of one (1) year.

ARTICLE XII: FISCAL YEAR

The fiscal year of the Northbrook Junior High PTO shall begin on July 1 and end twelve (12) months later on the following June 30.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Northbrook Junior High PTO and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

ARTICLE XIV: AMENDMENTS

- A. These bylaws may be amended at any regular meeting of the Northbrook Junior High PTO at which a quorum is present, by a two-thirds (2/3) vote of the members present and voting. Written notice of the proposed amendment(s) shall have been given at the previous regular meeting, or written notice of the proposed amendment(s) shall have been given to all members ten (10) days in advance of the regular meeting at which the amendment(s) will be considered.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by majority vote at a regular meeting of the Northbrook Junior High PTO, or by a two-thirds (2/3) vote of the PTO Board. The procedure for action on amendments described in Section A above should then be followed.

Adopted 21 May 2002
Amended 18 February 2003
 21 April 2009