

# Bylaws of Laremont School Parent Teacher Organization

## **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

SECTION 1: NAME - The formal and legal name of the organization shall be Laremont School Parent Teacher Organization. Informally, it will be named Laremont PTO. The PTO is located at 17934 Gages Lake Road, Gages Lake, Illinois 60030.

SECTION 2: DESCRIPTION - The Laremont PTO is a nonprofit organization that exists for charitable, Educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

SECTION 3: PURPOSE - The purpose of the PTO is to enhance and support the educational experience at Laremont School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Laremont School through volunteer and financial support. The primary purpose of the PTO is to provide support by:

- Assisting in recreational and social activities at Laremont School, both during and after school hours;
- Promoting an understanding within the community of the academic, occupational and social instructional activities being performed at Laremont School;
- Generating funds, in addition to those provided to the school by the participating school districts, to purchase equipment and services to enhance the school program;
- Participating in the correlation of school and home;
- Disseminating information made available by public, private and religious groups about applicable programs, services, facilities, documents, etc. to the members of the Organization;
- Encouraging the fulfillment of a rich and happy home and community life for the students of Laremont

School.

Of equal importance is the pursuit of these objectives:

- The promotion of the general welfare of the mentally, physically and emotionally handicapped, wherever they may be;
- The development of programs on their behalf;
- The encouragement of research and other related programs, to investigate the causes of and solutions to mental, physical and emotional handicaps;
- The development of a better understanding of the problems of the handicapped by the public;
- The cooperation of Laremont School with all public, private and religious agencies and professional groups in the furtherance of those goals.

## **ARTICLE II: MEMBERSHIP**

Membership shall be open to parents, guardians, relatives, teachers and staff of Laremont School. There are no membership dues. Members in good standing have voting privileges, one vote per household.

## **ARTICLE III: OFFICERS**

SECTION 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, may be a voting member of the Executive Board. The position of President shall be held by a parent, guardian or relative.

SECTION 2: TERMS OF OFFICE - The term of office for all officers is one year, beginning August 1 and

ending July 31 of the following year. In a circumstance wherein a transition for board members cannot take place by July 31, the term of the existing board members may be extended to September 30. Board members whose term extends beyond that of their child's completion of school at Laremont may finish their current term. All vacancies in the elective position, except that of the President, shall be filled for the unexpired term by persons elected by the Executive Board.

### SECTION 3: DUTIES OF OFFICERS -

**President:** Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO. The President shall supervise the work of all chairpersons and lead volunteers. The President shall act as the executive officer of the PTO and, in general, perform the duties usually associated with the office of President.

**Vice President:** Oversee the committee system of the PTO, coordinate volunteers, assist the President, and chair meetings in the absence of the President.

**Secretary:** Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO. The Secretary shall manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

**Treasurer:** Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. The Treasurer will present a financial statement at every meeting and make a full report at the end of the year.

## **ARTICLE IV: COMMITTEES**

**SECTION 1: COMMITTEES** - Committees may consist of members and board members, with the president acting as an ex officio member of all committees. The board may appoint committees as needed.

SECTION 2: COMMITTEE CHAIRPERSONS - All standing chairpersons shall present a committee report at each Board meeting.

## **ARTICLE V: ELECTIONS**

SECTION 1: NOMINATIONS AND ELECTIONS - Elections will be held at the last meeting of the school year. Members may nominate a candidate for each office and present the slate at a meeting held one month prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

SECTION 2: ELIGIBILITY - Members are eligible for office if they are members in good standing at least 14 calendar days before the members presents its slate.

SECTION 3: VACANCIES - If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

SECTION 4: REMOVAL - An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Board Members.

## **ARTICLE VI: MEETINGS**

SECTION 1: REGULAR MEETINGS - The regular meeting of the organization shall be monthly during the school year. A time and place will be determined by the executive board at least one month before the meeting.

SECTION 2: SPECIAL MEETINGS - Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer or posted live on the PTO website.

SECTION 3: ANNUAL MEETING - The annual meeting will be held during the school year. It will be held in

the first full month that school is in session.

SECTION 4: QUORUM - Those members in good standing present at a called regular meeting shall constitute a quorum.

## **ARTICLE VII: PARLIMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

## **ARTICLE VIII: DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. In the event of the dissolution of this organization, or in the event it shall cease to exist for the stated purposes, all the property and assets shall be distributed to an organization or agency serving Laremont School which has been granted exemption from Federal Income Tax under the provisions of section 501(c)(3) of the U.S. Internal Revenue Code. Under no circumstances shall any of the property or assets of this organization during the existence and/or upon the dissolution thereof go and be distributed to any officer, member or subsidiary of this organization.

## **ARTICLE IX: AMENDMENTS**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting and recorded by the secretary. Amendments will be approved by a two-thirds vote of those present.

1.) Amended on September 12, 2019 as per the vote on June 17, 2019. Amendments to Article III and Article VIII.