

BYLAWS OF THE LONGFELLOW INDEPENDENT PARENT AND TEACHER ORGANIZATION

ARTICLE I—DEFINITIONS

As used herein, the following terms shall mean:

- A. School—Longfellow School, Buffalo Grove, Illinois
- B. Organization—Longfellow Independent Parent and Teacher Organization
- C. Executive Board—President(s), Vice President(s), Treasurer and Secretary (ies)
- D. Governing Board—Executive Board plus Committee Chairpersons
- E. P.T.O. Board—Governing Board plus School Principal and/or Faculty Representative
- F. P.T.O. Member—Any teacher, staff member or family eligible for membership whose yearly membership has been paid for the current school year
- G. Standing Committees – These committees are defined as those committees that are formed without the assistance of the nominating committee. P.T.O. has four standing committees. They are the Nominating, Audit, Budget and Bylaws.

ARTICLE II—GOVERNING BOARD

The Governing Board shall conduct the regular business of the Organization and shall be empowered to act for the Organization in a manner consistent with any article of these bylaws, in order to meet the objectives as set forth in the Articles of Association.

ARTICLE III—ELECTION OF OFFICERS AND TERM

- A. Executive officers shall be elected by a plurality of votes cast by the P.T.O. membership in attendance at the April P.T.O. meeting.
- B. The Nominating Committee shall present a slate of candidates for the subsequent year's officer positions at the March meeting.
- C. To be slated at the March P.T.O. Meeting, candidates for office may nominate themselves or be nominated, with their permission, by any P.T.O. member in writing no later than the date determined by the Nominating Committee.

- D. After the presentation of the slate at the March P.T.O. meeting, any additional candidates for office may nominate themselves or be nominated, with their permission, by any P.T.O. member in writing no later than ten days following the presentation of the slate at the March P.T.O. meeting. Should nominations in addition to the slate be received, the Nominating Committee will notify the P.T.O. membership of all candidates for all offices in writing at least one week prior to the April P.T.O. meeting. The Nominating Committee will also post a list of all candidates in the P.T.O. newsletter. Any candidates so nominated will be presented along with the Nominating Committee's slate at the April P.T.O. meeting prior to voting.
- E. Candidates for office and elected officers shall be P.T.O. members.
- F. Executive officers shall be P.T.O. members for at least one year prior to the start dates of their terms.
- G. Executive officers shall not serve as chairpersons of any committee except:
- Audit
 - Budget
 - Bylaws
 - Bash
- H. Executive Board members may not hold any one position for more than 2 consecutive years. After 2 consecutive years in one position they may hold a different Executive Board position. After two consecutive years in one position they may hold that same position again after vacating it for at least one year.
- I. The President must have a minimum of 1 year Longfellow P.T.O. Executive Board experience or other comparable experience. It is recommended that the President serve for 2 consecutive years.

ARTICLE IV—DUTIES OF EXECUTIVE OFFICERS

A. President(s):

1. The President(s) shall act as the official representative of the Longfellow P.T.O.
2. The President(s) may, at his/her discretion and with the approval of a majority of Governing Board members in attendance at a P.T.O. meeting:
 - a. Table a vote on an issue until a future P.T.O. meeting.
 - b. Submit any procedural questions for decision to all P.T.O. members.
3. The President shall take the responsibility for each year's Nominating Committee documentation and forward this information to the subsequent Chairperson.

B. Vice-President(s):

1. The Vice-President(s) shall review the reports of the non-standing committee chairpersons and coordinate the activities of the committees.

2. The Vice-President(s) shall be responsible for the collection of data at the close of each committee's event, and the maintenance of these records.
3. The Vice-President(s) shall then present each subsequent chairperson with a copy of last year's information to assist them in future planning.
4. The Vice-President(s) shall be chairpersons for the Back to School BASH.

C. Secretary(ies):

1. The Secretary(ies) shall present the minutes for approval. To be official, the minutes shall be adopted by a majority of the P.T.O. membership in attendance at the subsequent meeting.
2. The Secretary(ies) shall maintain an accurate record of all P.T.O. members.

D. Treasurer:

1. The Treasurer shall maintain jointly, with the President, a bank checking account for the Organization.
2. The Treasurer shall pay bills in accordance with the Organization budget. Any committee must receive approval of any expenditures that will cause them to exceed their budget. These expenditures must be approved by a majority of the PTO members in attendance at a PTO meeting.
3. The Treasurer shall close the books on June 30 and make them available to the Audit Committee on July 15. The Audit Committee report will be available for review by the P.T.O. members at the first P.T.O. meeting of the current school year.
4. The Treasurer will be an Ex-officio member of the Educational Gift Committee.
5. The Treasurer will be bonded, with the expense incurred by the P.T.O.
6. The Treasurer will assure the timely filing of annual State and Federal Tax returns.

ARTICLE V— NON-STANDING COMMITTEES

- A. New Committees may be established by the Executive Board followed by approval of a majority of the P.T.O. members in attendance at the next P.T.O. meeting. These committees may be of either a permanent or temporary nature.
- B. The Nominating Committee shall slate committee Chairpersons. The Committee Chairpersons shall be P.T.O. members for the year.
- C. Any P.T.O. member may serve on a committee as Chairperson or Co-Chairperson for no more than two consecutive years. Any further time on said committee must have the approval of the Executive Board. Additional time on a committee is dependent on the interest expressed by others to serve as a chairperson on that committee.

- D. A P.T.O. member may chair only two committees per year. However, that P.T.O. member may chair additional committees depending on the interest expressed by others to serve as chairpersons on that committee.
- E. It shall be the duty of the Committee Chairpersons to:
1. Organize the committee and direct its business.
 2. Prior to a Committee's first meeting, the Vice-President(s) shall be contacted by the committee chairperson to arrange for an Executive Board member to be in attendance (if necessary). If an Executive Board member is not in attendance, a phone call from the committee chairperson to the Vice-President is necessary to indicate how the meeting ran, plans discussed, etc.
 3. Finalize all event plans with the P.T.O. Executive Board as well as the Principal, prior to the public release of any flyers/event advertisement.
 4. Call and preside over committee meetings.
 5. Report on the progress of committee business at P.T.O. meetings.
 6. Submit a written report within 60 days of completion of the project.
 7. Serve on the P.T.O. Governing Board.
- F. No committee shall have an independent petty cash fund.
- G. Committee expenditures will be limited to only necessary operating expenses. Any expending of profits can only be done with the approval of the Executive Board.
- H. No committee expense will be reimbursed after the close of the P.T.O. books on June 30th.
- I. Ticket prices and total expenditures for each event will be left to the judgment of the committee chairpersons, with final approval by the Executive Board.
- J. All contracts will be signed by an Executive Board member only.
- K. Any correspondence, flyers, posters, and newsletters, etc. need to have the approval of the President (s)/Vice-President(s) and Principal BEFORE being printed for distribution.
- L. Unless you are an income producing activity (fundraiser), the solicitation of raffles is strongly discouraged. Purchasing raffles or door prizes is allowed, provided it is within your budget.
- M. Any communication involving the use of Longfellow School and/or Non-Longfellow School District Property (ex: Cooper Middle) must be made through the P.T.O. President(s).
- N. Participation in committees shall be on a volunteer basis.

O. The Fifth Grade Luncheon Committee will be set up as follows:

1. In order to serve as a chairperson of the Fifth Grade Luncheon, you must be a P.T.O. member and the parent of a fifth grader who must be your last child attending Longfellow School.
2. If you wish to serve on the committee, which will consist of up to 10 people, you must have a child in fifth grade at Longfellow School. If there are more volunteers than are needed, a lottery will be held by the P.T.O Executive Board.
3. If you wish to help on the day of the luncheon, all parents of fifth grade children are invited to submit their names to the committee chairpersons. If there are more helpers than needed for the event, a lottery will be held.

P. Educational Gift Committee

1. Its purpose is to purchase gifts for the school from the P.T.O.
2. The Committee shall be comprised of at least 4 P.T.O. members, [the Treasurer](#), and include the school Principal or his/her designated representative.
3. All requests for school gifts shall be submitted to the Educational Gift Committee. [The Committee will report on its activities at P.T.O. meetings.](#)
4. The committee will need to report on [recommended](#) purchases to the Executive Board at the monthly Executive Board meeting.
5. [The Educational Gift Committee will report on its recommended purchases at the monthly P.T.O. meeting. The purchases shall be approved by a simple majority vote of P.T.O. members in attendance at a stated P.T.O. meeting.](#)

ARTICLE VI—MEMBERSHIP AND DUES

A. Eligibility for membership shall cease upon the child's leaving Longfellow School. Eligibility for faculty membership shall cease when the individual leaves the staff.

B. The dues of the Organization shall be as follows:

Family Membership

\$10.00—beginning for 1999-2000 includes two P.T.O. sponsored children's parties.

[Non-members will be asked to contribute \\$4.00 per child for the students' P.T.O. sponsored yearly parties.](#)

Teacher, Staff & Administrator Membership

\$5.00—beginning for 1999-2000

C. Dues shall be for the period of one school year.

D. Upon certification of the Longfellow Principal that payment of dues would be a financial burden for any individual or family otherwise qualified for membership, the Executive Board may extend a

confidential invitation to the individual or family to join without dues payment for as long as they remain eligible for complimentary membership.

- E. The P.T.O. may, at the discretion of the Executive Board, publish a directory listing pertinent information about families who have children attending Longfellow Elementary School. The directory shall be the exclusive property of Longfellow P.T.O. for distribution to families whose children attend Longfellow Elementary School. The directory shall not be distributed to or used by any outside organization. The information printed in the directory is to be considered private.

ARTICLE VII—MEETINGS

A. P.T.O. Meetings:

1. P.T.O. meetings shall be open to all members, those persons eligible for membership, and to guests invited by the Executive Board. Only current members in attendance, excluding the President(s), shall be entitled to vote at P.T.O. meetings.
2. Voting shall be by a show of hands unless any P.T.O. member requests a written ballot on an issue.
3. A simple majority shall decide an issue voted upon. In the event of a tie vote, a P.T.O. member may change his/her vote to break the tie. In the event no member so changes his/her vote, the P.T.O. President(s) shall be entitled to cast the deciding vote or he/she may defer the issue to the next P.T.O. meeting.
4. A faculty representative shall be invited to the monthly P.T.O. meetings by the Executive Board.

ARTICLE VIII—STANDING COMMITTEES

A. Nominating Committee

1. The purpose of the Nominating Committee is to slate the Executive Board and Non-Standing Committee Chairpersons, by following the guidelines listed in Article III as stated in the bylaws.
2. The Committee is composed of 3-7 members who are not candidates for Executive Board positions.
3. Candidates for the Nominating Committee will be solicited by the Executive Board from its members who have actively participated in P.T.O. functions for at least 2 years. It is recommended that at least 1 but no more than 2 members from the previous year's [Nominating Committee](#) serve on the new Nominating Committee, with one of these returning members serving as chairperson to be appointed by the Executive Board . If more than the maximum apply, then a lottery administered by the Executive Board shall determine the composition of the committee. Separate lotteries for returning and new members shall be held. A P.T.O. member may not serve on the Nominating Committee if it is his/her last child's last year at Longfellow.
4. Selection of the Nominating Committee members shall be completed no later than February 7th. The committee will request written letters of interest from P.T.O. members interested in Executive Board positions to be returned prior to the March P.T.O. meeting.

5. Once letters are received and reviewed with the Principal if necessary, a slate of candidates for the Executive Board shall be presented at the March P.T.O. meeting for approval at the April P.T.O. meeting.
6. The slated candidate for President must have a minimum of 1-year Longfellow P.T.O. Executive Board experience or other comparable experience. [The slated candidate for Vice-President must have chaired at least 1 PTO event or other comparable experience.](#)
7. In the event no names or multiple names are submitted for one or more Executive Board positions, the Nominating Committee shall be responsible for determining the slating process.
8. If two people express an interest to work together as President, Vice President, or Secretary, the Nominating Committee may slate them as co-officers, if it is determined to be in the best interest of the Organization. If one co-officer cannot serve out the elected term, that co-officer will only be replaced if the remaining co-officer is unable or unwilling to serve alone.
9. It is to be understood that all matters pertaining to slating of Executive Board members by the Nominating Committee are to be kept confidential, if deemed necessary. The committee chairperson will be responsible for all communication and shall notify all Executive Board candidates of their status prior to presentation of the slate.
10. Once the Executive Board slate is announced, the current Executive Board will join with the Nominating Committee to determine the committees and to slate Non-Standing Committee Chairpersons.
11. The Nominating Committee Chairperson will continue to preside over Nominating Committee meetings and be responsible for all Nominating Committee communication.
12. The Nominating Committee will then distribute a list of descriptions of all non-standing committees and request chair-people for these committees. This form should be requested back approximately 2 weeks prior to the presentation of the slate at the April P.T.O. meeting, during which time the Nominating Committee and the Executive Board will meet to ensure the P.T.O. has chairpersons for all chair positions. Prior to the presentation of the slate, each new chairperson will be notified to confirm his or her new chair positions.
13. Recommendation for Non-Standing Committee Chairpersons shall be presented at the April P.T.O. meeting for approval at the May P.T.O. meeting.

B. Audit Committee

1. The Audit Committee shall have at least 4 P.T.O. members (with no more than 2 Executive Board members) who have been active in P.T.O. functions for one year. The Treasurer whose books are being audited shall not serve on this committee.
2. Committee members shall be solicited at the last P.T.O. meeting of the current school year.
3. The Audit Committee shall meet for the purpose of reviewing the books after the close of the fiscal year but before the start of the school year.

4. The Audit Committee shall report its findings to the Executive Board and audited Treasurer immediately upon the completion of the audit.

C. Budget Committee

1. The purpose of the Budget Committee is to aid the Treasurer in forming a workable budget for the coming P.T.O. school year to be presented for approval at the first P.T.O. meeting of the current school year.
2. The committee will be comprised of at least five (5) P.T.O. members, which includes the current Treasurer who will act as chairperson, the President and/or Vice-President, at least one committee chairperson and either a past Treasurer or an Audit Committee member.
3. Committee members shall be solicited at the last P.T.O. meeting of the current school year.

D. Bylaws Committee

1. Shall meet as needed to review the current bylaws and consider revisions.
2. Shall be composed of the current President(s) who will act as chairperson(s), and 4-6 P.T.O. members who have been active in P.T.O. functions for at least one year.
3. Committee members shall be solicited at the last P.T.O. meeting of the current school year.
4. By the first P.T.O. meeting immediately following a meeting of the Bylaws Committee, the committee will:
 - a. Summarize the proposed revisions.
 - b. Provide the complete updated bylaws with the proposed revisions included to the Executive Board.
5. Proposed revisions shall be submitted to the Executive Board for consideration.
 - a. The Executive Board shall then make recommendations to the Bylaws Committee.
 - b. A written notice of any proposed bylaw revisions shall be distributed to all P.T.O. members.
 - c. Revisions to bylaws shall be approved by a simple majority vote of P.T.O. members in attendance at a stated P.T.O. meeting.

ARTICLE IX — MISCELLANEOUS PROVISIONS

- A. Any Governing Board member may be removed from office for the remainder of his/her term by a $\frac{3}{4}$ vote of the Executive Board at a regularly scheduled meeting for lack of performance of duties. If this occurs, the vacancy shall be filled in accordance with the Articles of Association.
- B. All meetings of this Organization, its Governing Board and its Committees are for the discussion of Organization business and parent members shall not use any of these meetings as a forum to discuss the problems or progress of their children with members of the staff.

- C. No event refunds will be issued unless extenuating circumstances exist and are approved by the Executive Board.
- D. Bank charges related to returned checks are the responsibility of the issuing party. Failure to make restitution will result in the PTO no longer accepting payment by check by that individual for that school year. Payment may then be made by cash or money order only.
- E. No alcohol, smoking, or inappropriate behavior will be tolerated at any P.T.O. sponsored event. Any person not abiding by this policy will be asked to leave.