

# Constitution and By-Laws of the George B. Carpenter School Parent-Teacher Organization

## Article I. Name

The name of this organization is the George B. Carpenter School (“**Carpenter**”) Parent – Teacher Organization “**PTO**”) of Park Ridge. These by-laws shall be deemed to be our Articles of Organization.

## Article II. Purpose

- A. To bring the home and the school, the parents and teachers into closer relationship and cooperation.
- B. To promote the education and welfare of the children in the home, school and community.
- C. To support and help secure adequate laws for the welfare, education and protection of the children.
- D. To provide additional funding for the enhancement of school operations and the students education experience.

## Article III. Basic Policies

- A. The PTO shall be non-profit, non-sectarian, and non-partisan.
- B. The PTO shall not seek to direct the teaching activities of the school or to control its policies.

## Article IV. Membership and Dues

- A. Membership in the PTO is open to any parent or legal guardian who has children enrolled at Carpenter, and also any Carpenter staff member, who will uphold the policies of the PTO and agree to these by-laws (each, a “Member”).
- B. Each Member shall be entitled to one vote on each matter submitted to a vote of the PTO membership, if physically present at the meeting at which such vote is taken.

## Article V. Nomination and Election of Officers

### Section 5.01 General

- A. The elected officers of the PTO shall be President, Vice-President, Secretary and Treasurer (collectively, “**Officers**”)
- B. Officers shall be elected by ballot annually at the April PTO meeting. However, if there is but one nominee for any office, the election may be by voice.
- C. Officers shall assume their official duties at the final PTO meeting of the school year.
- D. Vice-President shall assume the role of President after completing the term of Vice-President. The Treasurer shall serve a two-year term. The Secretary shall serve a one-year term.
- E. Any elected officer position may be filled by two persons who shall then cooperatively perform the duties of such position.

### Section 5.02 Nomination of Officers

- A. At least 30 days prior to the April PTO meeting, the current Officers shall announce any open Officer positions, and shall accept nominees for such position(s) from members of the Carpenter community, including self-nominations.
- B. Written notice shall be given to all PTO members at least 15 days prior to the election of Officers at the April PTO meeting of any candidates who have communicated their interest in the open Officer position(s).
- C. At the April PTO meeting, and an opportunity shall be given for nominations from the floor.

### Section 5.03 Election of Officers

- A. No one may be eligible to be elected as an Officer who has not been a member of the PTO for at least 30 days.

- B. The election of new Officers will be held at the April PTO meeting.
- C. Newly elected Officers shall be presented at the May PTO meeting

A vacancy occurring in any office (including the addition or replacement of a co-officer) shall be filled for the unexpired term by appointment by the President with the approval of the Officers.

**Article VI. Duties of Officers**

The duties of Officers shall be as set forth in a separate written document maintained by the President and posted on the PTO website, and amended from time to time upon approval of the Executive Board.

Checks of the organization shall be signed by the Treasurer and /or President, and in the absence of either, the Secretary shall be authorized to sign. No check shall be issued unless it conforms with the supporting voucher clearly indicating the payee, the purpose of the expenditure and the signature of the Officer authorized to approve the spending such funds. No expenditure may be made or obligation incurred that exceeds the amount authorized in the approved budget unless previously approved by the Executive Board.

The Treasurer's accounts shall be examined annually by an "Auditing Committee" of not less than three members. The Auditing Committee shall include the Treasurer and two other PTO members or officers that are appointed by the President at least two weeks before the last Executive Board meeting of the school year.

**Article VII. Meetings**

- A. General meeting shall be held monthly during the school year at such times and places as may be designated by the Officers.
- B. Members present shall constitute a quorum for the transaction of business in any meeting of the organization. Majority of the votes decides the outcome of the vote.
- C. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PTO whose current dues are paid.

**Article VIII. PTO Executive Board**

The "Executive Board" shall consist of the elected Officers of the organization and the principal of the school or his representative

The duties of the Executive Board shall be:

- A. Transact necessary business of the organization
- B. Approve single expenditures not to exceed one thousand dollars which have not already been provided for in the annual approved budget
- C. Serve as liaisons to appointed PTO committees

**Article IX. Standing Committees**

The standing committees shall be: Book Room Coordinator, Box Tops for Education, Carpenter Grounds, Gift Card Program, Pizza Day, Safety Representative, Director/Membership, Elementary Learning Foundation (ELF) Parent Representative, "Just an Hour" Volunteer Coordinator, Room Parent Coordinator, Carpenter Spiritwear, and Yearbook.

- A. The standing committees are to be appointed by the President with the approval of the Executive Board
- B. The term of office shall be at least one year
- C. The standing committee's duties and responsibilities shall be as set forth in a separate written document which shall be maintained by the Vice President and amended from time to time as necessary.
- D. Special committees may be formed when deemed necessary. Any member may submit a motion directing that a special committee be formed for a special purpose.

**Article X. Amendments**

These by-laws may be amended at a regular meeting of the organization. Fourteen days previous notice and a

majority vote is required to amend these by-laws. Amendments to the by-laws shall take effect immediately.

**Article XI. Implementation**

Upon passage of an affirmative vote of these by-laws, they shall replace the former by-laws and be in effect immediately.

**Article XII. Dissolution**

This organization may dissolve and terminate its organization by previous notice of 14 days and an affirmative vote of a majority of the PTO members. In the event of dissolution of the organization, all funds remaining (after all outstanding liabilities of the PTO have been paid), shall be contributed to Carpenter and/or School District 64, as recommended by the Executive Board.

**Article XIII. Revised May 27 2018**