

ALAN B. SHEPARD MIDDLE SCHOOL
PTSO BY-LAWS

Amended May, 2019

Article I NAME

The name of this organization shall be the Alan B. Shepard Middle School Parent Teacher Student Organization (PTSO), Deerfield, IL 60015.

ARTICLE II OBJECTIVES

- Section 1 To assist in coordinating the relationship between parents, teachers, students and administrators for the benefits of students.
- Section 2 To assist the District 109 Board of Education and Alan B. Shepard Middle School in fulfilling their respective mission statements.
- Section 3 To raise additional funds to provide supplemental programs, enrichment, and equipment.

ARTICLE III POLICIES

- Section 1 This organization shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2 This organization shall work with the school to provide quality education for all children. Establishing school policy shall be the responsibility of the Board of Education and District 109. This organization shall follow all such rules and policies established by the Board of Education and District 109.
- Section 3 This organization is a local unit working in cooperation with the School District 109, which is incorporated under the laws of the State of Illinois as non-profit corporation. As of January 1, 2001, Alan B. Shepard Middle School PTSO became independently incorporated under the laws of the State of Illinois as a non-profit corporation. Its fiscal year shall be from July 1st to the following June 30th.

ARTICLE IV MEMBERSHIP AND DUES

- Section 1 All parents or guardians of children attending Alan B. Shepard Middle School, all teachers, school administrators and school staff are eligible for membership in the organization.

Section 2 The annual dues shall be determined by the General Board (as defined by Article VI) at their turnover meeting. A turnover meeting shall be the final meeting of the school year for the PTSO for which the current member positions transfer to the newly appointed positions for the following year.

Section 3 The membership year shall be from July 1st to the following June 30th. Persons who join during the membership year shall pay dues for the entire year. PTSO dues must be paid in full by Executive and General Board Members.

ARTICLE V EXECUTIVE OFFICERS AND ELECTIONS

Section 1

- A. The executive officers (also referred to as the Executive Board) of this organization shall be the President, Vice President, Secretary, and Treasurer. The Board may decide to have Co-Presidents instead of President and Vice President.
- B. These executive officers shall be elected annually by a majority of the General Board.
- C. These officers shall assume their official duties at the turnover meeting of the organization and serve for a period of two years. The Treasurer position shall have the option of serving a third year.
- D. Upon leaving the term as President or Co-President, the former President or Co-President shall assume the position of Past President for no more than three years.

Section 2

- A. With the approval of the General Board, the Executive Board shall compile a slate of Executive Officers and a slate of General Board Members no later than the April meeting.
- B. The Executive Board shall consult with members of the 5th grade classes at Walden and Kipling to determine who may wish to be included in the slate of candidates for both the Executive Board and any Committees.
- C. Only those who have consented to serve shall be eligible for nomination.
- D. Additional nominations to the Executive Board or General Board may be included if the nominations have been submitted to the Secretary by the April meeting. In the event of additional nominations, an election by ballot shall be published in the April newsletter. A simple majority shall elect. In the event that no additional candidates are received by the Secretary, the slate of officers proposed by the Executive Board shall be declared duly elected to office.

ARTICLE VI

DUTIES OF EXECUTIVE BOARD OFFICERS

- Section 1 The President or Co-Presidents shall preside at all meetings of the organization and the Executive Board. The President or Co-President shall be an ex-officio member of all committees, shall participate in the District 109 President's Council, shall be authorized to sign checks in the absence of the Treasurer and perform other duties associated with this office.
- Section 2 In addition, the Co-Presidents or the Vice President shall oversee all fundraising efforts of the organization and shall perform any other duties the Board deems necessary.
- Section 3 The Secretary shall keep the minutes of the business conducted at the meetings of the organization and shall perform such other duties as may be delegated by the Board.
- Section 4 The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures. All funds shall be paid out only in accordance with the budget authorized by the organization. The books of the organization shall be closed annually before August 15th. The books shall be submitted for audit in accordance with District 109 policy.
- Section 5 The Executive Board may approve expenditures of \$300 or less without the consent of the Board but not to exceed \$2,500 for the school year.

ARTICLE VII

GENERAL BOARD

- Section 1 The Alan B. Shepard Middle School PTSO General Board consists of the Executive Board, the Committee Chairpeople when applicable, the Teacher's Representative, the Student Council Representative, and the Principal.
- Section 2 The General Board shall meet a minimum of six times per year.
- Section 3 The General Board shall transact the necessary business of the organization including but not limited to the approval of the annual budget, the creation or elimination of General Board positions and committees and such other matters as shall be determined by the Board.
- Section 4 A simple majority of those present is required to pass or defeat a motion. In lieu thereof, the Executive Board, at its sole discretion, may conduct a vote on any motion by e-mail. A simple majority of those voting via e-mail is required to pass or defeat a motion. All Board members (including the Teacher's Representative, the Student Council Representative and the Principal) present at the meeting are able to vote on any motion.
- Section 5 The term of office for the Committee Chairpeople shall be a minimum of one year and maximum of three years. No Board Member, except Treasurer, shall serve more than two full consecutive years in the same office unless the Executive Board deems it necessary to extend a term for one additional year to fulfill the job responsibility.

ARTICLE VIII REPRESENTATION

This organization shall be represented by its President or Co-Presidents (or an alternate, if necessary) in the President's Council for District 109. The annual financial obligation for membership in the Council shall be paid by this organization.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern the organization in all case to which they are applicable and in which they are not inconsistent with the by-laws of the organization.

ARTICLE X AMENDMENTS

Section 1 The by-laws may be amended at any regular meeting of the organization provided that written notice of the proposed action has been sent to the membership at least three weeks prior to said meeting.

Section 2 Every five years, the Executive Board shall review the by-laws.

ARTICLE XI DISSOLUTION OF THE ORGANIZATION

Approval of the dissolution of the Alan B. Shepard Middle School PTSO shall require the affirmative vote of at least two-thirds of the members present at an organization meeting provided that written notice of the proposed dissolution has been sent to the membership at least three weeks prior to said meeting. This organization is obligated upon dissolution, to yield its books and records and all of its assets to Alan B. Shepard Middle School or to the organization or association created to carry out the basic aims and policies of the school.