

**BYLAWS OF THE WILMETTE JUNIOR HIGH SCHOOL  
PARENT-TEACHER ORGANIZATION  
(as of November 6, 2007)**

**ARTICLE 1: NAME**

The name of this organization shall be the Wilmette Junior High School Parent-Teacher Organization, hereinafter referred to as the "WJHS PTO" or the "PTO."

**ARTICLE II: OBJECTIVES**

Section 1. The objectives of this organization are to:

- a. Provide a unifying link among all elements of the WJHS community, including families with and without children in the school, the teachers and administrative staff at WJHS, and the District 39 administrative staff.
- b. Direct funds for programs that enhance the educational experience of the WJHS student population. When possible the PTO will provide programs to the parent population at General Board meetings to benefit families in the school community.
- c. Collaborate with other parent / teacher groups in District 39 to enrich and support our children through educational offerings.

Section 2. The objectives of this organization are developed and promoted through our programs and projects and are governed and qualified by the policies set forth in Article III.

**ARTICLE III: BASIC POLICIES**

Section 1. The WJHS PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization and the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not related to the WJHS PTO.

Section 3. The WJHS PTO shall not, directly or indirectly, participate or intervene in any way (including the publishing and distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, and shall not devote more than an insubstantial part of its activities to attempting influence legislation by propaganda or otherwise.

Section 4. The WJHS PTO shall work with the schools to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

Section 5. The WJHS PTO may cooperate with other organizations and agencies concerned with the education of children, but those representing the organization

in such matters shall make no commitments that bind the organization.

Section 6. In the event of the dissolution of the WJHS PTO, the Executive Board shall, after paying all liabilities of the PTO, dispose of all remaining assets of the organization to another organization that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

Section 7. Notwithstanding any other provision of these articles, the WJHS PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or by an organization whose contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

Section 1. Any individual who subscribes to the objectives and basic policies of this organization may become a member of the WJHS PTO, subject only to compliance with these bylaws. Membership in this organization shall be available without regard to race, color, creed, or national origin.

Section 2. The WJHS PTO shall conduct an annual enrollment of members but may add persons to membership at any time.

Section 3. The WJHS PTO membership year shall be from September 1 to August 31 inclusive. Persons who join during the membership year shall pay the PTO Membership Fees for that year.

Section 4. Only members of the WJHS PTO shall be eligible to participate in its business meetings and to serve in any of its elective or appointive positions.

Section 5. The Executive Board of this organization shall determine the WJHS PTO annual membership dues.

#### **ARTICLE V: OFFICERS AND ELECTIONS**

Section 1. Officers

a. The officers of the WJHS PTO shall be:

1. One President or two Co-Presidents
2. Vice-President Legislation
3. Vice-President Communications
4. Vice-President Graduation (up to 3 may share this office)
5. Vice-President Ways and Means (up to 2 may share this office)
6. Vice-President Enrichment (up to 2 may share this office)
7. Vice-President Special Events
8. Vice-President 7<sup>th</sup> Grade Room Parents
9. Vice-President 8<sup>th</sup> Grade Room Parents
10. Secretary
11. Treasurer

- b. Elections for WJHS PTO officers shall be at the General Board meeting in May. The term for each office, except those of the Vice President Graduation and the Treasurer, shall immediately commence after the May elections. The term of the Vice President Graduation shall be from the day after 8th grade graduation until the day of the following 8th grade graduation. The term of the Treasurer shall begin the day after the PTO financial books and records for that year close, and it shall continue through the day the PTO financial books and records close the following year.
- c. The WJHS PTO officers shall serve for a term of one year. The President or Co-President shall be nominated and elected for either a one- or two-year term so that, when possible, the Executive Board each year will include one previous President.
- d. Service as an officer is limited to four consecutive years in the same position unless that position cannot be filled by the nominating committee pursuant to Article V, Section 2 of these bylaws. In such instances, the member will be eligible to serve again in that office after a lapse of one year. Furthermore, the member will be eligible to serve in a standing committee or in another office without a lapse of one year.
- e. WJHS teachers and members of the WJHS PTO who are parents or guardians of students in the school are eligible as officers.

Section 2. Nominating Committee

- a. Each year, the WJHS PTO officers shall appoint a nominating committee consisting of one chairperson and up to four additional persons whose children currently are attending or will attend WJHS the following school year. The Legislative Vice-President of the PTO shall be an ex-officio member of this committee.
- b. Each year, the nominating committee shall select one nominee for each position not currently filled and shall notify the WJHS PTO and the Highcrest Middle School PTO by publication of the slate no earlier than March and no later than 21 days before the May meeting of the General Board.
- c. Once the slate of continuing and open officer nominees has been published, other candidates can be included on the ballot, provided their consent has been obtained in writing and petitions by 35 or more PTO members have been forwarded to the nominating committee chairperson at least seven days prior to the May election.

Section 3. Officer Vacancies

If any officer resigns or is removed from office, the remaining officers shall elect, by majority vote, a replacement to fill the unexpired term of the office. The PTO

shall provide reasonable prior notice of the election to the membership.

## **ARTICLE VI: EXECUTIVE BOARD AND ITS DUTIES**

### **Section 1. Executive Board in General**

- a. The WJHS PTO Executive Board shall consist of its elected officers and the Principal of WJHS or, at the Principal's discretion, the Assistant Principal.
- b. The Executive Board may transact business in an emergency. However, no action taken shall be in conflict with any action taken by the General Board.
- c. The Executive Board shall create or dissolve standing committees and shall appoint committee chairs.
- d. The Executive Board, under the leadership of the Treasurer, shall prepare the annual budget. The Executive Board may authorize any unbudgeted PTO expenditure that is \$1000 or less without the approval of the General Board. Any expenditure of the PTO that exceeds \$1000 requires two authorized signatures (if payment is by check) or equivalent proper authorization of two persons (if payment is by wire transfer or other form).
- e. Meetings of the Executive Board may be called by the President (or either Co-President) or by a majority of the Executive Board members.
- f. Five Executive Board members shall constitute a quorum for the transaction of business at Executive Board meetings.
- g. During the school year, the Executive Board shall meet at least once a month for approximately 90 minutes. The minutes must be typed, copied and distributed at the next meeting and presented for board approval. Once approved, the minutes will be stored in a PTO binder with attendance sheets, handouts, proposals, and other written material from the meeting.
- h. Unless otherwise specified in these bylaws, resolutions require a majority vote of the Executive Board members present and voting.
- i. Any Executive Board member with unexcused absences for two consecutive meetings shall automatically forfeit his or her place on the Executive Board and shall be so notified. For offices shared by two or three members, the attendance of one of those members shall constitute attendance by all persons sharing that office.

### **Section 2. Duties of The Executive Board**

- a. The President shall preside at all General Board and Executive Board meetings, shall appoint all special committees, shall attend meetings of District 39's Village-Wide PTO and Presidents Council, shall have the

authority to sign checks in the event of absence or inability of the Treasurer, shall be a member ex-officio of all committees except the nominating committee, shall perform such other duties as may be prescribed in these bylaws or assigned to this office by the Executive Board or the General Board, shall coordinate the work of the officers and committees, and shall call a meeting of the Executive Board at least one day before the first General Board meeting of each school year.

- b. The Co-President (if one exists) shall assist the President in performing any executive duties and leadership tasks described above. The Co-President shall also preside at all PTO meetings in the absence of the President. The Co-President shall succeed the President in office for a term of one year; thus providing crucial continuity in PTO leadership, programming, and policies.
- c. The Vice Presidents shall act as aides to the President and manage distinct portfolios of responsibility as follows:
  - 1. The Vice President Legislation shall apprise the membership of major legislation affecting children and education, shall review the bylaws at least every two years, shall serve as an ex-officio member of the nominating committee, and shall, in the temporary absence or resignation of the President or Co-President, assume their duties until the Executive Board chooses a new President.
  - 2. The Vice President Communications shall be the liaison between the Executive Board and the chairpersons for the WJHS Wire, the WJHS Highlights, the Wilmette Life, and the PTO portion of the School's website. He or she is also responsible for editing the weekly WJHS Highlights.
  - 3. The Vice President Graduation shall be responsible for budgeting, planning and executing all graduation celebration activities for the 8<sup>th</sup> grade class; shall work with the Principal and vice Principal to coordinate graduation activities with the district calendar and administrative policies, and shall report progress to the WJHS General and Executive Boards as necessary.
  - 4. The Vice President Ways and Means shall be concerned with the raising of funds to carry on the activities of the organization.
  - 5. The Vice President Enrichment will be responsible for PTO-sponsored / faculty-approved, curriculum, enrichment programs, which may be presented through field trips, in classrooms and/or assemblies for the benefit of WJHS students.
  - 6. The Vice-President Special Events will be responsible for coordinating after-school club activities and, in conjunction with the Room Parent Vice-Presidents and room parents, shall assist the school administration in coordinating any school-wide special events,

such as one-time philanthropic projects.

7. The Vice-Presidents of 7<sup>th</sup> and 8<sup>th</sup> Grade Room Parents shall appoint all room parents and shall be responsible for PTO activities that directly or indirectly support the homeroom advisory program of WJHS.
- b. The Secretary shall be responsible for taking attendance and recording the minutes at all General Board and Executive Board meetings. Of particular importance is recording all votes including spending, gifting and policy decisions. Additionally, the notes should include a top line of important, news, issues, and events presented by the administration, PTO members, and the community.
  - c. The Treasurer shall (in cooperation with the Executive Board), prepare the budget, present the budget for approval at the first meeting of the General Board each school year, receive and deposit all monies of the PTO, keep an accurate record of receipts and expenditures, present a statement of account at every General Board meeting and a full report at the annual meeting, require anyone requesting funds to complete a voucher before disbursement can be made, and pay out funds in accordance with the approved budget, as properly authorized by the Executive Board or as approved by a majority vote of the General Board. The Treasurer's accounts shall be examined after the end of each fiscal year by a professional auditor or an auditing committee of two or more members who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Treasurer cannot be a member of the auditing committee.
  - d. The Treasurer shall have the right to designate one Assistant Treasurer each year upon approval of the Executive Board and by providing notice to the PTO membership. The Assistant Treasurer shall be a member of the PTO, will be supervised by the Treasurer, and can assist the Treasurer in fulfilling any duties that the Treasurer directs, except that the Assistant Treasurer will have no authority to pay out funds of the PTO. The Treasurer has the right to designate the Assistant Treasurer to be his or her substitute at Executive Board meetings. The Assistant Treasurer shall be expected to succeed the Treasurer in office following proper nomination and election.
  - e. Except for the Treasurer, officers shall deliver to their successors all official material by the close of the school year in which their terms have ended. The Treasurer will deliver his or her official material to his or her successor in a timely manner to ensure a smooth transition of duties for the following school year.

## **ARTICLE VII: GENERAL BOARD MEMBERS AND THEIR DUTIES**

- Section 1. The General Board shall consist of the elected officers, the chairpersons of all standing committees, room representative chairpersons from each grade, the

Principal and vice-Principal of the school, and a staff representative.

- Section 2. Each member of the General Board shall maintain a file of official material and shall transfer said material to the President or to the successor in office; and shall prepare a written annual report in duplicate retaining a copy in the file and submitting the original to the President or Co-Presidents.

#### **ARTICLE VIII: STANDING COMMITTEES**

- Section 1. Standing committees shall be created by the Executive Board. The term of the chairman shall be one year.
- Section 2. The term of the chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- Section 3. The President or Co-President shall be an ex-officio member of all committees except the nominating committee.

#### **ARTICLE IX: FISCAL YEAR, RECORD-KEEPING AND DISSOLUTION**

- Section 1. The fiscal year of the WJHS PTO shall be September 1 through August 31.
- Section 2. The WJHS PTO shall keep permanent books of account as shall be sufficient to establish the items of gross income, receipts and disbursements, including specifically the number of its members and the dues collected from its members.
- Section 3. This organization may dissolve and terminate its organization in the following manner:
- a. Upon receipt of a petition signed by 25 or more members in good standing of this organization, the Executive Board shall give all members 60 days notice and shall put the question of dissolution to a vote at a General Board meeting.
  - b. Approval of dissolution of this organization shall require the affirmative vote of at least two-thirds of the membership.
- Section 4. Upon dissolution of this organization, its assets shall be distributed to other 501(c) (3) organizations as defined by the IRS code or to a governmental unit, as chosen by a two-thirds vote of the Executive Board of this organization.

#### **ARTICLE X: GENERAL BOARD MEETINGS AND VOTING**

- Section 1. There shall be an annual meeting of the General Board during the month of May, at which time there shall be held the election of officers and standing committee chairs for the ensuing year. There shall be an annual joint meeting of old and new Boards in May.
- Section 2. Regular meetings of the General Board will be held generally according to the listings in the District 39 calendar as determined by the WJHS PTO Executive

Board. Special meetings may be held upon notice, either by mail, email, or by telephone, from the President or Co-President, or from three other duly elected officers of the PTO.

Section 3. Eight General Board members, including at least two Executive Board members, shall constitute a quorum for the transaction of business at meetings of the General Board.

Section 4. Each Board member shall be entitled to one vote, via meeting, email or phone which will be determined by the President's lead via show of hands, by verbal consent, or by ballot as selected by the President. Unless otherwise specified in these bylaws, motions require a majority vote of the General Board members present and voting.

Section 5. Any action that may be or is required to be taken at a meeting of the General Board may be taken without a meeting if consent in writing, setting forth the action to be taken, shall be signed by all of the members of the General Board. Consent may be signed in counterparts. The action taken shall be effective when all General Board members have signed the consent unless the consent specifies a different effective date. Pursuant to Section 101.80(p) of the Illinois General Not for Profit Corporation Act of 1986, a consent transmitted or received by electronic means shall constitute a valid consent in writing.

#### **ARTICLE XI: AMENDMENTS**

These bylaws may be amended at a General Board meeting by a two-thirds vote of the members present and voting, provided that at least 30 days notice of the proposed amendment shall have been given.

#### **CERTIFICATION**

We hereby certify that these bylaws were adopted by the members of the Wilmette Junior High School PTO at its meeting held on November 6, 2007.

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Co-President

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Co-President

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Secretary