

**WILLIAM HATCH ELEMENTARY SCHOOL
PTO BY-LAWS**

Article I. NAME

The name of this Parent-Teacher Organization shall be the William Hatch Elementary School Parent Teacher Organization (PTO). The PTO shall be located at the William Hatch Elementary School, 1000 N. Ridgeland, Oak Park, Illinois, 60302.

Article II. PURPOSE STATEMENT

The relationships within the Hatch community, which include students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. Therefore, the purpose of the PTO is to foster a sense of support, pride, and enthusiasm for the school. Through fund-raising, family and community activities, the PTO will promote positive school and community relationships to enhance the educational environment.

Article III. PTO POLICIES

PTO policies shall be developed through meetings, conferences and committees. These policies are not designed nor intended to direct or control the administrative activities of the school. A record of each PTO general meeting, to be called the minutes, will be recorded by the secretary attending the meeting. Each set of minutes will be presented at the next scheduled general meeting.

Article IV. MEMBERSHIP

SECTION I. Members of the PTO shall include parents or guardians of current students, current staff, teachers and patrons who wish to support Hatch Elementary School.

SECTION II. Role at PTO general meetings: Any member as described in Section I. is welcome to attend and provide input to the PTO.

SECTION III. Voting Privileges: Each member as described in Section I, with the exception of patrons, shall have one vote in PTO affairs and/or elections.

Article V. OFFICERS AND DUTIES

SECTION I. ELECTED BOARD OFFICERS

The following elected officers will compose the PTO Board: two Co-Presidents, at least one Vice President, a Secretary and a Treasurer. A non-elected (school) Administrative Representative shall also be an ex-officio member of the Board.

SECTION II. BOARD OFFICERS' DUTIES

A **Co-President** shall:

1. Preside at all meetings of the PTO and of the PTO Board.
2. Serve as spokesperson for the PTO Board and the PTO.
3. Coordinate the work of the officers and committees of the PTO in order to ensure that PTO objectives are accomplished.
4. Serve as an authorized signatory of all PTO checks.
5. Serve on the District 97 PTO Council by attending monthly meetings.

A **Vice President** shall:

1. Attend all meetings of the PTO and of the PTO Board.
2. In the event that a Co-President is not able to attend a PTO meeting, preside at that meeting.

The **Secretary** shall:

1. Attend all meetings of the PTO and of the PTO Board and record the official minutes of each PTO general meeting.
2. Distribute a summary of the minutes at least one week before each PTO Board meeting.

The **Treasurer** shall:

1. Attend all meetings of the PTO and of the PTO Board.
2. Serve as an authorized signatory on all PTO accounts.
3. Maintain accurate records of all financial accounts, earnings and expenses and present a financial statement at each PTO meeting.
4. At the end of each school year, prepare and present a summary annual financial report to the incoming board and to the State of Illinois.

The **Administrative Representative** shall:

1. Serve as spokesperson and liaison for the school administration.
2. Report on Hatch Elementary School and District 97 programs and policies.

SECTION III. NON-ELECTED OFFICERS/ACTIVITY CHAIRS

Non-elected officers/activity chairs shall be selected by consent of the PTO Board to supervise PTO activities. No non-elected officer shall supervise more than three of the activities during any single academic year. No elected officer shall supervise more than two of the activities during any single academic year of his/her elected term.

Article VI. NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

All Board offices as described in Article V., Section 1 shall be filled according to the following election provisions:

SECTION I. NOMINATIONS

1. Any candidate for an elected officer position must be an eligible member as described in Article IV., Section I. Candidates may be nominated by another eligible voting member or by volunteering directly.
2. The Board will bring forth the nominations for elections at an open PTO meeting.

SECTION II. ELECTIONS

1. All members of the PTO as described in Article IV., Section I. are eligible to vote during the election process.
2. Elections will be held during the regular May PTO meeting of each school year.
 - A. Notice of elections shall be distributed to all PTO members at least two weeks before the May meeting, through the newsletter or other general communication. As much as possible, names of candidates for each office will be included in notices.
 - B. During the election, in cases where an office is contested by more than one candidate, written ballots will be distributed and counted by a designated PTO Board Member, except that no member may distribute or count ballots for a position in which he/she is a candidate.
 - C. A candidate must win a majority of the votes cast to be elected.
 - D. Vacancies on the PTO Board that occur during the year may be filled by a person approved by a majority of the PTO Board members, and the person selected may serve until the next scheduled election.
 - E. In the case of vacancy of a Co-President position, a Vice President shall assume the duties of the vacant position until the next scheduled election.

SECTION III. INSTALLATION AND TERMS OF SERVICE

1. New officers assume their duties at the next scheduled PTO Board meeting following the election process.
2. Elected officers will serve a term of two academic years.
3. No officer shall be elected for or serve in the same position for more than two consecutive terms, or four years.

SECTION IV. SELECTION OF NON-ELECTED OFFICERS/ACTIVITY CHAIRS

1. Non-elected officers shall be approved by the PTO Board.
2. Non-elected officers shall serve a term of one academic year.
3. Non-elected officers may serve an unlimited number of terms, provided they meet membership requirements as described in Article IV., Section I., and are approved by the board annually.

SECTION V. REMOVAL OF OFFICERS FROM AN OFFICE

1. An elected officer shall be removed from office for having two or more unexcused absences from general or PTO Board meetings in any one academic year, as determined by records of the meetings.
2. An elected officer may also be removed for failure to satisfactorily perform duties as described in Article V., Section II above or for misconduct that adversely affects the Hatch community and/or the PTO. Removal shall be subject to a majority vote of other members of the Board.
3. A non-elected officer may be removed for failure to satisfactorily perform duties relating to the program or activity to which he/she is assigned, or for misconduct that adversely affects the Hatch community and/or the PTO. Removal shall be subject to a majority vote of other members of the Board.

Article VII. FINANCIAL AFFAIRS

SECTION I. Budget Planning: A general budget will be presented by the Treasurers for approval at a general PTO meeting during the first Quarter of the academic year. The budget will include line items for the continuing PTO programs, for funding requests from teachers, for general school improvements and for school organizations. Funding/Reimbursement requests will be reviewed and issued as described on the Funding Request /reimbursement form. All budget requests must be within original approved budget limits for the categories as described above. Financial obligations will not be made without sufficient funds to cover commitments. Funding request/reimbursement forms will be available in the PTO treasurers box and online at www.hatchpto.org.

SECTION II. All monies of the PTO shall be deposited by the Treasurer in a Federal or State chartered bank or credit union approved by the PTO Board.

SECTION III. The authorized signatures of the PTO account shall be that of a Co-President and the Treasurer.

SECTION IV. The account shall be carried in the name of the Hatch PTO and bear the state-assigned tax exempt number.

Article VIII. RATIFICATION AND AMENDMENTS TO THE BY-LAWS

SECTION I. Ratification of the by-laws is subject to approval by a two-thirds majority vote of eligible members present at a general PTO meeting. Two (2) weeks notice shall be given for the vote.

SECTION II. By-laws may be amended at any general PTO meeting by a vote of two-thirds of the eligible members present. Two (2) weeks notice shall be given for the vote.

SECTION III. By-laws may be reviewed and/or revised by the PTO Board as necessary to meet changing conditions in the school and community. Revisions may be brought to a vote by eligible members as described in Article IV., Section I. above.

Adopted October 2010. Amended August 2011.