

**BY-LAWS
OF
SAINTS PARENT TEACHER ORGANIZATION
OF
ST. CHARLES EAST HIGH SCHOOL, ST. CHARLES, ILLINOIS**

REVISED SEPTEMBER 2015

ARTICLE I

NAME

The name of this organization shall be Saints Parent Teacher Organization (PTO).

ARTICLE II

PURPOSE

Section 1. PTO enhances communication between school and home, and increases parental interest in St. Charles East High School.

Section 2. PTO develops stronger cooperation between parents, staff, students and the school administration. Parents will also include the term “guardian”.

Section 3. PTO enhances the parental awareness of resources available at St. Charles East High School.

ARTICLE III

ADMINISTRATIVE DIRECTION

Section 1. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

Section 2. This organization may cooperate with other organizations on matters considered to be in the best interest of the students.

Section 3. The funds and resources of this organization shall not be appropriated or expended for purposes other than the works and programs of the organization.

Section 4. In the event of the dissolution of the organization the assets of the organization shall be distributed by the Governing Body for one or more of the exempt purposes specified in Section 501c of the Internal Revenue Code of 1954 and as from time to time amended.

Section 5. The fiscal year for the organization will be from July 1 to June 30.

Section 6. A yearly operating budget shall be prepared by the organization’s officers and approved by a simple majority vote of the Governing Body no later than September 30 of the current fiscal year.

Section 7. Excess income (up to ten percent of the current fiscal year budget) can remain as non-designated contingency funds. All remaining surplus funds shall be expended on non-operating special projects, or designated for future specific projects prior to the Annual Meeting. During the course of the fiscal year the organization’s officers may choose to redirect budgeted funds that have not or will not be spent to other projects by a simple majority vote of the Governing Board.

Section 8. A yearly audit will be prepared at the end of each fiscal year.

Section 9. An Annual Meeting will take place in May for the purpose of electing an Executive Board for the upcoming fiscal year.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Parents whose students are attending this school and the faculty of St. Charles East High School may become members upon completion of a membership form and payment of dues. Membership dues for staff and faculty members are waived.

Section 2. The annual dues for membership in this organization for the following school year shall be established by the Governing Body before the Annual Meeting of the current school year.

Section 3. Annual dues are payable at the beginning of the new school year; however, newcomers may join the organization at any time.

Section 4. Parents who have not paid annual dues as of November 1 each year shall not be eligible to vote at the annual election. In addition, children of members who have not paid dues shall not be eligible as candidates for the PTO awards.

ARTICLE V

ELECTIONS AND GOVERNING

Section 1. The Governing Body shall include the following representatives:

- THE PRINCIPAL
- FACULTY MEMBERS..... 1 OR 2 REPRESENTATIVES
The faculty representative(s) shall be chosen by the School Administration.
- THE EXECUTIVE BOARD
Depending on what positions are filled for that year the Executive Board shall include President, Vice President, Treasurer or Secretary
- STUDENTS..... 1 OR 2 REPRESENTATIVES
Students are to be selected by, but not necessarily members of, the Student Council. Students’ representatives may be from any class based on their willingness to serve and rotate attendance at PTO meetings.

- **STANDING COMMITTEE CHAIRPERSONS**
The Chairpersons of the standing committees shall be entitled to vote and serve as Officers of the Governing Body.
- **AT-LARGE REPRESENTATIVES**
Representatives may be interested parents, from various ad-hoc committees, or special interest organizations.

Section 2. Nominating Committee: A nominating committee, chaired by the President or President Appointee, shall be formed by the Governing Body each year for the purpose of presenting nominations for election of Executive Board Officers. The nominating committee shall consist of a minimum of three members. The nominating committee shall present the candidates for officers to the Governing Body for approval at the May meeting.

Section 3. Elections: Election of Officers (the Executive Board) shall be conducted at the annual meeting by the Governing Board or earlier if there is no annual or May meeting. Nominations shall be allowed from the floor as long as consent of each nominee is obtained before his/her name is placed in nomination. The newly elected Officers will be installed and begin their one year term prior to the end of the current fiscal years as they are elected for the purpose of organizing and planning the next school year. The President shall report at the September meeting the complete list of nominees for all Governing Body Offices. A vacancy occurring in the Governing Body during the operating year may be filled upon nomination by representatives of the respective position in which the vacancy occurs, by the Governing Board or appointed by the President.

ARTICLE VI

DUTIES OF THE GOVERNING BODY AND OFFICERS

Section 1. The Governing Body shall do the following:

- Establish dues and regular meeting times between September and May.
- Plan and approve programs for the year according to the purpose of the organization.
- Appoint committees necessary to accomplish the work of the organization.
- Appoint a nomination committee.
- Have the privilege of voting.
- Assist in volunteer needs for the organization as requested to the organization.

Section 2. Officers shall do the following:

The President shall reside at all meetings of the organizations and of the Governing Body and shall be an ex-officio member of all committees. He/she shall appoint special committees as necessary.

The Vice President (when appointed or elected) shall act as an aide to the President and shall preside in the absence of the President.

The Secretary shall reside at all meetings of the organizations. The Secretary shall keep an accurate record of the organization's activities and of the Governing Board meetings. She/he shall prepare correspondence as directed by the Governing Body. Monthly meeting minutes must be published in a timely manner (generally within one week of each meeting).

The Treasurer shall reside at all meetings of the organizations. The Treasurer shall receive all monies, keep an accurate record of receipts and disbursements and dispense funds upon approval of the Governing Body.

Section 3. Standing Committees shall do the following:

The Standing Committees shall be functional each year under the direction and as deemed necessary by the Governing Body.

Each committee shall have appointed by the President or Vice President a Chairperson or Chairpersons and meet as necessary to accomplish its purpose.

The President or his/her representative shall attend all called monthly meetings of the Governing Body.

Each committee shall be prepared to give a verbal report as deemed necessary by the Officers of the Governing Body. A written report will be submitted and read into the minutes in lieu of a verbal report and for the benefit of the Governing Body.

Section 4. Special Committees shall do the following:

The Special Committees shall be functional each year under the direction and as deemed necessary by the Governing Body.

Each committee shall have a spokesperson at each meeting of the Governing Body.

Each committee shall be prepared to give a written report in the absence of a verbal report as deemed necessary by the Officers of the Governing Body, and can be read for the benefit of the Governing Body's meeting minutes.

ARTICLE VII

MEETINGS

Section 1. The general meeting of the organization shall be held during the official school year at intervals determined by the Governing Body, but will consist of no fewer than three meetings.

Section 2. A quorum for the Governing Body and/or committee meetings shall consist of a simple majority in attendance of the meeting.

Section 3. Meetings of the Governing Body refer to Article VI, Section 1.

ARTICLE VIII

AMENDMENTS

These by-laws may be amended by a simple majority of the Governing Body. Governing Body members must have received written notice seven days prior to the vote.

ARTICLE IX

RULES OF ORDER

The rules contained in Roberts Rules of Order, Revised, govern this organization in all cases in which they are applicable.

STANDING COMMITTEES

As deemed necessary by the Executive Board

MEMBERSHIP / DIRECTORY CHAIR:

Keep master lists of all members with related address, phone number, e-mail and committee commitment. Provide all committees with a computerized list of volunteers that came from registration.

STUDENT DIRECTORY:

Create and provide an online Student Directory to PTO member families at no charge.

STAFF APPRECIATION:

Provide refreshments for staff on a schedule coordinated by Chairperson and the Student Activities Office. Coordinate a gift for the retiring members of the school staff and faculty. Organize a donation to the Student Activities Office to assist with the cost of the End of the Year Staff Lunch if scheduled.

STUDENT ACTIVITIES:

Provide parent volunteers for dances (i.e. Homecoming and Sadie Hawkins), sell tickets and be available to assist staff the night of the dance.

Committee provides treats for events such as Future Saints Night and Senior Honors Night.

Committee provides volunteers to assist staff as needed for events such as PSAE Testing to selling Senior Breakfast/BBQ tickets. These events are organized by the STCE Student Activities Office.

Communicate with the President about any special requests by the school to determine feasibility.

POST PROM CHAIR:

Coordinate all activities related to Post Prom including regular meetings that begin in January.

Coordinate all Post Prom volunteers.

Communicate with school and community officials as necessary.

Create sub-committees to facilitate prizes, publicity, security, games, tickets, decorations, food and clean-up.

Make a final report to the Governing Body at the end of the school year.

SPECIAL COMMITTEES

As deemed necessary by the Executive Board

SENIOR AWARDS CHAIR:

Update award applications and give current applications to the STCE Guidance Office.

Establish a non-biased group to review applications and make recommendations.

Communicate winners to the Governing Body.

Announce winners at the Senior Honors Night in May.

DISTRICT PTO (DPTO):

Attend District PTO meetings and report to the board any significant news. This report may be made verbally or in writing as deemed appropriate by the President and the representative.

BEAUTIFICATION:

Assist the administration in improving or beautifying the grounds.

Committee may explore resources to assist in beautification projects on school grounds.

Organize volunteers to assist with the gardening or decorating specific to the season as indicated.

GREATER ST CHARLES EDUCATION FOUNDATION:

Provide representation to the St. Charles Education Foundation.

Representative reports to the Board of any significant activities of the Education Foundation.

Organization a donation, which is typically a basket for the Jazz Event when necessary.

SENIOR SIGNS:

Coordinate congratulatory sign to be placed in the yards of graduating seniors before graduation.