

**HILLTOP ELEMENTARY SCHOOL
Parent/Teacher Organization
By-Laws**

ARTICLE I

The name of this organization is the Hilltop Parent/Teacher Organization (HPTO), located in Elgin, Illinois. These by-laws shall be deemed to be a part of the articles of the organization.

**ARTICLE II
OBJECTIVES**

Objectives of the parents and teachers of Hilltop Elementary School include being able to support and positively influence our children's lives through several means: parent and teacher cooperation, bringing home/school relationships closer together, and conducting fund-raising activities as needed to support programs that benefit our students and enhance their education.

**ARTICLE III
POLICIES**

Section 1: The following are basic policies of this Organization:

- A. The PTO shall work with the school to provide quality education for all children and shall seek to participate in the decision making process establishing school policy, recognizing that the legal authority to make final decisions has been delegated by the people to the Board of Education.
- B. The PTO shall not, directly or indirectly, participate or intervene in any political campaign or support or oppose any candidate for public office.

Section 2: The following are operating policies of this Organization:

- A. Policies related to the implementation of the PTO goals and the working of Standing Committees shall be established at the initial meeting of each Standing Committee following the adoption of these bylaws. Said policies shall be submitted to the Executive Committee for approval by the general membership. The Executive Committee consists of President, Vice President, Treasurer, Secretary and one (1) faculty member.
- B. The Operating Policies will remain in effect from year to year. Amendments to the Operating Policies may be submitted by the appropriate body at the monthly general meeting, provided that procedures stated in Section 2A are followed. These amendments will be discussed at the meeting and then voted on at the next monthly meeting.

ARTICLE IV MEMBERSHIP

Section 1: The organization shall consist of all parents or guardians of children presently attending Hilltop School, as well as U-46 staff members working with Hilltop students.

Section 2: Dues shall not be a requirement to be a member of the PTO.

Section 3: Parents are encouraged to participate in the PTO by serving on committees and volunteering for activities sponsored by the PTO.

ARTICLE VI DUTIES OF OFFICERS

Section 1: The President shall:

- Preside at all meeting of the Organization;
- Perform other duties as may be assigned by the Organization of the Executive Committee;
- Coordinate the work of the officers and committees in order that the objectives be promoted; and
- Appoint Ad Hoc Committee.

Section 2: The Vice President shall:

- Act as aid to the President; and
- Perform the duties of the President in the absence or inability of that officer to serve.

Section 3: The Secretary shall:

- Record the minutes of all meetings of the PTO or the Executive Committee;
- Conduct correspondence of the PTO as directed;
- Present a written document of the prior meeting's minutes at every meeting of the PTO with copies available to each general member present;
- Maintain a duplicate record of the Operating Policies of the HPTO and the Standing Committees; and
- Shall perform such other duties as may be delegated.

Section 4: The Treasurer shall:

- Receive monies of the PTO and make bank deposits;
- Keep and accurate record of receipts and expenditures;
- Present a written financial statement at every meeting of the PTO, with copies available to each general member present, making a full report at the last PTO meeting of the year.

- A. The treasurer's books shall be examined at the end of each fiscal year and by June 30th by a Financial committee selected by the PTO members. The committee shall consist of the Treasurer and no more than three other selected members. Satisfied that the Treasurer's reports are correct, they shall sign a statement certifying the book's correctness to the best of their knowledge. The committee shall be selected, with the approval of the Executive Committee, at least two (2) weeks before the last monthly meeting of the school year.
- B. All monies shall be placed in a Federally Insured Depository approved by the Executive Committee.
- C. All checks shall be co-signed by the President, Vice President, or Secretary and bear the signature of the Treasurer.

Section 5: All elected officials will:

- A. Deliver to their successors, all official material within five (5) school days following the meeting at which the successors take office.
- B. Keep Operating Policies and Financial Books to be passed on to their successors.

ARTICLE VII NOMINATIONS & ELECTIONS

Section 1.

- A. There shall be nominations/elections for the following positions; President, Vice President, Secretary, and Treasurer. A notice of thirty (30) days prior to the nomination meeting must be given to the Membership. The nomination meeting shall take place in the month of March.
- B. To be eligible for nomination, the person must be a parent or guardian of a student attending Hilltop Elementary School and be in attendance at the March meeting.
- C. The Secretary shall notify the membership of the results of the nominations and the election shall be in the month of April. The Members must be notified at least thirty (30) days prior to the election and shall include the nominees/positions for election. Eligible voters consist of all Hilltop parents/guardians and faculty members.
- D. Should a Member be nominated and have no opposition, then the Member shall be deemed elected. When a Member is nominated, he/she must declare their acceptance or rejection.
- E. Election shall be by secret ballot.
- F. Officers shall assume their official duties on June 15th and shall serve for a two (2) year term or until their successors are elected and assume their duties.

G. A Member shall not be eligible to serve more than two (2) consecutive terms in the same office. No Member shall accept nomination for more than one office.

Section 2. A vacancy occurring in any office shall be filled for the unexpired term of less than one year by a Member elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given. If the unexpired term is for one year or more, then there will be a general election following the above rules. In case a vacancy occurs in the office of President, the Vice President shall serve the unexpired term. Any Executive Committee member knowingly vacating their position(s) must notify the Executive Committee in writing and turn in all existing records within five (5) school days. In the event of an Executive Committee Member's temporary absence from their duties, the President must be notified.

ARTICLE VIII MEETINGS

Section 1. The PTO meetings will be held monthly through May or June as the school year allows beginning in September, the time will be published and provided to the general membership in a timely fashion.

Section 2. Special General Membership meetings may be called by the Executive Committee. Seven days notice shall be given.

Section 3. The May meeting shall be the annual meeting at which time annual reports shall be given and officers installed to allow for a smooth and easy transition.

Section 4. One third of the Executive Committee, to include at least two (2) PTO officers, shall constitute a quorum.

Section 5. All meetings will be conducted in an orderly, organized fashion.

Section 6. All meetings shall be open to the general membership.

ARTICLE IX PTO BOARD AND EXECUTIVE COMMITTEE RESPONSIBILITIES

Section 1. The Executive Committee shall:

- Transact regular business in the intervals between Organization meetings and such other business as may be referred to it by the Organization.
- Create Standing Committees as deemed necessary.

- Present reports and recommendations at the regular meeting of the Organization.
 - Shall meet as soon as practical after the officers have been duly elected for the purpose of filling any vacancies of chairs of Standing Committees and formulation of tentative plans for their term of office.
 - May approve routine bills by majority.
 - May transact regular business of the Organization in an emergency; however, no action shall be in conflict with that taken by the voting body of the Organization.
 - Review plans of work of the Standing Committees.
 - Present an anticipated budget and general goals to the general membership at the September meeting.
- A. Special meetings of Executive Committee may be called by the President or by a quorum of the Committee provided that all members receive three (3) days notice.
- B. A member absent three (3) consecutive meetings shall automatically forfeit his/her position on the committee and be so notified unless reinstated by a majority vote of the remaining members of the Executive Committee.
- C. No two family members shall serve on the executive board at the same time.

ARTICLE X STANDING & AD HOC COMMITTEES

- Section 1. The Executive Committee shall create such Stand and Ad hoc Committees as it may deem necessary to promote the said objectives and carry on the work of the PTO. The chairs of Standing Committees shall be selected as defined in Article VII, Section 1B.
- Section 2. The Chair of each Standing Committee shall present a plan of work with estimated expenditures and revenues to the Executive Committee for approval by the general membership. No unapproved committee work shall be undertaken without the consent of the Executive Committee.
- Section 3. Ad Hoc committees may be created by the Executive Committee, the President or as directed by the membership as need arises.

ARTICLE XI DISSOLUTION

Section 1. The PTO may dissolve and terminate its Organization in the following manner:

- A. The Executive Committee shall adopt a resolution recommending that the HPTO be dissolved and directing that the question of such dissolution be submitted to a vote at an open general meeting.
- B. Written notice stating the recommendation of the Executive Committee shall be mailed to the general membership seven (7) days prior to the meeting.
- C. Approval of dissolution of the PTO shall require the affirmative vote of at least two thirds of the members present.

Section 2. Dissolution of Assets:

- A. All monies shall be spent to the benefit of the Hilltop School students by the end of the current school year.
- B. Assets and properties shall be given to benefit the students of Hilltop School.

ARTICLE XII ADMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Organization by a two thirds vote of the members present. The amendment to be added, when presented, will be discussed then voted on at the next monthly general meeting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the Organization, or by a two thirds vote of the Executive Committee. The requirements for adoptions of a revised set of bylaws shall be the same as in the case of the amendment.

ARTICLE XIII STANDING RULES REGARDING MEMBERSHIP AND PARLIAMENTARY AUTHORITY

Persons who do not meet the membership requirements of the PTO shall show due cause why they wish to become members. A two thirds vote of the members present shall be required for approval of membership of these persons.