

HAWTHORN SCHOOL DISTRICT #73 PARENT-TEACHER ORGANIZATION CONSTITUTION AND BY-LAWS

Revised: March 2018

ARTICLE I – NAME

The official name of this organization shall be the Hawthorn Parent-Teacher Organization of School District #73 [hereinafter referred to as the “organization” or “PTO”].

ARTICLE II – MISSION STATEMENT

To enhance the education of our children by promoting the connection between home, school, and community.

ARTICLE III – OBJECTIVES

- A. To promote the welfare of children in home, school, and community through sponsored programs and by monies raised through various fundraising activities.
- B. To help attain and maintain the highest quality of education and resources for the children of Hawthorn Schools.

ARTICLE IV – BASIC POLICIES

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern, nor in connection with any partisan or personal interest, nor for any purpose not appropriately related to the promotion of the OBJECTIVES of the organization.
- C. The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of any statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Fiscal year shall be from July 1 to June 30.

ARTICLE V – MEMBERSHIP

- A. All parents, guardians, educators, administrators, and ancillary personnel of District #73 are members of the organization.
- B. The membership policy shall be reviewed and voted upon annually at the November meeting

ARTICLE VI – THE EXECUTIVE BOARD

- A. The Executive Board shall be comprised of a President, Executive Vice President, Secretary, Treasurer, and a Vice President for each school including John Powers Center and Lincoln School.
- B. Executive Board positions shall be elected for a two-year term, by the majority vote of the attending general membership. At the end of the two-year term, an Executive Board member may run for re-election. If other candidates apply for the position, then all General Board selection procedures as listed in Article XI will be followed.
- C. Executive Board members shall attend at least 70% of monthly Executive Board meetings
- D. Prior to serving as President, a candidate must serve at least one year as a board member.
- E. Prior to serving as Executive Vice President, a candidate must serve at least one year as a board member.
- F. The past President and incoming President may serve as non-voting members.
- G. At Executive Board meetings, a quorum of the Executive Board members shall be required for a vote to be taken. (Quorum = 2/3)
- H. Members of the Executive Board shall have at least one child enrolled at a District 73 school during their term.
- I. Any member of the Executive Board may be removed with cause, at any time, by a unanimous vote of the remaining members of the Executive Board if the removal is deemed to be in the best interest of the Hawthorn 73 PTO.

ARTICLE VII – DESCRIPTION OF OFFICES

President

- A. Shall preside at all meetings of the General Board and the Executive Board.
- B. Shall act as consultant to all standing committees. Shall appoint chairperson of special committees.
- C. Shall appoint replacements for any Board Members unable to complete their terms, with the exception of an Executive Board Member.
- D. Shall appoint a temporary Board Member to the Executive Board in case of a vacancy until a Special Election can be held.

- E. Shall collaborate with the Treasurer to disburse funds.
- F. Shall call special meetings of the Executive Board.
- G. Shall collaborate with the Secretary to develop the annual calendar.
- H. Shall serve as advisor to the incoming President for one year after term.
- I. Shall act as liaison with the District Administration.
- J. Shall vote in the event of a tie.

Executive Vice President

- A. Shall assume all duties of the Presidency, in the absence of or inability of the President to complete the current term of office, until a Special Election can be held.
- B. Shall oversee and coordinate the duties of the school Vice Presidents.
- C. Shall act as liaison between PTO and the school principals.
- D. Shall act as liaison between PTO and school Art Adventure Chairs.
- E. Shall chair Nominating Committee.

Vice Presidents

- A. Shall act as liaison with the school they represent.
- B. Shall serve as room parent chair, to assign and coordinate room parents for each classroom at the elementary school they represent. Shall serve as volunteer coordinator at the middle school level to coordinate volunteers as needed.
- C. Shall coordinate a teacher appreciation event.
- D. Shall attend at least 70% of events related to their duties (e.g., Back to School and Curriculum Nights, Room Parties, Teacher Appreciation events)
- E. Shall do their best to ensure that the guidelines/procedures set forth by the PTO are being followed.

Secretary

- A. Shall keep an accurate record of all Executive Board and Board Meetings and make them available to members upon request.
- B. Shall maintain an accurate attendance record at monthly meetings.

- C. Shall notify all Board Members of Board Meetings.
- D. Shall keep a current list of Board Members' home and e-mail addresses and phone numbers.
- E. Shall chair By-Laws Committee.
- F. Shall collaborate with the President to develop the annual calendar
- G. Shall acknowledge the death of any School Board member, administrator, faculty or staff member, PTO Board Member, student, or parent or sibling of a student.
- H. Shall plan the annual PTO Holiday Party held in place of the regular December Board meeting.

Treasurer

- A. Shall deposit and disburse all funds for the PTO.
- B. Shall maintain an accurate account of all funds and disbursements by providing forms for receivables and disbursements and following proper accounting procedures.
- C. Shall give an accurate accounting of funds and balances at each monthly meeting.
- D. Shall prepare budget to be discussed at the September meeting, and approved at the October meeting by a majority of attending members.
- E. Shall chair the Disbursement Committee.
- F. Shall oversee the activities of the PTO Store Administrator.
- G. Shall maintain bank accounts.
- H. Shall provide District Office with necessary documentation for audit.

ARTICLE VIII – THE BOARD

- A. The Board shall be comprised of the Executive Board, Committee chairs (or their representatives) and school principals (or their representatives) from each school. Board Members must be PTO members as defined in Article V.

ARTICLE IX – STANDING COMMITTEES AND RESPONSIBILITIES

- A. The Nominating Committee shall be chaired by the Executive VP and appoint Committee Chairs for a one-year term.
- B. A Board Member may chair the same Standing Committee for more than one year.

- C. The PTO Store Administrator shall maintain the PTO Store under the direction of the Treasurer.
- D. All committees must reconcile funds (income, expenses and disbursements) relating to their events, and in turn, must reconcile funds with the Treasurer.
- E. All committees must appeal to the Executive Board when making significant adjustments (especially those decisions that affect fundraising dollars and the PTO timeline for the year) to their program. Upon approval by the Executive Board, the appeal will be brought to the General Board.
- F. Committee chairs shall maintain documentation and keep procedures current.
- G. Committee chairs will provide Marketing and e-Communications Chairs with all publicized information. Marketing and e-Communications Chairs will review all communications with the President
- H. Committee chairs shall work with the President and Secretary to establish date(s) for inclusion in PTO timeline and district calendar. Chairs will also work with Secretary to reserve building space.

Responsibilities of the Fundraising Committees:

- A. Shall research and recommend vendors, where applicable. Secure President approval on vendor selection.
- B. Shall plan and preside over fundraiser, manage promotions and coordinate volunteers through program end.
- C. Shall present detailed final plan to President prior to execution of event.

Responsibilities of the Programming Committees:

- A. Shall consult with President on budget prior to committing funds.
- B. Shall plan and preside over program, manage promotions and coordinate volunteers.
- C. Shall present detailed final plan to President prior to execution of event.

Responsibilities of the PTO Store Administrator:

- A. Shall monitor PTO Store transactions
- B. Shall provide weekly report to Discount Card committee for fulfilling Discount Card orders
- C. Shall monitor Hawthorn Hustle, Family Fitness Night and other online registrations and provide regular updates to Committee Chairs
- D. Shall answer inquiries related to PTO Store purchases

- E. Shall submit articles to Marketing Committee Chairs as appropriate to promote the PTO Store in the Pipeline, Facebook, Twitter, etc.

ARTICLE X – GENERAL BOARD MEETINGS

- A. Board meetings shall be open to the public and held the first Wednesday of each school month when possible. Summer meetings may be called at the discretion of the President.
- B. A majority (51%) of Executive Board members, in addition to a minimum of 7 Board Members, shall constitute a quorum for any vote to be taken.
- C. In the event that a quorum cannot be achieved, a proxy vote at the President's discretion can be initiated by the President to be completed within 24 hours of the Board meeting.
- D. Executive Board meetings shall be called at the discretion of the President.
- E. An orientation Board Meeting of the current and newly elected and appointed Board shall be held at a second meeting in May.
- F. Meeting format shall follow Roberts Rules of Order.

ARTICLE XI – SELECTION OF BOARD

Method of Nominations:

- A. A Nominating Committee of at least five current Board members including the Executive Vice President shall be established each year in October (by a lottery if necessary).
- B. The Nominating Committee shall be chaired by the Executive Vice President

Responsibilities of the Nominating Committee:

- A. Shall accept applications and background information necessary for Executive Board positions, and determine eligibility as set forth in Article VI. Applicants must be PTO Board members as defined in Article V.
- B. In January, shall present the Executive Board slate at the regular board meeting. Propose slate to all voting members through the PTO Pipeline and/or the PTO website.
- C. If there is more than one candidate running in an election for the same Executive Board position, then the Committee shall request that the candidates prepare brief biographies to be distributed to the PTO Board prior to the election.
- D. Shall preside over election.
- E. Shall accept applications for Standing Committees.

F. In April, shall present appointments for Standing Committees.

Procedure for Executive Board Election:

- A. In February, attending members shall vote for the Executive Board. If the positions are uncontested, a single ballot can be entered on behalf of all voting members at the meeting. If any position is sought by two or more applicants, then all voting members shall complete an anonymous ballot.
- B. A majority of votes from the attending members will determine the Executive Board.
- C. The results will be calculated and presented at the March meeting.

Procedure for Standing Committee appointments:

- A. Nominating Committee will appoint chairs to the Standing Committees.
- B. The Nominating Committee will present appointments in April.

Procedure for Special Elections:

- A. Publish a notice of the Special Election in the PTO Pipeline, e-mail campaign and/or the PTO website.
- B. If the position is uncontested, a single ballot can be entered on behalf of all voting members at the meeting.

ARTICLE XII – DISBURSEMENT PROCEDURE

- A. Disbursement Committee consisting of the President, Treasurer and not fewer than four and not more than 8 additional Board Members (chosen by lottery if necessary) shall be formed.
- B. The Committee will develop a disbursement recommendation for the year-end disbursements.
- C. The Committee will present their recommendation to the Board at the May General Board meeting. The Board will vote on this recommendation.
- D. Upon Board approval, the Committee will advise the District Superintendent of the disbursement plan.
- E. Disbursements will be made at the first June School Board Meeting.

ARTICLE XIII – FUNDRAISING SUMMIT

- A. A Committee comprised of the President and not fewer than 4 and not more than 8 members (determined by lottery, if necessary) shall be formed each year to evaluate current and potential fundraisers.

- B. Suggested changes to the fundraising schedule as a result of the Fundraising Summit should be presented to the Executive Board to be voted upon.
- C. Upon approval of the Executive Board, suggested changes should be presented to the General Board to be voted upon.

ARTICLE XIV – BY-LAWS AMENDMENT PROCEDURE

- A. A By-Laws Committee comprised of the Secretary and not fewer than 4 and not more than 8 members [determined by lottery if necessary] shall be formed each school year.
- B. Suggested changes to the By-Laws should be presented to the By-Laws Committee for review.
- C. The By-Laws Committee will present recommended changes to the Board to be voted upon.
- D. Changes to the By-Laws will be effective immediately unless otherwise specified in the amendment.