

## PARENT CLUB BY-LAWS

### Article I – Name

The name of this association is the Greenville Elementary School (GES) Parent Club of Greenville, Illinois.

### Article II – Objectives

The objectives of this organization are as follows:

To support the teachers and staff of GES by providing a volunteer labor force for clerical assistance, teacher's aides, and chaperones.

To support the teachers of GES by showing our appreciation for their skill and efforts through teacher appreciation luncheons and breakfasts.

To support the students of GES through sponsoring/hosting fun and/or educational events and providing rewards for student achievement.

To bring about a closer relationship between the home and the school, so that parents and teachers may cooperate in the education of the student.

To develop united efforts between GES and the Community of Greenville to enhance the education experience for every student.

To support the teachers, students, and staff of GES through fundraisers and the purchase/donation of supplies and equipment.

The objectives of this association are promoted through programs directed toward parents, teachers, and students and are developed through committees with the cooperation of the community, school, and administration and are governed and qualified by the basic policies as set forth in Article III.

### Article III – Basic Policies

The following are basic policies of this organization:

The organization shall be noncommercial, nonsectarian, and nonpartisan.

The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

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

The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

In the event of the dissolution of the organizations, its assets shall be given back to the Greenville Elementary School to be used for the students.

#### Article IV – Membership and Dues

Section 1. – Membership in the Parent Club shall be made available to all parents of children attending GES, under such rules and regulations not in conflict with the provisions of these bylaws.

Section 2. – This Parent Club shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3. – The membership year shall be from September 1 to August 30 inclusive. A person who joins at any time during the membership year shall pay dues for that year.

Section 4. – Only a dues paying member of Parent Club shall be eligible to participate in its business meetings or to serve in any of its elected and/or appointed positions.

Section 5. – The annual dues for membership in Parent Club shall be \$1.00 per person.

#### Article V – Officers and their Election

##### Section 1

The officers of this organization shall be a president, vice president, secretary, and a treasurer.

Officers shall be elected by ballot or voice annually at the first meeting in the school year. If there is but one nominee for any office, upon motion from the floor, the election may be by voice.

Officers shall assume their official duties at the close of the first meeting of the current school year and shall serve for a term of one year and or until their successors are elected and assume their duties.

A person shall not be eligible to serve more than two consecutive terms in the same office, unless unanimously re-elected by ballot.

##### Section 2

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given at least one meeting

prior. In a case a vacancy occurs in the office of president, the first vice president shall service notice of the election.

## Article VI – Duties of Officers

### Section 1

The president shall preside at all meetings of the organization, the executive committee; Represent the Parent Club at GES Steering Committee meetings, Appoint special committees; perform such other duties as may be assigned him by the organization.

### Section 2

The vice president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer and perform such other duties as may be delegated.

### Section 3

The secretary shall; record the minutes of all meetings of the organization, the executive committee, conduct correspondence of the organization as directed and perform such other duties as may be delegated.

### Section 4

A. The treasurer shall; receive all monies of the organization, keep an accurate record of receipts and expenditures, and pay out funds as authorized by the organization.

meeting  
executive

B. The treasurer shall present a written financial statement at every of the organization and at other times as requested by the committee, making a full report at the May meeting.

report is  
certifying its  
appointed by the president  
committee.

C. The treasurer's books shall be examined annually by a committee of not less than two members who, satisfied that the treasurer's annual correct, shall sign a statement at the end of the report correctness. The auditing committee shall be with the approval of the executive committee.

D. All monies shall be placed in a depository approved by the executive committee.

E. All checks over \$300 shall be co-signed by treasurer and president.

### Section 5

All officers shall:

Perform the duties prescribed in the parliamentary authority of the organization in addition to those outlined in these bylaws and those assigned from time to time.

Deliver to their successors all official material within five days following the meeting at which the successors take office.

## Article VII – Meetings

### Section 1

Regular meetings of the organization shall be at the discretion of the Executive Committee.

### Section 2

Special meetings may be called by the Executive committee with a two-day notice being given.

### Section 3

The meeting at which all reports shall be given will be held the last PTO meeting of the year.

## Article VIII – Executive Committee

### Section 1

The executive committee shall consist of the elected officers and will include the principal of the school or his/her representative.

### Section 2

Meetings shall be held at the call of the president or a majority of the executive committee. Two-days notice shall have been given. A majority shall constitute a quorum.

### Section 4

The committee may transact business of the association in an emergency; however, no action shall be in conflict with that taken by the voting body of the organization and/or the executive board.

### Section 5

The committee shall be empowered to expend sums of money not to exceed 100.00 per purchase

## Article X – Standing and Special Committees

### Section 1

The executive committee shall create such a standing committee, as it may deem necessary to promote the objects and carry on the work of the organization. The chairman of the standing committees shall be selected by the executive committee for the term of one year.

Section 2

The chairman of each standing committee shall present a plan to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 3

Special committees may be created by the executive board or the membership as the need arises.

Section 4

The President shall be a member ex-officio of all committees.

Section 5

The principal shall be a member ex-officio of all committees.

Article XI – Parliamentary Authority

Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable.


Article XII

Section 1

These bylaws may be amended at any regular meeting of the organization by a two thirds vote of the members present and voting provided that notice of the proposed amendment shall have been given at the previous meeting.

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 two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of the amendment.

Adopted on this 10 day of March, 2011.

Approved by  3/10/11  
PTO President Date

Approved by

J. L. Jackson  
PTO Secretary

3/10/11  
Date