

**STEVENSON HIGH SCHOOL
PATRIOT PARENT ASSOCIATION
BY-LAWS**

Effective December 5, 2017

ARTICLE I – NAME

The name of this organization shall be the PATRIOT PARENT ASSOCIATION (also known as PPA).

ARTICLE II - PPA MISSION

The PPA’s mission and purpose shall be to promote and actively support Adlai E. Stevenson High School’s (also known as Stevenson High School or SHS) goals to achieve an exemplary school through its social, academic and educational activities as expressed in the District 125 Board of Education Vision Statement.

ARTICLE III - GENERAL POLICIES

Section 1.

This organization shall operate for charitable, educational, non-commercial, non-sectarian and non-partisan purposes and shall not discriminate.

Section 2.

The PPA shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any member in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the Mission of the PPA.

Section 3.

The rules contained in Robert’s Rules of Order, shall govern the PPA in all cases in which they are applicable and in which they do not conflict with these By-Laws

Section 3.

The fiscal year of this organization shall begin on July 1 and end the following June 30. The PPA shall be incorporated under the laws of the State of Illinois as a non-profit organization.

Section 4.

As a non-profit organization, the PPA Net Operating Income budget is zero. If the Net Operating Income is, or is anticipated to be, greater than zero by year-end, the Executive Board will vote on the allocation or distribution of said funds.

Section 5.

Upon the dissolution of the PPA, the Executive Board shall, after paying or making provision for the payment of all its liabilities, donate the assets of the PPA to SHS.

Section 6.

Any parent or guardian of a student(s) currently attending SHS who is interested in the purpose of this organization and are willing to subscribe to its by-laws may become members upon the payment of

annual dues. Annual dues for all members shall be set each year by the Executive Board. Members of the Board of Directors shall be parents or guardians of students currently attending SHS.

Section 7.

The PPA shall work with the school in a support capacity recognizing that the legal responsibility to make decisions of school policy has been delegated by the people to the Board of Education.

Section 8.

Any general member may have their membership revoked by a two-thirds majority vote of the Executive Board for any action deemed contrary to the PPA's mission.

Section 9.

The PPA may cooperate with other organizations and agencies concerned with child welfare, but persons representing these other organizations shall make no commitments that bind the PPA.

Section 10.

All issues that need to be voted on at a General meeting must be brought to the Executive Board before they can be placed on the agenda. General Procedures for handling a motion on an item to be voted on:

- A. A member normally must obtain the floor by being recognized by the President(s). The President(s) can only vote to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- B. Member makes a motion.
- C. A motion must normally be seconded by another member before it can be considered.
- D. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion.
- E. The maker of the motion can choose to accept or reject the modified wording (does not require a second). If the person who originally stated the motion does not want to change it, a vote must first be taken on the original motion. If that fails, another motion can be called for vote.
- F. A motion may be made to Postpone Definitely (Postpone to a Certain Time) if additional information is required to assist in the decision on the proposed motion. The tabling motion delays action until a certain time specified in the motion, but may not be beyond the next regular general board meeting.
- G. If the motion on the table is in order, the chair will restate the motion and open debate (if the motion is debatable).
- H. The maker of a motion has the right to speak first in debate.
Debate is closed when:
 1. Discussion has ended, or
 2. A two-thirds vote closes debate ("Previous Question")
- I. The President(s) restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- J. Voting:
 1. Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership).
 2. Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to remove an officer or expel a member; or to object to the consideration of a motion.

3. Methods of voting:

- a. Voice vote method is normally used.
 - b. Show of hands or rising vote is used to verify an inconclusive voice vote or on motions requiring a two-thirds vote.
 - c. Ballot method is normally used for election of officers and when ordered by a majority vote.
 - d. Roll call vote is used when it is desired to have a record of how each member voted. All matters relating to financial discussions require a roll call vote.
- K. The President(s) calls for a vote.
 - L. The President(s) announces the result.

Section 11.

Minutes are the official record of the happenings at all Board Meetings.

ARTICLE IV - GENERAL MEMBERSHIP MEETING

Section 1.

General membership meetings shall be held monthly or bi-monthly, as needed during the academic school year, the time to be scheduled by the Executive Board. Meeting times and open positions will be posted in the SHS official monthly communication and on the PPA website.

Section 2.

Any member of the Board of Directors and General PPA members may attend a General Board meeting. However, the monthly general meetings shall be closed to non-PPA members. Guests may only attend upon the invitation of, or request to, the President(s). The President(s) may approve or deny the request as appropriate based on the agenda for that meeting. Guests may be asked to leave after their presentation is complete.

ARTICLE V - EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of a President(s), Vice-President(s), Recording Secretary(s), Communication/Web Secretary, Public Relations Secretary, Social Media Coordinator, and Treasurer(s), each being a current member of the PPA. Each Executive Board member is considered an officer of the PPA.

Section 2.

Each such officer shall hold office from July 1 through June 30 of the following year. No individual may serve in the same office for more than a period of two years unless no one applies for the position and then it becomes a year-to-year commitment with an additional two-year maximum in the same position.

Section 3.

In the event a vacancy occurs in any office, such a vacancy shall be filled by appointment by the Executive Board and the person so appointed shall hold office for the remainder of the term of their predecessor.

Section 4.

The Executive Board of the PPA shall prepare an annual budget, estimating funds to be earned and spent for all PPA events for the upcoming year. The Executive Board will then approve the reviewed proposed

budget prior to it being presented for vote to the General Members for final approval at the first meeting of the following school year.

Section 5.

The Executive Board meeting shall be a closed meeting. General members may only attend Executive Board meetings at the invitation and approval of the President(s).

ARTICLE VI - BOARD OF DIRECTORS AND ITS DUTIES

Section 1.

The Board of Directors shall consist of the Executive Board and PPA Chairpersons. The Principal of SHS and/or his/her representative(s) shall be an ex-officio member of the board.

Section 2.

The Board of Directors shall transact the necessary business of the organization and are expected to attend the monthly General PPA Meetings to provide updates on their committees.

Section 3.

Meetings of the board shall be held at regular intervals (as defined in Article V Section 1), the time to be fixed by the Executive Board. Special Meetings may be called by the President(s) with the approval of the majority of the Executive Board. The objective(s) of such Special Meeting must be set forth and presented to the PPA membership at least three days prior to the Special Meeting.

ARTICLE VII - FUND-RAISER OR EVENT COMMITTEES

Section 1.

The function of a PPA committee is to promote the objectives and to carry on the work of the organization as defined by the proposed plan of work.

Section 2.

PPA committees are created or dissolved by the Executive Board. Refer to Exhibit A for a list of the current committees.

Section 3.

Committee Chairpersons must be members of the PPA.

Section 4.

Committee Chairpersons shall hold office from July 1 to June 30 of the following year. No individual may serve as the same committee chairperson for more than a period of two years unless no one applies for the position and then it becomes a year-to-year commitment with an additional two-year maximum in the same position. Any committee chairperson or member may be removed and replaced by action of the Executive Board at any time.

Section 5.

Each Committee Chairperson shall submit a proposed plan of work and expenditures to the Executive Board before the date of event if requested. No committee program shall be undertaken without prior approval thereof by the Executive Board.

Section 6.

Each PPA Committee shall spend no more than their budgeted allocation without the approval of the Executive Board.

ARTICLE VIII - AUDIT COMMITTEE

Section 1.

An Audit Committee shall consist of, but not be limited to, the current Treasurer, the incoming Treasurer and a qualified member(s) of the general membership, appointed by the President(s).

Section 2.

An audit, if conducted, shall be completed by July 31.

ARTICLE IX - NOMINATING COMMITTEE

Section 1.

The Nominating Committee shall consist of at least two Executive Board of Director members and three General Members (which can include board members) appointed by the Executive Board. This committee shall be formed by March 1st.

Section 2.

The members of the Nominating Committee should represent, as much as possible, the various geographic areas of the entire district.

Section 3.

No person shall serve on the Nominating Committee who wishes to be considered for any Executive Board position unless they are already in office and wish to serve in the same capacity for a second year.

Section 4.

The Nominating Committee will fill board positions in accordance with the Nominating Committee guidelines (see addendum) and present the list, by office, to the Executive Board by the second to last meeting of the fiscal year and subsequently at the final General Membership meeting of the PPA.

ARTICLE X – ELECTIONS

Section 1.

At the second to last General Board Meeting, after the Nominating Committee presents the slate of candidates, the President(s) will ask if there are any further nominations from the floor. It is at this time, and only at this time, that further nominations will be taken from the floor. If there are no additional nominations from the floor, the election of Officers shall take place via voice vote at the Final May General Meeting. If there are further nominations, there will be a special general meeting announced by public posting to take place within two weeks of the Final Executive Board meeting. This election shall be by ballot that consists of the approved slate by the Nominating Committee and line(s) for write-in of the floor-nominated candidate(s).

Section 2.

The Nominating Committee shall be responsible for conducting the election. Its members shall present the slate and call for a vote. Two PPA members not running for office shall be appointed by the Nominating Committee Chairperson at the time of the elections to count ballots, if necessary.

Section 3.

Each individual, paying PPA member family shall have one vote. Each member must be present to vote.

ARTICLE XI - DUTIES OF THE EXECUTIVE BOARD

Section 1.

The President(s) shall:

- A. Prepare an agenda and preside at all General Membership Meetings and all Executive Board meetings.
- B. Be a member ex-officio of all committees.
- C. Shall serve as a board member(s) on the Nominating Committee, unless that person is being considered for an open position on the board, and shall oversee the appointment of 3 additional general members to serve on the Nominating Committee.
- D. Be able to spend up to \$500 of PPA funds without Board approval.
- E. Appoint an auditing committee of no less than three persons, no later than the final General Membership Meeting, for the purpose of auditing the books of the current school year (if an audit is to be conducted).
- F. Provide challenges to all board members to enhance involvement, publicity, communications and creativity.
- G. Insure compliance with school board 125 Shared Visions Statement.
- H. Establish a forecasted budget for the following year.
- I. Represent the PPA at meetings outside of the organization.
- J. Assist in the total coordination of all committees and the PPA as a whole.
- K. Assist or volunteer at all PPA events and programs.

Section 2.

The Vice President(s) shall:

- A. Assist the President(s) and perform the duties of the President(s) in the absence of the officer(s).
- B. Assist in overseeing all fundraising committees, including the online student directory
- C. Be responsible for the annual review of the By-Laws of the PPA, bi-annually or as necessary.
- D. Provide a meal during the Dec the Halls for homecoming and winterfest.
- E. Coordinate the confirmation of volunteers for PPA events with the appropriate SHS volunteer coordinator.
- F. Assist or volunteer at all PPA events and programs.

Section 3.

The Recording Secretary shall:

- A. Maintain all records of the PPA, including contracts, correspondence, and related documents.
- B. Record the minutes of the General Membership, Executive Board, and Special Meetings.
- C. Submit minutes of the meetings to all Executive Board Members at least one (1) week prior to the next General Membership Meeting for proper review.
- D. Circulate copies of minutes for General Membership at the monthly General Meetings.
- E. Hold a copy of the PPA By-Laws and current Membership list and make each available upon request to any PPA Member.
- F. Record attendance for all PPA Executive Board and General Meetings.
- G. Assist or volunteer at all PPA events and programs.

Section 4.

The Communication/Web Secretary shall:

- A. Coordinate with the SHS Public Information Coordinator all information on the PPA page(s) located on the SHS website with prior Executive Board approval.
- B. Assist or volunteer at all PPA events and programs.

Section 5.

The Public Relations Secretary shall:

- A. Prepare news releases to be included in the weekly and/or monthly Stevenson emails, such as the E-Minuteman .
- B. Attend to the official correspondence of the PPA, including, but not limited to, gestures of appreciation and sympathy on behalf of the PPA.
- C. Assist or volunteer at all PPA events and programs.

Section 6.

The Treasurer(s) shall:

- A. Prepare the Annual Budget for review and approval by the Executive Board at the Budget Planning Meeting, and then for review and approval by the General Membership during the first meeting of the school year.
- B. Receive and preserve all funds of the organization.
- C. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with the PPA policies.
- D. Authorize disbursement of necessary funds allocated by the Executive Board and approved by General Membership.
- E. Facilitate the use of the PPA debit card (P-card) and warehouse membership card by PPA Chairpersons.
- F. Direct SHS to provide cash boxes to events upon request and process receipts timely.
- G. Verify accuracy of general ledger postings, both deposits and expenditures.
- H. Resolve discrepancies with Committee Chairpersons when necessary.
- I. Present a written and oral financial report detailing income and expenditures at each PPA and Executive Board meeting and at other times upon request of the Executive Board.-
- J. Work with Stevenson High School's Operations Office to coordinate payment of expenditures, deposits, and financial reporting.
- K. Be prepared to produce all records for audit purposes at any time in office.
- L. Assist or volunteer at all PPA events and programs.

Section 7.

The Social Media Coordinator shall:

- A. Design and implement the PPA's social media strategy.
- B. Work with Public Relations Secretary to make sure all communication channels (i.e. Facebook, Twitter) are being properly maintained to provide a consistent, clear and timely message to the general PPA membership.
- C. Assist or volunteer at all PPA events and programs.

Section 8.

Each Executive Board member is expected to attend all Executive Board Meetings, General Meetings, be pro-active, and ensure that all committees are active and creative the entire year.

Section 9.

No Officer shall be compensated by the PPA for their service.

Section 10.

No Officer shall secure any contract in the name of the PPA without the approval to do so by PPA Executive Board.

ARTICLE XII – AMENDMENTS

Section 1

These By-Laws may be amended at any regular or special General Meeting of the PPA by a majority vote of the members present at that meeting, provided notice of the proposed amendment was posted five days in advance. All approved amendments shall become effective immediately and recorded by the Recording Secretary.

ARTICLE XIII – DISSOLUTION

Section 1.

The PPA may be dissolved provided prior written notice with justification is given to the PPA Membership by the Executive Board, in which three-fourths of the board approved the dissolution, notice is posted at least three days prior to the next scheduled General PPA meeting, a vote is taken at the next scheduled Regular General PPA meeting and the request is approved by a two-thirds of the voting PPA members present.

Section 2.

Remaining Funds: Upon a vote to dissolve the PPA, the remaining PPA funds shall first be used to pay any outstanding PPA debt and then either:

- A. a vote shall be taken by the PPA Membership to spend remaining funds on an item or items that benefit the students; or
- B. the remaining funds shall revert to the Adlai E. Stevenson School and to be used toward the benefit of the students under the discretion of the Principal.

REVISION DATE _____

PPA PRESIDENT(s) _____

PPA SECRETARY(s) _____

STEVENSON HIGH SCHOOL PATRIOT PARENT ASSOCIATION BY-LAWS

EXHIBIT A

LIST OF CURRENT COMMITTEES (including Responsibilities)

- All Class Representatives, in addition to the duties listed below, are expected to follow their class throughout their four years at Stevenson.
 - *Freshman Class Representatives* – Coordinate throughout the year with the Freshman Class Board and teacher Representatives for homecoming and winterfest Dec the Halls activities. Organize along with the FMP's and Student Activities the Freshman Mixer Dance in August including arranging parent volunteers (with help from the PPA Volunteer Coordinator).
 - *Sophomore Class Representatives* – Coordinate throughout the year with the Sophomore Class Board teacher Representatives for homecoming and winterfest Dec the Halls activities. Request donations for sale during Showcase; proceeds benefit the Sophomore Class Board.
 - *Junior Class Representatives* – Coordinate throughout the year with the Junior Class Board and teacher Representatives for homecoming and winterfest Dec the Halls activities. Shadow and support the Senior Class Representatives to understand and learn the requirements for the next year as Senior Class Representatives.
 - *Senior Class Representatives* – Coordinate throughout the year with the Senior Class Board and teacher Representatives concerning assistance with homecoming and winterfest Dec the Halls activities. Coordinate, and manage the Senior Class Party event held at the end of the school year; included but not limited to pre-sales and bus assignments. Also coordinate with Stevenson's assistant principal of operations and/or the director of facilities. Attend the Senior Class Party as a representative of the PPA.
- *Bake Sale* – Conduct weekly to bi-weekly bake sales for the benefit of the Senior Class Party.
- *Showcase* – Plan and manage the annual Showcase talent show to be held in April to include volunteers, audition sign-ups, auditions, rehearsals, maintain SHS standards, tickets, programs, security, facilities and other necessary resources.
- *Staff Hospitality* – Organize Teacher breakfasts or lunches in August and May (during Teacher Appreciation Week) including shopping for food, set-up, serving and clean up.
- *Student Treats/Cookie Days* – Organize three cookie days per year for the students on Homecoming Friday, Winterfest Friday, and Spring Fling Friday. Organize two treat days the week before semester final exams. Order, pick-up and deliver the cookies to the school. Coordinate and schedule volunteers for cookie distributions in the Wood Commons and Glass Commons (by the PAC).
- *Guidebooks* – Coordinate and confirm the order quantity of the student guidebook and distribution. Coordinate and schedule volunteers for orientation days and track sales. Identify and coordinate other fundraising events that may arise during the school year.

All Committee Chairpersons are requested to actively attend the General Meetings and volunteer for PPA related events.

STEVENSON HIGH SCHOOL PATRIOT PARENT ASSOCIATION BY-LAWS

EXHIBIT B

PATRIOT PARENT ASSOCIATION NOMINATING COMMITTEE GUIDELINES

1. The Nominating Committee Board Chairperson, designated by the Executive Board, shall be responsible for initiating the nominating committee process.
2. Send out notification to all parents through all feeder school publications and on the PPA web page in February and March requesting applicants for positions on Executive Board and PPA Committees. All interested parties must submit their name and request including qualifications in writing to the nominating committee by April 15.
3. Fill vacancies on the Executive Board, giving heaviest consideration to:
 - i. Previous Executive Board experience with Stevenson PPA or feeder school PTOs.
 - ii. Previous Committee Chair experience with Stevenson PPA or feeder school PTOs.
 - iii. An effort should be made to attain representation from all feeder school districts.
4. Fill vacancies on PPA Committees, giving heaviest consideration to:
 - i. Previous experience as sub-committee chair on committee under consideration.
 - ii. Previous experience as a volunteer on committee under consideration.
 - iii. An effort should be made to attain representation from all feeder school districts.
5. Maintain confidentiality of all discussions and considerations.
6. Contact all applicants who volunteered for Executive Board and Committee Chairs and inform them of decisions made.
7. Present proposed slate by office of Executive Officers and PPA chairs at the final general meeting.

The above are guidelines only - the final decision on any appointment rests with the nominating committee. If there is any disagreement regarding selection procedures or qualifications of a candidate, it should be resolved by a majority vote of the nominating committee.