

(Proposed Bylaws for adoption at the May 19, 1987 general meeting)

NORTH GROVE PTD BYLAWS

ARTICLE I

NAME

Section 1. The name of this organization shall be the North Grove Parent Teachers Organization, hereinafter called "the organization".

ARTICLE II

PURPOSES

Section 1. The purpose of the organization is to bring into closer relation the home and the school, to secure the highest advantages of cooperation to secure for each child the highest mental, social, physical, and spiritual development, to develop mentally, socially, educationally, and physically to his or her full potential. The organization shall recommend ways to assist the school and be responsible for initiating projects for the betterment of the school.

ARTICLE III

POLICIES

Section 1. The North Grove PTD while independent of other PTDs may cooperate with other civic and educational organizations.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Active members: Any Parent or legal Guardian of a child residing in North Grove School or any member of the Faculty of North Grove may become a member with voting and office-holding privileges upon payment of dues.
Section 2. Associate Members: Any tax-paying resident of White River Township may become a member without voting or office-holding privileges upon payment of dues.
Section 3. Dues: The amount of annual dues shall be determined by a majority vote of the Executive Board.

ARTICLE V

OFFICERS

Section 1. Elected Officers: The officers of the organization shall be President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.
Section 2. Parliamentarian: A Parliamentarian who is a member of the organization is appointed by the President.
Section 3. Duties: The President shall preside at all meetings of the organization and be the presiding officer of all committees except the Hostess Committee. Shall have the authority to appoint special committees. Shall perform all other duties usually pertaining to the office.

Vice President: Shall act as aide to the President and shall perform the duties of the President in the absence of that officer. The Vice President shall serve as Program Chairman with the responsibility to plan the program for the year.
Corresponding Secretary: Shall handle all the monthly correspondence pertaining to the organization.

Recording Secretary: Shall keep correct records of all meetings of the organization. Shall keep and file minutes, reports, committee reports, and bylaws. Shall send a copy of minutes to the President. Shall perform such other duties as may be delegated to this office.

Treasurer: Shall prepare an annual budget, with the assistance of the Executive Board, to be approved by the membership. Shall receive a check of dues and organization, keep an accurate record of all authorized expenditures, and pay out funds. Shall call a meeting of the approved budget or a majority vote of a quorum present at a regular or adjourned meeting. The Treasurer shall report on their duties. Shall have authority to sign checks issued by the organization along with the President. Shall prepare a monthly financial report and present it to the Executive Board. Shall be responsible for an annual audit to be completed by August 15. The President shall appoint the auditor.
Parliamentarian: The Parliamentarian is to advise the presiding officer on questions of parliamentary law and on matters of procedure.

ARTICLE VI

THE EXECUTIVE BOARD

Section 1. Composition: The Executive Board, hereinafter called the "Board", shall consist of the elected officers, the appointed Parliamentarian, the chairpersons of the standing committees, chairpersons of additional committees and liaison positions as created by the board, the school principal, and a member of the teaching faculty.
Section 2. Duties: The duties of the board shall be to administer the business of the organization and review the plans of work of committees. The board shall keep the membership informed with the activities of the organization and shall submit a calendar for the participation of the school principal by the last week of the school year.
Section 3. Attendance: Any member who cannot attend a scheduled board meeting shall notify the presiding officer prior to the meeting. Committee chairpersons are encouraged to send a committee member in their place to present the work of the committee.

- Section 4. Meetings of the Executive Board: A minimum of eight (8) regular meetings shall be held during the school year. Special meetings may be called by the President or by a majority of the board. Any member of the organization may attend board meetings without voting privileges.
- Section 5. Term of Office: The transition from the old board to the new board shall take place at the May board meeting.
- Section 6. Voting and Quorum: Each member of the board has one vote. A majority of the board shall constitute a quorum for the transaction of business.
- Section 7. Vacancies: Any vacancy on the board may be filled by the President with the approval of the board.
- Section 8. Eligibility: A board member may hold only one executive office concurrently.

ARTICLE VII Committees

- Section 1. Standing Committees: Shall be Room Parents, Hospitality, Membership, Publicity, Fundraising, Yearbook, Library, and Organization/Nominations.
- Section 2. Additional Committees and Liaison Positions: May be created by the board as needed to promote the objectives and interests of the organization. These may include, but are not limited to, Telephone, Center Grove PTO Liaison, Food Services Liaison, Computer Committee, Liaison, Career Day, Dad's Club, and Small World Publishing.
- Section 3. Committee Chairpersons: Shall be appointed by the President with the approval by the board and shall serve at the pleasure of the board.
- Section 4. Committee Members: The chairperson of each committee may select one or more members of the organization to compose the committee.

ARTICLE VIII Nomination and Election

- Section 1. State of Officers: A slate of officers shall be prepared by a nominating committee appointed by the president and chaired by the Organization/Nominations Committee chairperson. The slate shall be distributed to the membership no later than the school week prior to the election.
- Section 2. Other nominations: Nominations from the floor will be accepted for any position.
- Section 3. Consent: The consent of each nominee must be obtained before his/her name is placed in nomination by the committee, or by an individual from the floor.
- Section 4. Voting Procedures: In the event of two or more nominees for any position, a written ballot will be used.
- Section 5. Election: The election of officers will be at a regular meeting of the membership in the spring (no later than April) as determined by the board.
- Section 6. Installations: The newly elected officers shall attend board meetings and select committee chairpersons and liaisons prior to installation. This will allow a smooth transition to the new board prior to summer vacation. Installation of new officers will be held at the Executive Board meeting in May.

ARTICLE IX Meetings of the General Membership

- Section 1. Regular Meetings: Regular meetings of the organization shall be held a minimum of four times during the school year. The next meeting of the school year shall be the annual meeting.
- Section 2. Voting and Quorum: Each active member of the organization shall have one vote. A quorum at any regular meeting shall be determined by the bylaws. If the quorum is not met, the membership may be adjourned by the Executive Board. A simple majority of the quorum present and voting shall decide on issues except as otherwise provided in these bylaws.

ARTICLE X Parliamentary Authority

- Section 1. The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases in which they are not inconsistent with the bylaws.

ARTICLE XI Amendments

- Section 1. These bylaws may be amended at any regular meeting of the organization by the two-thirds vote of the quorum present and voting; provided notice of the proposed amendment shall have been given.