

Bylaws of Lake Zurich Middle School North
Parent- Teacher Organization

The mission of the Lake Zurich Middle School North PTO is to sponsor educational and social programs, foster communication, and provide supplemental classroom and all-school resources that will enhance the educational experience of Lake Zurich Middle School North students and promote an environment of cooperation and success for students, faculty, families, and our community.

I. Membership

The annual membership of this organization shall include all parents/guardians of students enrolled and faculty of Lake Zurich Middle School North. There are no membership dues. All members are entitled to participate in all PTO meetings, activities, and committees. All members shall adhere to these bylaws and support the PTO mission. Members shall not use the name of the PTO or any members in their official capacities in connection with any issue or concern not directly related to the PTO. Members shall not use another member's personal information for private endeavors.

II. PTO Board Duties and Term of Office

A. The PTO Board shall consist of:

1. Executive Officers:

a. President or Co-Presidents shall:

- oversee all operations of PTO
- preside at scheduled PTO meetings
- attend scheduled district-wide PTO presidents' meetings

b. Vice President or Co-Vice Presidents shall:

- perform the duties of the President in the absence or resignation of that officer
- fill Board positions and chair a Nominating Committee, if needed
- coordinate with Committee Chairpersons on events and assist with securing volunteers

c. Recording Secretary shall:

- keep complete and accurate minutes from all PTO meetings
- provide all members of the PTO Board and any other PTO members, upon request, copies of meeting minutes and attachments
- provide minutes and attachments to school webmaster for posting on school website
- minutes should be completed and sent as noted above within seven days of the meeting
- file the required Not For Profit Annual Report with the Illinois Secretary of State

d. Corresponding Secretary shall:

- be responsible for communicating volunteers needs for any committee
- be responsible for PTO distribution of information and communication via email to all families which have provided email addresses as well as on appropriate social media channels

e. Treasurer shall:

- ensure that all funds are deposited in the PTO bank account in a timely manner
- make disbursements in accordance with the fiscal policies stated in these bylaws
- provide a detailed financial report at each monthly meeting and at fiscal year end
- propose an annual budget for approval
- be responsible for all PTO Grant Requests

2. School Representatives:

a. Principal and Assistant Principal shall:

- communicate the needs of the school to the PTO Board
- report on school activities and issues at each meeting

b. Faculty Representative(s) shall:

- serve as liaison between the faculty and PTO members
- report on classroom and faculty activities and issues at each meeting
- make available to the faculty a copy of the meeting minutes and Grant Request forms

3. Committee Chairpersons who shall:

- report on committee progress, as timely and necessary, at regular meetings
- keep the Vice President assigned to the committee updated on committee progress and Treasurer informed of any issues related to committee receipts and expenses
- retain a file of pertinent committee information to pass to successor
- submit copies of all receipts along with signed, completed Reimbursement Form to the Treasurer when requesting reimbursement
- if applicable, submit a signed Committee Deposit Form, which lists a tally of the cash and/or checks to be deposited, within two days of event directly to the Treasurer
- if utilizing third party vendor(s) for an event, obtain approval from the Principal or Assistant Principal to use such vendor(s) on school property and acquire the necessary certificate of insurance from the vendor(s) (in accordance with the Rules and Regulations Governing the Use of School Facilities set forth by the district)

B. Executive Officers shall be current MSN parent(s) and serve for a term of two years beginning July 1, not to exceed three consecutive years in the same position (unless that position cannot be filled and the Executive Officer continues to be a current MSN parent).

C. The number of chairperson positions a member can hold in any one year shall be limited to three.

D. PTO Board vacancies occurring mid-term shall be filled by an appointment by the President(s), with the assistance of the Executive Officers and approval by the PTO Board.

III. Election of Board Members

- A. Executive Officer and Committee Chairperson Positions shall be filled by the Vice President(s) with the assistance of the PTO Board, if needed. In the event of any conflicts, the Vice President(s) shall create and chair a nominating committee of not less than three members.
- B. A list of open positions shall be made available to all PTO members through the PTO distribution list and/or website.
- C. The Vice President(s) shall present the slate for approval at the last spring meeting. Additional nominations may be submitted at this time.
- D. If there is more than one nominee for any office, voting shall be by written secret ballot. In the event of a tie, ballots will be cast until a majority is reached for one of the nominees.

IV. Fiscal Policies

- A. The PTO fiscal year shall be July 1 to June 30.
- B. All monies from PTO-sponsored events will be deposited in the PTO bank account.
- C. Disbursements will be made according to the approved budget.
- D. The Treasurer shall collect and present Teacher Grant requests for a vote by the PTO Board at least once during the school year. Grant requests may be presented on a rolling basis either in person at a meeting or via electronic communication. Reimbursement will be made upon submission of copies of all receipts along with signed, completed Reimbursement Form to the Treasurer.
- E. Additional expenditures and budget changes may be approved by majority vote.
- F. The President may approve expenditures and budget changes less than \$250.
- G. The Executive Officers, by unanimous agreement, may approve expenditures and budget changes less than \$500.
- H. PTO members shall not profit from any PTO fundraiser, event, or program.
- I. There shall be an Audit Committee, not including the Executive Officers, consisting of at least one member. Audits will be conducted after the close of the fiscal year and mid-term in the event a Treasurer resigns.

V. Meetings and Voting Procedures

- A. The PTO shall meet regularly during the school year at the discretion of the President.
- B. Meetings are open to all members. All members have the privileges of making motions and voting.
- C. Each Board member is responsible for a verbal or written report as timely and pertinent.
- D. A minimum of five members present shall constitute a quorum for the transaction of business. In the event that the quorum is not met, an additional email vote may be taken at the discretion of the President.
- E. An email vote may be taken at the discretion of the President for issues that need to be resolved before the next meeting.
- F. Email voting shall go out to all PTO Board members and any other PTO members upon request.
- G. Each member shall have one vote.
- H. Any legitimate motion requires for its adoption a simple majority (i.e. more than half the votes cast) unless these bylaws state otherwise. Voting at monthly meetings may be by voice, show of hands, or, if specified in these bylaws or deemed necessary by the President, by written, secret ballot.

VI. Amendment and Suspension of Bylaws

- A. These bylaws may be amended by two-thirds of the votes cast provided that notice of the proposed amendment has been made at least 1 week prior to the vote. Notice will/can take place via email and relevant social media channels.
- B. Any bylaw may be overridden by two-thirds of the votes cast.

VII. Application of Bylaws

- A. The Executive Officers shall oversee adherence to and review of these bylaws as needed.
- B. Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.
- C. Bylaws will be reviewed every two years and approved with any necessary updates and modifications.

Created 7/1/08; Adopted 7/18/08; Amended 05/07/2019; Amended 5/5/2020; Amended 9/11/2023