ILLINOIS PTA
BYLAWS FOR District 27 COUNCIL of PTA
2025– 2027

FORENOTE

The double starred (**) areas are in conformity with the regulations of Section 501 (c) (3) of the Internal Revenue Code and are required in the bylaws of the state, region(s), councils and local PTA/PTSA units.

The number symbol (#) areas are required in the bylaws of region(s), councils and local PTA/PTSA units of the Illinois PTA.

Constituent association refers to all associations in membership with the Illinois PTA, including region(s), councils and local PTA/PTSA units.

ARTICLE I - NAME

The name of this association is the District 27 Council of Parent-Teacher Associations (PTA) or Parent-Teacher-Student Associations (PTSA), West Suburban Cook Region. This council is organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Association.

**ARTICLE II - ARTICLES OF ORGANIZATION

The articles of organization of this council include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association).

ARTICLE III –PURPOSES

#Section 1.
The Purposes of the Illinois PTA and the District 27 Council of Parent-Teacher Associations in common with the Purposes of National PTA, are:

a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
b. To advocate for laws that further the education, health, welfare and safety of children and youth.
c. To raise the standards of home life.
d. To advocate for fiscal responsibility regarding public tax dollars in public education funding;
e. To promote the collaboration and engagement of families and educators in the education of children and youth; and
f. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Section 2.
The Purposes of the Illinois PTA and District 27 PTA Council are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in the ARTICLE IV as contained herein.

**Section 3.

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The association is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code (hereinafter "Internal Revenue Code").

ARTICLE IV - BASIC POLICIES

The following are basic policies of this council in common with those of National PTA and Illinois PTA:

**a. The association shall be noncommercial, nonsectarian, and nonpartisan.

**b. The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the association.

**c. The association or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on 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.

d. The association shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establish school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

#e. The Illinois PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments as an individual that binds the group represented.

**f. No part of the net earnings of the association shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the ARTICLE—PURPOSES as contained herein.

**g. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under section 501(c)(3) of the internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

**h. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution and withdrawal of the charter, each PTA Council shall be required to follow procedures as directed under the ARTICLE—RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA as contained herein.

ARTICLE V - STRUCTURE AND PURPOSE

Section 1.
Only local PTA/PTSA units in District 27 in Northbrook, IL shall be members of this council.

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Section 2.
The council shall meet for the purpose of:

a. conference and cooperation in matters of the welfare of children and youth only;

b. to unify and strengthen local PTA/PTSA units comprising the council;

c. to provide for the conference and cooperation of the local PTA/PTSA units in council membership so as to create a public opinion favorable to the interests of child welfare; to encourage child welfare projects in the various local PTA/PTSA units; and upon invitation of the field service representative or designated representative of the state board of directors, assist in the formation of new local PTA/PTSA units; and

d. to promote the interests of National PTA and of the Illinois PTA within its council territory.

#Section 3.
The council shall not legislate for local PTA/PTSA units; that is a council shall not impose any action on the local PTA/PTSA units. However, by a majority vote of the local PTA/PTSA units in membership, the council may initiate action in matters of common interest within council boundaries.

ARTICLE VI - MEMBERSHIP AND DUES

Section 1.
Membership in this council shall consist only of local PTA/PTSA units in District 27 in Northbrook, Illinois upon payment of dues as hereinafter provided.

Section 2.
The annual dues for membership in this council shall be $100 for each local PTA/PTSA unit in membership and shall be payable within Net 30 of the invoice for said dues.

Section 3.
Additional member local PTA/PTSA units may be accepted at any time.

Section 4.
Delegates from local PTA/PTSA units whose dues to the council are in arrears shall not participate in the business meetings of the council.

ARTICLE VII - VOTING BODY

Section 1.
The voting body of this council shall consist of the officers of the council, the chairmen of the standing committees, the president of each member local PTA/PTSA unit or his alternate, accredited delegates or their alternates as specified in Section 2 of this ARTICLE, the superintendent of schools or his representative, and the principals of schools having local PTA/PTSA units in council membership or their alternates. All members of the voting body must hold membership in a local PTA/PTSA unit in good standing within the council boundaries.

Section 2.
Each member local PTA/PTSA unit shall be entitled to representation on the voting body by its president or his/her alternate and by 1 delegate or their alternates selected by the local PTA/PTSA unit according to its own bylaws.

Section 3.

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The privilege of making motions and voting shall be limited to members of the voting body of this council. Members are entitled to only one (1) vote even though they may serve in more than one (1) position.

#Section 4.
The bylaws of this council shall prohibit voting by proxy.

ARTICLE VIII - OFFICERS AND THEIR ELECTION

Section 1.
The officers of this council shall be a president, vice president, a secretary, and a treasurer. These officers shall be elected by ballot annually at the general membership council meeting in April. However, if there is only one (1) candidate for any office upon adoption of a motion from the floor the election for that office (or offices) may be by voice. Officers shall assume their official duties at the beginning of the new fiscal year and shall serve for a term of 2 years or until their successors are elected.

Section 2.
Only members of a local PTA/PTSA unit whose state and council dues are paid and whose individual dues to the local PTA/PTSA unit are paid shall be eligible to hold office, to serve on a council committee, or to serve as delegates to the council. A person shall not be eligible to serve more than two (2) terms consecutively in the same office. (Anyone who serves more than one-half (1/2) of a term shall be credited with having served that term).

#Section 3.
Each officer or board member of a constituent association shall be a member of a local PTA/PTSA unit within its area.

#Section 4.
The members of the nominating committee for officers of this council shall be elected.

#Section 5.

a. Nominations for officers shall be made by a nominating committee consisting of three (3) members, no more than two (2) of whom shall be from the same member local PTA unit. One (1) shall be elected by the executive board from its body and two (2) elected by the council from its delegate body at least thirty (30) days before the election. There shall be one (1) alternate elected by the executive board and one (1) from the council delegate body. The committee shall choose its own chairman before the close of the general membership meeting at which they are elected.

b. The nominating committee shall select one (1) nominee for each office to be filled and send the list of nominees to the members of the executive board and to the president of each member local PTA/PTSA unit at least thirty (30) days before the annual election meeting. The consent of each candidate must be obtained before his name is placed in nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before his name is placed in nomination.

Section 6.

a. In case a vacancy occurs in the office of president, the vice president or first vice president shall serve as president for the un-expired term. A vacancy occurring in any other office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the executive board notice of such election having been given.

b. In case a vacancy occurs in both the office of president and vice president, the secretary shall call a

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special general membership meeting for the purpose of filling the vacant officer positions, prior notice having been given.

ARTICLE IX - DUTIES OF OFFICERS

Section 1.
The president shall:

a. preside at all meetings of the council and its executive board;

#b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;

c. sign all legal documents, including contracts;

d. appoint members to special committees;

e. sign with the secretary, all orders on the treasury of the council;

f. help to extend PTA work into all parts of the council territory;

g. delegate the work of the association to other officers or chairmen as may be appropriate;

h. coordinate the work of the officers and committees in order that the PURPOSES may be promoted;

i. call a meeting within thirty (30) days after the annual meeting;

j. represent the council on the district board;

k. submit a council plan of work and all circularized material to the district director who must approve them unless they are in conflict with the Bylaws of National PTA and the Illinois PTA; and

l. have completed the Illinois PTA President's Course before election or within six (6) months of election.

Section 2.
The vice president(s) shall act as an aide(s) to the president and shall (in their designated order) perform the duties of the president in the absence or inability of that officer to serve.

Section 3.
The secretary shall:

a. record the minutes of all meetings;

b. notify each committee chairman of his appointment;

c. sign with the president all orders on the treasury of the council;

d. keep an accurate roster of the names of the local PTA/PTSA units in membership, the names and addresses of local PTA/PTSA unit officers and delegates, and the names and addresses of the members of the council executive board; and

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e. conduct correspondence delegated to him/her.

Section 4.
The treasurer shall:

a. receive all monies of this association and keep an accurate record of receipts and expenditures;

b. place all monies in a depository approved by the executive board;

c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two (2) persons.

d. present a financial statement at every meeting of the association and at other times as requested by the executive board making a full report at the Council PTA meeting in October

e. provide the checkbook, all bank statements, canceled and voided checks, deposit slips, receipt book, treasurer's record book, vouchers and invoices for all disbursements to the audit committee;

f. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations;

g. not be a member of the audit committee; and

h. complete an official Illinois PTA Financial workshop.

Section 5.
All officers shall:

#a. have completed the Illinois PTA Road To Success Course and Council Course before election or within six (6) months of their election;

b. perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time; and

c. deliver to their successors all official material to the start of the fiscal year with the exception of the treasurer who will deliver materials at the conclusion of the annual audit.

ARTICLE X – GENERAL MEMBERSHIP MEETINGS

#Section 1.
Regularly scheduled general membership meetings of the council shall be held in the months of September, October, November, January, February, March & April, unless otherwise provided for by the council or the executive board. Seven (7) days notice shall be given of a change of date.

#Section 2.
The general membership meeting held in April shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees and for any other business that may arise.

Section 3.
Special meetings of the council may be called by the president and shall be called upon the request of a majority of the members of the executive board or a majority of the local PTA/PTSA units in membership. At least five (5) days notice of such a special meeting shall be given.

#Section 4.

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Meeting of this council shall be open to all members of local PTA/PTSA units holding membership in the council but privilege of introducing motions and voting shall be limited to the voting body as outlined in ARTICLE VII.

#Section 5.
Bylaws of each constituent association shall include a provision establishing a quorum.

Section 6.
A quorum for the transaction of the business of this council shall consist of at least two (2) elected officers and one (1) delegate from a majority of the member local PTA/PTSA units.

ARTICLE XI - EXECUTIVE BOARD

#Section 1.
This association shall establish an executive board.

Section 2.
The executive board shall consist of the officers of the council, the chairmen of standing committees, and the superintendent(s) or his (their) representative(s) appointed by them and the principals of 3 schools having local PTA/PTSA units in council membership or their representatives appointed by them.

**Section 3.
A PTA/PTSA member shall not serve as a voting member of this council's board while serving as a paid employee of or under contract to this council.

Section 4.
The executive board shall:

a. transact business as may be referred to it by the council;

b. act in emergencies between meetings of the council;

c. fill vacancies in office;

d. create standing committees;

e. approve plans of work of council standing committees;

f. approve tentative budget to be presented to membership for adoption;

g. report at the general membership meeting of the council; and

h. elect an audit committee.

Section 5.
Regular meetings of the executive board shall be held as designated by the board at its first meeting. Special meetings of the board may be called by the president or upon the request of a majority of members of the board three (3) days notice having been given.

Section 6.
A majority of the executive board including two (2) officers shall constitute a quorum.

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Section 7.
Any appointed board member not performing duties as outlined in the bylaws or procedures may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the board and be so notified.

Section 8.
The executive board shall upon the recommendation of the executive committee consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer prior notice having been given.

ARTICLE XII - EXECUTIVE COMMITTEE

Section 1.
The executive committee shall consist of elected officers.

Section 2.
Meeting shall be held at the call of the president or a majority of the executive committee. Three (3) days notice shall have been given. A majority of the executive committee shall constitute a quorum.

Section 3.
The committee shall meet as soon as the officers have been duly elected for the purpose of formulating tentative plans for their term of office and selecting chairmen of standing committees with the advice of the local PTA/PTSA unit presidents.

ARTICLE XIII - STANDING AND SPECIAL COMMITTEES

Section 1.
Such standing committees shall be created by the executive board as may be deemed necessary to promote the Purposes and carry on the work of the council.

Section 2.
The chairmen of the standing committees shall be selected by the executive committee.

Section 3.
The term of standing committee chairman shall be 1 year.

Section 4.
The chairman of each standing committee shall:

a. present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

b. deliver to their successor all materials within ten (10) days following the meeting at which their successors assume their duties.

Section 5.
Special committees may be appointed by the president when such committees are deemed necessary by the executive board of the council.

#Section 6.
The council financial records must be audited annually at the close of the fiscal year and upon change of treasurer during the term of office.

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Section 7.
An auditing committee of at least three (3) members shall be elected by the executive board at its final meeting of the fiscal year. The committee shall examine the financial records and report its findings to the membership. By decision of the executive board, an outside auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 8.
The quorum of any committee shall be a majority of its members.

Section 9.
The president shall be a member ex-officio of all committees except the nominating committee and if authorized to sign checks, the audit committee.

ARTICLE XIV - REPRESENTATION

This council shall be represented by its president on the district board, at district annual meetings, region meetings if applicable, the annual state convention and other state meetings in accordance with state bylaws. (Suggestion: provide here for election of delegates.)

ARTICLE XV - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

#Section 1.
This PTA council shall be organized and chartered under the authority of the Illinois PTA in the area in which it functions in conformity with rules and regulations not in conflict with National PTA Bylaws as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to this council an appropriate charter evidencing the due organization and good standing of the PTA council.

A council in good standing is one that:

a. adheres to the Purposes and basic policies of the PTA;

b. has bylaws approved according to the procedures of the Illinois PTA; and

c. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.
This PTA council shall adopt bylaws for the governance of the association as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of the Illinois PTA.

#Section 3.
Bylaws of this PTA council shall include an article on amendments.

#Section 4.

a. The association and bylaws of a proposed council and any new amendments thereafter shall be approved by the district director or designated representative of the state board of directors. Bylaws shall be submitted for review upon request and/or every two (2) years.

b. If approved bylaws do not exist, the current *ILLINOIS PTA BYLAWS FOR COUNCILS* shall be in effect.

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**Section 5.
This council shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its member local PTA/PTSA units and the dues collected from its members. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 6.
The charter of this council shall be subject to withdrawal and the status of such association as a PTA council shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

#Section 7.
Councils may be dissolved under the supervision of the district director or designated representative of the state board of directors by the state board of director after all the member local PTA/PTSA units have been notified and the majority of the member local PTA/PTSA units have expressed in writing to the state board of directors their approval of the dissolution.

#Section 8.
This council is obligated upon dissolution or withdrawal of its charter by the Illinois PTA board of directors:

a. To yield up and surrender all of its books, records, assets and property to the designated representative of the Illinois PTA who will distribute such assets as directed by the Illinois PTA;

b. To cease and desist from the further use of any name that implies or connotes association with the Illinois PTA or status as a constituent association; and

c. To carry out promptly under the supervision and direction of the Illinois PTA all proceedings necessary or desirable for the purpose of dissolving this PTA council.

#Section 9.
When the Illinois PTA office receives notification of the dissolution from the district director or designated representative of the state board of directors, the Illinois PTA treasurer shall notify the PTA council by certified mail that this PTA council is no longer a tax exempt or tax-deductible association of the Illinois PTA.

#Section 10.
Dissolution of a PTA council pursuant to previous sections of this ARTICLE shall not preclude the immediate organization of a new PTA council. Upon approval by the Illinois PTA, a new charter shall be issued.

#ARTICLE XVI - FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on the following June 30.

#ARTICLE XVII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the District 27 PTA Council in all cases in which they are applicable and in which they are not in conflict with these bylaws, National PTA Bylaws, the Illinois PTA Bylaws, or the articles of incorporation.

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ARTICLE XVIII - AMENDMENTS

#Section 1.

a. These bylaws may be amended at any general membership meeting of this association by a two-thirds (2/3) vote of the members present and voting provided that notice of the proposed amendment shall have been given at the previous general membership meeting or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the general membership meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendment shall be subject to approval of the district director or designated representative of the state board of directors. Local PTA/PTSA unit delegates shall present all proposed amendments to their local unit members for their consideration, prior to the meeting at which the amendments are to be considered for adoption.

b. 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 this association or by a two-thirds (2/3) 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.

c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or designated representative of the state board of directors for review prior to presentation at a general membership meeting of the association for its consideration and action.

d. After approval by a two-thirds (2/3) vote at a general membership meeting of the association, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of directors.

e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.
This PTA council shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (**).

#Section 3.
The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (**) shall serve automatically and without the requirement of further action by the District 27 PTA Council to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, councils shall promptly incorporate such amendments into their respective bylaws.

#Section 4.
Each PTA council shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by a number symbol (#).

#Section 5.

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The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by District 27 PTA Council to amend their corresponding bylaws.

Affirmation of Bylaws
(PLEASE CHECK and FILL OUT ONLY ONE)

✓ These bylaws were voted upon and passed at the general membership meeting of the District 27 Council PTA/PTSA on September 2, 2026

OR

__ These bylaws were reviewed on _____ (Date), and no changes were made. This was reported to the general membership on _____ (Date).

Signed: _____ Date: 9/2/2026
(Council PTA President)

Printed Name: _____

Signed: jessicadarmoni Date: 1.12.26
(Council PTA Secretary)

Printed Name: Jessica Darmoni

Approved by: _____ on October 1, 2025
District/Region director or Date
designated representative of the state board of directors

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