

HARPER PARENT TEACHER ORGANIZATION

BY-LAWS

ARTICLE I - NAME

The name of this organization is the Harper Parent Teacher Organization ("Harper PTO").

ARTICLE II - OBJECTIVES

Section 1. The OBJECTIVES of the Harper PTO are:

- a. To unify and provide a communication link among all elements of the Harper School community, including families with and without children in the school, the teaching and administrative staff at Harper School, and the District 39 administrative staff.
- b. To enrich our children's educational environment while offering support to Harper School, its activities and its personnel.
- c. To cooperate with other parent/teacher groups in Wilmette to enrich and support the children of Wilmette.

Section 2. The OBJECTIVES of the Harper PTO are promoted through an educational program directed toward students, 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 Article III.

ARTICLE III - BASIC POLICIES

The following are basic policies of the Harper PTO:

- a. The Harper PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the Harper PTO 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 Harper PTO.
- c. The Harper PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing and distribution 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 Harper PTO shall work with the schools to provide quality education for all children and youth and shall seek to participate in decision-making processes establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

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

ARTICLE IV - MEMBERSHIP AND DUES

Section 1. Any individual who subscribes to the OBJECTIVES and basic policies of the Harper PTO may become a member of the Harper PTO, subject only to compliance with the provisions of these Bylaws. Membership in the Harper PTO shall be available without regard to sex, religion, race, color, creed, or national origin.

Section 2. The Harper PTO shall conduct an annual enrollment of members and may add persons to membership at any time.

Section 3. The membership year shall be from August 1 to July 31 inclusive. Persons who join during the membership year shall pay dues for that year.

Section 4. Only a dues-paying member of the Harper PTO shall be eligible to serve in any of its elective or appointive positions.

Section 5. The annual dues shall be determined by the Executive Board (as defined in Article V) of the Harper PTO.

Section 6. Any individual who is a member of the Harper PTO is, by virtue of that fact, a member of the Wilmette Village-Wide PTO, and is entitled to all benefits of such membership.

ARTICLE V - EXECUTIVE AND GENERAL BOARDS

Section 1.

a. The Executive Board of the Harper PTO shall consist of the president, the president-elect, all vice presidents, secretary, treasurer

and the principal of Harper School (the "Executive Board").

b. A majority shall constitute a quorum.

Section 2. The General Board shall consist of all of the executive officers (as defined in Article VI), the chairs and co-chairs of all standing committees and all of their assistants and faculty representatives chosen yearly by the Harper School staff and the principal (the "General Board"). The General Board shall transact necessary business between meetings of the general membership of the Harper PTO; approve the plans of work of the standing and special committee chairs; create special committees to carry out approved projects; and do such other business as may be referred to it by the Executive Board.

ARTICLE VI - EXECUTIVE OFFICERS AND THEIR DUTIES

Section 1.

a. The executive officers of the Harper PTO shall be the president, president-elect, all vice presidents, not to exceed two vice presidents per position, secretary, and treasurer. These officers shall be elected at a meeting of the general membership of the Harper PTO.

b. These officers shall hold office for a term of (2) years and shall be eligible for only two (2) consecutive terms in the same office. Election to an unexpired term of less than half a year shall not be counted in determining eligibility. After serving on the Executive Board for a period of four (4) consecutive years, a member shall be eligible for another executive office after the lapse of one (1) year. However, a member shall be eligible to serve on a standing committee without the lapse of a year.

c. Any teacher or parent of a child in Harper School, who is a member of the Harper PTO, is eligible to hold an office.

d. The newly elected executive officers and the appointed chairs of any standing committee shall assume their duties at the regular June Executive Board meeting.

e. The executive officers shall serve on the corresponding committees of the Wilmette Village-Wide PTO.

Section 2.

a. The PRESIDENT shall direct the activities of all officers; preside at all meetings of the Harper PTO and of the Executive Board, shall be a member ex-officio of all committees; may sign all checks; shall perform

all other duties usually pertaining to the office; and shall attend and report on meetings of the Wilmette Village-Wide PTO, including any Presidents' Council meetings.

b. The PRESIDENT-ELECT (Executive Vice-President) shall serve as direct aide to the President; be an ex-officio member of all committees and assist in coordinating the work of other officers and committees (including special committees). The President-Elect shall assume the office of the President when said President's term has expired and shall serve for one (1) year; shall assume the office of President should a vacancy occur during the term of that office; shall represent the President in his/her absence and shall perform other duties as delegated.

Section 3. The numbered vice presidents shall in their order, in the event of the President and President-elect's absence, assume the duties of the President.

a. The FIRST VICE PRESIDENT(S), chair(s) of ROOM PARENTS, shall appoint the room parents and call them together to explain their duties. Room parent responsibilities include assisting with Field Day; and working with the Room Parents throughout the year.

b. The SECOND VICE PRESIDENT(S), chair(s) of WAYS AND MEANS shall develop an appropriate fundraising strategy for the following calendar year, with the help from the assistant chairs. Each fundraiser shall be planned with specific financial goals and strategies for involving participation of all membership. The Ways and Means Chair(s) will manage a master calendar to plan the timing of fundraising events and support all fundraising chairs on the general board.

c. The THIRD VICE PRESIDENT(S), chair(s) of the STUDENT ENRICHMENT COMMITTEE, shall provide, in response to the request of the principal and teachers and in conjunction with District 39 educational goals, programs designed to supplement or enrich the curriculum and to provide cultural art experiences; in addition, these officers shall supervise the grade assistants, and attend and report upon community-wide meetings related to student enrichment programs.

d. The FOURTH VICE PRESIDENT(S), chair(s) of COMMUNICATIONS, shall serve as the key link from school to home on all PTO matters, by timely communicating all PTO information to parents through Harper Happenings, the PTO website, and the Pioneer Press as well as other local news outlets. The Communications Chair will supervise and direct

the general board chairs responsible for the production of the school directory, the editing, printing and distribution of the Herald, the bulletin board in the school lobby; and the PTO website.

e. The SECRETARY shall keep a correct record of all meetings of the general membership of the Harper PTO and the Executive Board; shall have charge of all correspondence, including notices of meetings; shall maintain address lists of committee chairs; may sign checks in the absence of the Treasurer and the President, and shall perform such other duties as usually pertain to the office of Secretary.

f. The TREASURER shall be the principal financial and accounting officer of the Harper PTO. The Treasurer shall have charge of and be responsible for the maintenance of adequate books of account for the Harper PTO; shall cause all funds and securities of the Harper PTO to be receipted, disbursed and accounted for in accordance with policies promulgated by the Executive Board; shall perform all duties as from time to time may be assigned to the Treasurer by the Executive Board; shall pay out funds only upon vouchers. The financial records of the Treasurer are to be audited no later than December 15. All books and accounts shall be turned over to the Treasurer's successor at the close of the fiscal year. The Treasurer shall be chairman of the budget committee, which shall include incumbent and newly elected members of the Executive Board. The general membership of the Harper PTO shall vote on the new budget at the final PTO meeting of the year. The proposed budget shall be distributed at least one (1) week prior to the vote. Treasurer shall facilitate an audit if required by CPA firm. Treasurer shall complete and file State and Federal tax returns in an accurate and timely fashion.

ARTICLE VII - COMMITTEES

Section 1. Standing committees shall be created by the Executive Board to promote the objectives and interests of the Harper PTO.

Section 2. Special committees may be created by the Executive Board for a period not to exceed the current school year. The chair of such committees shall be appointed by the President with the advice and consent of the Executive Board.

Section 3. The chairs of these standing committees shall be appointed by the Executive Board for a term of one (1) year. Their duties shall

continue until the close of the school year. A chair shall be eligible for only two (2) consecutive terms as a chair of the same committee, unless the position is not otherwise filled. Serving an unexpired term of less than half a year shall not count against eligibility.

Section 4. Any committee chair(s) may appoint sub-committee(s), including sub-committee chairs and/or assistants. All chair(s) may appoint a committee and/or assistants. All chairs shall maintain a file of materials pertinent to the work of their committee and shall transmit this and a copy of their annual report to their successor.

Section 5. Appropriate committee chair(s) shall be members of the corresponding committee of the Wilmette Village-Wide PTO, as stated in its bylaws.

Section 6. The following committees and such additional committees as shall be created by the Executive Board shall constitute the standing committees of the Harper PTO:

- a) **Advance to Go(ATG)** – The chair(s) of will raise funds primarily to enhance our students' learning experience.
- b) **After School Programs** - The chair(s) of the after school programs, shall oversee after-school programs sponsored by the Harper PTO, maintaining consistent policies and financial practices.
- c) **Assistant Treasurer** - The Assistant Treasurer(s) shall deposit all monies and assist the Treasurer with other duties as needed.
- d) **Book Fair** - The chair(s) shall organize and run any book fairs.
- e) **Bulletin Board** - The chair(s) shall maintain the lobby bulletin board and report to the Communications chair.
- f) **Cafeteria** - The chair(s) shall be responsible for the Harper PTO lunchroom volunteers.
- g) **Chess Club** - The chair(s) shall organize and administer the after school chess club. This chair shall report to After School Program chair(s).
- h) **Chorus** - The chair(s) shall be responsible for the organization and implementation of the extracurricular chorus program.

- i) **Civics and Safety** - The chair(s) shall be concerned with all matters pertaining to the safety of the children, including scheduling volunteers for carpool duty, Bicycle Safety Day, and Fourth Grade Bike-to-Highcrest Day in the Spring, and shall attend the meetings on this subject sponsored by the Wilmette Village-Wide PTO.
- j) **Community Review Committee** - The chair(s) shall represent the Harper PTO on the Community Review Committee, shall study the needs and problems of the school system, promote an understanding of its purposes and achievements, report pertinent information to the Executive Board and the general membership of the Harper PTO, as needed.
- k) **Community Service Committee** - The chair(s) will focus on making community service part of our students' educational experience through various opportunities at school and in the community.
- l) **Directory/Membership** - The chair(s) shall report to the Communications Chair and handle all facets of the publication of the Harper School Directory, including duplicating binding and distribution in conjunction with District wide efforts and calendar. The chair(s) shall have charge of membership enrollment, shall collect and transfer dues to the Treasurer, and shall continue membership activities throughout the year.
- m) **District 39 Educational Foundation Liaison** - The chair(s) shall attend District 39 Educational Foundation meetings and report pertinent information to the Harper PTO.
- n) **Environmental Awareness**- The chair(s) shall initiate projects within the school to promote environmental concerns and acts as liaison between Harper School and the Wilmette Village-Wide PTO Environmental committee.
- o) **Harper Hoedown (Fall Party)**- The chair(s) plan and organize a social event for Harper families, to be held yearly.
- p) **FAN Liaison** - The chair(s) shall be concerned with all matters pertaining to the emotional well-being of children and shall attend and report on the FAN meetings.
- q) **Fish Tank**- This Chair shall maintain the Harper School fish tank.
- r) **Fourth Grade End of the Year Party** – The chairs shall organize year-end celebration activities for the fourth graders and report to the Room Parent Chairs.

- s) **Garden** - The chair(s) organizes and facilitates work of parent garden committee members. Works with the Harper staff Garden Coordinator to determine parent volunteer opportunities and coordinate the after-school Garden Club. Member of the School Garden Team composed of the Principal, teachers liaisons and staff Garden Coordinator. Communicates regularly with the PTO, Harper Community and District-wide outdoor classroom group. Facilitates special events that may be held in the garden (e.g. Hoedown activity). Administers budget.
- t) **Great Books** - The chair(s) organizes the great books classes, finds teachers, collects fees, schedules classes and orders materials.
- u) **Grocery Dollars**- The chair(s) shall generate funds through the sale of gift cards through local participating supermarkets.
- v) **Harper Herald** - The chair(s) shall edit for the Harper PTO's summer newsletter to be distributed via email to 1st thru 4th graders and mailed to kindergarten students'.
- w) **Hospitality** - The chair(s) shall act as hostesses at sociameetings of the Harper PTO and shall, as needed, have charge of the refreshments and decorations for all meetings and functions. Hospitality also shall coordinate the Opening Day Event and end-of-year PTO luncheon.
- x) **Landscaping** - The chair(s) shall design and prepare outdoor flower boxes and containers.
- y) **Legislation** - This Chair shall be familiar with the legislative platforms of state and national congresses and shall inform the membership with regard to legislation to meet the needs of the children; shall attend and report upon community-wide legislative meetings; and shall, with a committee, review the Bylaws at least every two (2) years.
- z) **Parent Social** - The Chair(s) shall have full responsibility for organizing and running the annual Parent Social to be held in the beginning of each school year.
- aa) **Pass 39 liasion** - The liaison shall provide support and resources to families whose children have learning disabilities and/or special needs.
- bb) **Presidential Advisor**- The immediate past president of the Harper PTO shall be a resource and advisor to the President.

- cc) **Teacher/Staff Appreciation** – This Chair(s) plans and implements the annual teacher/staff appreciation week in May, and conducts any additional appreciation events throughout the year, as deemed appropriate with help from room parents and other interested volunteers.
- dd) **Webmaster** - The chair shall maintain the PTO website.
- ee) **Welcoming** - The chair(s) host Welcoming Night for new families just prior to the first day of school, greet new families throughout the year, and coordinate tours of the school when they are requested. Welcoming also coordinates the after-school Kindergarten picnic at the start of the school year.
- ff) **Yearbook Editor(s)** - The Yearbook Editor(s) shall be responsible for the publication and distribution of the Harper School yearbook.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1. Nominations for all Executive Board offices of the Harper PTO shall be made by a Nominating Committee which shall consist of the following:

- One person who served on the Nominating Committee in the prior year, who shall act as chair and vote only in the case of a tie.
- Two (2) Executive Board members, plus one alternate, to be selected in January by the Executive Board from volunteers.
- Three (3) members-at-large, plus one (1) alternate, to be selected from the volunteers of the general membership of the Harper PTO.
- The incumbent President and the President-Elect, who shall act only in an advisory capacity.

If any member of the Nominating Committee seeks a position on the Executive Board, they are to recuse themselves from all matters, including voting, pertaining to the slating of that position by the Nominating Committee.

Section 2. Alternates shall serve only in the absence of the duly appointed Nominating Committee members.

Section 3. The Nominating Committee shall present the slate to the membership of the Harper PTO; the proposed slate and election date to

be published not less than fifteen (15) days prior to the election.

Section 4. Upon petition of twenty (20) members, other candidates, whose consent to be nominated has been obtained, shall be included on the ballot, provided that such petitions have been forwarded to the Secretary at least seven (7) days prior to the election. The executive officers shall be elected at a previously publicized meeting of the general membership of the Harper PTO. Nominations may also be made from the floor, provided that the consent of the candidate so nominated has been previously obtained.

A vacancy occurring in any elective office or standing committee shall be filled by the Executive Board at its next regular meeting. At its discretion, the Executive Board may waive term limitations to fill a vacancy by temporary appointment until a qualified officer is elected.

Comment: Suggested amendment to be voted on by general board on 9/14/11

By the first week in January, the Executive Board shall appoint one (1) parent of a fourth-grader as a representative to serve on the Nominating Committee of the Highcrest Middle School PTO and one (1) delegate to the Nominating Committee of the Wilmette Village-Wide PTO.

ARTICLE IX - MEETINGS

Section 1. Regular meetings of the Executive Board shall be held monthly during the school year at the time to be fixed by the Executive Board at its first meeting of the year. Special meetings may be called by the President or by five (5) members of the general membership of the Harper PTO. Executive Board members must be given one (1) week notification of such special meetings.

Section 2. The number and kind of meetings of the general membership of the Harper PTO shall be determined by the Executive Board. There shall be an annual business meeting to vote upon the proposed Executive Board slate. At least two (2) executive officers must be present at this annual meeting.

Section 3. The vote required to approve a matter before either the Executive Board or the general membership of the Harper PTO shall be a majority of those in attendance at such meeting.

ARTICLE X - FINANCES

Section 1. The Harper PTO shall keep such permanent books of account as shall be sufficient to establish the items of gross income, receipts, and disbursements of the Harper PTO.

Section 2. The Harper PTO may dissolve and terminate its organization in the following manner:

a. Upon receipt of a petition signed by twenty-five (25) or more members in good standing of the Harper PTO, the Executive Board shall give all members sixty (60) days notice and shall put the question of dissolution to a vote at a regular Harper PTO meeting.

b. Only those persons who were members in good standing of the Harper PTO on the date of submission of the question of dissolution and who continue to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.

c. Approval of dissolution of the Harper PTO shall require the affirmative vote of at least two-thirds of the membership.

d. In the event of the dissolution of the Harper PTO, the Executive Board (as defined in Article V) shall, after paying all liabilities of the Harper PTO, dispose of all remaining assets of the Harper PTO to another organization that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding code of any future United States Internal Revenue Law)

ARTICLE XI - AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the general membership of the Harper PTO by a two-thirds vote of the members present and voting.

Section 2. Any amendments to the bylaws shall be submitted to the Executive Board for approval by a two-thirds vote, prior to submission to the general membership of the Harper PTO, as outlined in Section 1.

Amended and Restated November, 2011