

**BYLAWS AND CONSTITUTION  
S.E. GROSS SCHOOL PARENT TEACHER ORGANIZATION**

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**Article I: Name**

The name of this organization is the S.E. Gross School Parent Teacher Organization in Brookfield, of Cook County in Illinois and hereafter referred to as S. E. Gross School PTO.

**Article II: Purpose**

The S. E. Gross School PTO is organized exclusively for the charitable support of S. E. Gross School, District 95, its staff and students including for such purposes as for the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954. (Or the corresponding provision of any future United States Internal Revenue Code.)

**Article III: Object**

Section 1. The object of the PTO is:

- a) To promote the welfare of children and youth in home, school and community.
- b) To bridge a closer relation between the home and school, so that parents and teachers may cooperate intelligently in educating the children.
- c) To develop between educators and the general public a united effort that will secure for every child the highest advantages in physical, mental and social education.

**Article IV: Basic Policies**

Section 1. The following are the basic policies of this PTO:

- a) This PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. (Including the publishing or distributing of statements.)
- b) The PTO shall cooperate with S.E. Gross School, District 95 to support the improvement of education in ways that will not interfere with administration of the S.E. Gross School, District 95.
- c) This PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
- d) This PTO shall not distribute any part of its net earnings to the benefit of or be given to its members, officers or private persons. The PTO shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of its purpose set forth in Article II. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954. (Or the corresponding provision of any future United States Internal Revenue Code.)

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- e) In the event of the dissolution of the S.E. Gross School PTO, the Officers shall, after paying or making provisions for the payment of all liabilities of the PTO, dispose of all the assets of the S.E. Gross School PTO exclusively of the exempt purposes, to the S.E. Gross School, District 95 in Brookfield, of Cook County in Illinois or to such organizations organized and operated exclusively for charitable purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954. (Or the corresponding provision of any future United States Internal Revenue Code.) Any such assets not so disposed of, shall be disposed of by the Court of Common Pleas of Cook County in which S. E. Gross School PTO is located, exclusively for such purposes as the said court shall determine.

**Article V: Membership and Dues**

- Section 1. Any resident or staff within the boundaries of the S. E. Gross School area, as defined by the Board of Education District 95, who adheres to the Object and Basic Policies of this PTO may become a member of this PTO, subject only to following the provisions of this Constitution.
- Section 2. Membership in this PTO shall be available without regard to race, color, creed or national origin.
- Section 3. This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 4. Only members in the S. E. Gross School PTO shall be eligible to vote in its business meeting or serve in any of its elective or appointed positions.
- Section 5. Each member of this PTO shall pay annual dues as decided upon by the Executive Board and approved by the general membership.

**Article VI: Officers and Elections**

- Section 1.
- a) The Officers of this PTO are:
1. President(s)
  2. First Vice President
  3. Second Vice President
  4. Secretary(s)
  5. Treasurer
- b) The President(s), First Vice President, Second Vice President, Secretary(s) and Treasurer shall be elected annually in the month of May by this PTO. Their term of office shall be one (1) year. No Officer shall be eligible for the same office for more than two (2) consecutive years, unless there are no other nominees for that office.
- c) The voting for Officers shall be by ballot. If there is only one (1) nominee for each office, voting may be by voice. The majority of those voting shall elect.
- d) All newly elected Officers shall take office following their installation at the annual meeting.

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Section 2.

- a) The Officers of this PTO may compile a list of volunteers for the following years' officers as gathered from the all school survey. Volunteers for each office may be made public thirty (30) days prior to the election.
- b) For all offices being run by more than one person, the Officers of this PTO will make up a ballot, distribute, collect and count ballots to present at the annual May meeting. For any office with only one person running, vocal vote at the May meeting shall suffice. Reminder: No nomination shall be made without consent of the nominee.
- c) In the event that no person runs for an office, the Officers of the PTO are obliged to seek out able persons to fulfill any vacancies.

Section 3.

- a) Appointments to offices of unexpired terms shall be filled by a majority vote of the Officers and Standing Committee Chairman, known as the Executive Committee.

**Article VII: Duties of Officers**

Section 1.

- a) The President(s) shall preside at all meetings of the PTO and the Executive Committee, shall be an official member of all Committees, and shall perform all other duties usually pertaining to the office.
- b) The President(s) shall coordinate the work of the officers and committees so that the Object and Purpose of this PTO may be promoted.
- c) The President(s) shall present all pertinent material to the new President(s) after the annual May meeting.

Section 2.

- a) The First Vice President and Second Vice President shall act as aides to the President(s).
- b) The First Vice President and Second Vice President shall perform the duties of the President(s) in the absence of the President(s) (in their designated order).

Section 3.

- a) The Secretary(s) shall keep a record of the minutes of all of the meetings of this PTO and of the Executive Committee.
- b) The Secretary(s) shall have custody of all minutes and records including copies of the Constitution and a membership list pertaining to the business of this PTO, except those of Treasurer.
- c) The Secretary(s) shall conduct the correspondence of this PTO, as directed.

Section 4.

- a) The Treasurer shall receive all monies of this PTO, shall keep an accurate record of all receipts and expenditures, and shall pay out monies in accordance with the approved budget as authorized by this PTO or as directed by the President(s).

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- b) The Treasurer shall present a statement of account at every meeting of this PTO and at other times as requested by the Executive Committee.
- c) The Treasurer's account shall be examined annually by an auditor. The auditor shall be appointed by the Executive Committee. The auditor shall not hold any office or chairmanship. The audit shall be prior to the September meeting and the results of the audit report shall be given at the September meeting.
- d) All Officers shall perform their duties within their committee in order that the Object and Purpose of this PTO be promoted.
- e) All Officers shall give oral or written reports at PTO meetings upon request. A written report should be submitted annually.

**Article VIII: Executive Committee**

Section 1.

The Executive Committee shall consist of the Officers of this PTO and Chairman of Standing Committees. The members of the Executive Committee shall consist of the following officers; President, First Vice President, Second Vice President, Secretary(s), Treasurer and such additional officers/members as deemed necessary to conduct business of the PTO. Members may vote to have two (2) persons fill any single office; both person elected to fill such office shall be given all the rights and responsibilities of such office.

Section 2.

Meeting of the Executive Committee and any special meeting may be called by the President(s). Meetings of the Executive Committee can be called by the President(s) or three (3) members of the Executive Committee. Except in cases of emergencies, at least three (3) days' notice shall be given for a physical meeting. Such notice shall contain the time, date, place and purpose of the meeting. In lieu of a physical meeting, an Executive Committee meeting may be held by email or any other electronic means provided that the following procedures are as followed:

- a) All Executive Committee members consent to said electronic meeting;
- b) Executive Committee members must respond within twenty-four (24) hours of the request to consent to the electronic meeting; and
- c) Voting must be open for two (2) days from the date the ballot is delivered.

Section 3.

A simple majority of those present shall constitute a quorum. At all meetings, a majority vote shall pass.

Section 4.

The minutes of the meeting of the Executive Committee shall be open to the inspection of any members of this PTO upon request.

**Article IX: Meetings**

Section 1. There shall be not less than five (5) meetings during the school year. The dates of the regular meetings may be changed by notification when necessary.

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Section 2. The meetings of this PTO will be open to the general public, but the privilege of holding office, making motions, and voting shall be limited to PTO members.

Section 3. The annual meeting shall be held in May, for the installation of Officers.

Section 4. Special meetings may be called by the President(s) or Executive Committee.

Section 5. A simple majority of those present shall constitute a quorum. At all meetings, a majority vote shall pass.

**Article X: Standing and Special Committees**

Section 1. Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of this PTO. The Chairman of the Standing Committees shall be selected by the President(s) of this PTO or his or her representative. Their term shall be one (1) year.

Section 2. The Chairman of each Standing Committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 3. The Chairman of each Standing Committee shall present a written annual report at the time of completion of the committees' work.

Section 4. Special Committees shall be formed and members appointed by the Officers of this PTO. A Special Committee is created and appointed for a specific purpose, and it automatically ceases when the work is done and the final report is received.

**Article XI: Parliamentary Authority**

Roberts Rules of Order Revised shall govern this PTO in all cases to which they are applicable and in which they are not in conflict with this Constitution.

**Article XII: Amendments**

This Constitution may be amended at any regular meeting of this PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

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This Constitution of the S.E. Gross School Parent Teacher Organization, District 95 was accepted by the 1998/99 members present at the September 22, 1998 meeting.

Adopted 11.16.1998

Amended/Adopted: 03.25.1999

Amended/Adopted: 05.16.2017