

**Grove Junior High School Parent-Teacher Organization  
Elk Grove Village, Illinois**

**CONSTITUTION & BYLAWS**

**ARTICLE I – NAME**

This organization shall be known as the Grove Junior High School Parent-Teacher Organization (PTO).

**ARTICLE II – OBJECTIVES**

**Section 1.** Mission Statement: The Grove Junior High PTO is a non-profit organization established for the purpose of enhancing our students' educational, social, and extracurricular experiences. We are a partnership of parents, teachers, and administrators dedicated to making a difference through volunteerism, community involvement, and fundraising efforts for our children.

**Section 2.** This organization is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Section 3.** Upon the dissolution of this organization, the PTO Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the PTO Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purpose.

**ARTICLE III – POLICIES**

**Section 1.** The organization shall be non-commercial, non-sectarian, non-partisan and non-political.

**Section 2.** The organization shall cooperate with the administrative activities and policies of the school and School District 59, providing they do not conflict with the objectives of this organization.

**Section 3.** The organization's fiscal year is determined to be July 1 to June 30.

**ARTICLE IV – MEMBERSHIP**

**Section 1.** All Grove Junior High school staff and all parents and guardians whose children are currently enrolled as students of Grove Junior High School shall be considered members of the PTO.

**Section 2.** Membership shall be from the first day of the school year to the first day of the following school year.

**Section 3.** This organization shall conduct a voluntary annual membership drive to jumpstart our PTO fundraising campaigns. <sup>1</sup>

**Section 4.** All members are eligible to vote.

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<sup>1</sup> Changes adopted on 9/12/17 included the discontinuation of the directory. For those who became members from July 1, 2017- September 12, 2017 and would like a directory, please email [ptopresident.grove@gmail.com](mailto:ptopresident.grove@gmail.com)

**Section 5.** The organization shall not encourage the use of children as door-to-door solicitors.

**Section 6.** The organization shall not actively endorse or campaign for any political candidate or party.  
Grove Jr. High PTO Bylaws

#### **ARTICLE V – OFFICERS AND ELECTIONS**

**Section 1.** The officers of the Grove Junior High School PTO Board are the President, Vice President-Ways & Means, Secretary and Treasurer. They will be elected for a term of 12 months, beginning the first day of July.

**Section 2.** The President shall have had at least one-year experience on the Grove PTO Board and/or at least one-year experience as an officer, committee chair or co-chair on the PTO of one of the Grove Junior High feeder schools.

**Section 3.** The school Principal will serve as ex officio member of the Board.

**Section 4.** No elected officer shall be eligible to serve in the same office for more than two consecutive years unless an additional term is approved by a majority of the members present and voting at a meeting of the PTO.

**Section 5.** No member shall be nominated for office without consent of the nominee and no person may be elected an officer if not a current member of incoming member of upcoming school year.

**Section 6.** Notification of nominees for elected offices shall be published prior to the final meeting where nominations from the floor will be accepted.

**Section 7.** The election of officers will be held at the final meeting of the school year. Officers will be elected by a majority vote of members present.

**Section 8.** When a vacancy occurs in the office of President, the Vice President will become the President for the remainder of the term. Other vacancies occurring in office shall be appointed by a majority of the Board.

#### **ARTICLE VI – DUTIES OF OFFICERS**

**Section 1.** The President shall preside at the meetings of the organization and appoint chairmen of all standing committees, subject to the approval of the Board. The President shall serve as ex officio member of all committees, and shall perform all the other duties pertaining to this office.

**Section 2.** The Vice President-Ways & Means shall act as aide to the President and shall perform the duties of the President in the absence of the President. This officer has the authority to approve all Board requests when the President cannot be contacted.

**Section 3.** The Secretary shall prepare and coordinate meeting agendas with President, record the minutes of all meetings, which will be presented at the following meeting for approval, conduct all official correspondence; perform such duties as may be delegated, and serve as website liaison for PTO and Grove Administration.

**Section 4.** The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenses; shall pay authorized expenditures; and present an up-to-date report at each Board meeting. The Treasurer shall make available for distribution at the first general meeting the annual Treasurer's Report and the proposed budget for membership approval. At the final meeting, the Treasurer will provide the current bank statement to PTO Board for review. The Treasurer will make copies of all bank statements for the year available to any member within 15 days of a written request.

**Section 5.** All outgoing officers shall assist newly elected officers in making the transition into office and provide records of the past year of information pertaining to their office.

#### **ARTICLE VII – MEETINGS**

**Section 1.** The PTO meetings will be held approximately bimonthly during the school year.

**Section 2.** There shall be at least four meetings per year unless otherwise designated by the PTO Board.

**Section 3.** The meetings shall be open to all members (i.e. parents, guardians) and Grove Junior High School staff members.

#### **ARTICLE VIII – STANDING COMMITTEE CHAIRPERSONS AND DUTIES**

**Section 1.** Such standing committees as are deemed necessary to promote the objectives and carry on the work of this organization shall be created by the PTO Board for the term of one year.

**Section 2.** Duties of each standing Committee Chair are to be overseen by the Vice President-Ways & Means.

**Section 3.** Within 1 week after each fundraiser, each Committee Chair shall prepare a written report and deliver it to the Vice President-Ways & Means.

**Section 4.** Committees shall be represented by the Chair, Co-Chair or both at the meeting immediately following the event. If this is not possible, a report must be issued as noted above to the Vice President-Ways & Means prior to the meeting.

**Section 5.** Each outgoing Committee Chair shall submit their summary of activities to the Vice President-Ways & Means no later than the last PTO meeting of the year.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Simplified parliamentary procedures based on Robert's Rules of Order shall govern this organization.

#### **ARTICLE X – DISBANDING OF THE ORGANIZATION**

Disbanding of the organization requires previous notice to all members and a 2/3 vote of a majority of members present at a regular or special meeting of the membership called for that purpose. Notice of the proposed disbandment must be given at the previous meeting or by written communication at least seven days prior to the scheduled meeting for that purpose.

**Bylaws Amended:**     **July 3, 2013**  
                              **November, 2008**  
                              **August, 2017**

**The Constitution and Bylaws of the Grove Junior High School Parent Teacher Organization were revised on this day, September 12th, 2017 by unanimous vote of 2/3 majority of the membership present.**