

**BY-LAWS OF THE WHITTIER SCHOOL PARENT-TEACHER ORGANIZATION
MAY 2012**

ARTICLE I – NAME

The name of this organization shall be the "Whittier School Parent-Teacher Organization," and shall be referred to hereinafter as the "PTO".

ARTICLE II – MISSION

Section 1. Exclusively for educational purposes within the meaning of the 501(c)(3) of the Internal Revenue Code of 1986 (as amended) or the corresponding provision of any future United States internal revenue law, including for such purposes, the making of distributions to organizations which are recognized as exempt from tax under such 501(c)(3).

Section 2. The PTO's mission is to promote academic excellence and foster the social and emotional growth of all children by serving as the connective link between home and school, building a community enriched by a diversity of backgrounds and perspectives and guided by common trust.

Through a team effort, guided by high expectations, the PTO strives to help all students to receive the best education possible so as to achieve their fullest academic, creative, social, and emotional potential.

The PTO supports inspired teaching, raises resources for innovative, supplemental enrichment programming, builds school and family social interaction, and provides a safe forum for discussing all issues that have an impact on our children.

We create meaningful change through inclusiveness, collaboration and communication.

ARTICLE III – POLICIES

Section 1. This organization shall not seek to direct the technical or administrative activities of the school, but this provision shall not be construed to limit in any manner the exercise of the right and privilege of petition, debate, or discussion or the making of recommendations to duly constituted school authorities.

Section 2. This organization shall be non-commercial, non-partisan and non-sectarian.

Section 3. Funds raised by this organization shall be used for the sole benefit of the current and future students in the Whittier School community unless an alternate use is specified and publicized prior to the fund-raising event.

ARTICLE IV – MEMBERSHIP AND AFFILIATIONS

Section 1. Membership in this organization shall be open to any parent or person having the custody of a child attending Whittier School and to all members of the faculty and staff members.

Section 2. In lieu of annual dues, the PTO accepts voluntary contributions from its members.

Section 3. This PTO shall be a member of the PTO Council for District 97.

ARTICLE V – DUTY OF OFFICERS & LEADERSHIP TEAM

Section 1. The officers of the organization shall be two Co-Presidents, a Secretary, a Treasurer or Co-Treasurers, Vice President (“VP”) or Co-VPs of Enrichment, VP or Co-VPs of Human Resources, VP or Co-VPs of Communications, VP of Green Initiatives, and VP or Co-VPs of Fundraising. This group of officers is collectively known as the Leadership Team. If the immediate past President or Co-Presidents remain eligible members of the PTO, they may, upon the invitation of the current Co-Presidents, be permitted serve as voting members of the Leadership Team in order to ensure continuity of leadership.

Section 2. The term of officers shall be one year from June to May of the following year. No person shall be eligible to succeed him/herself to the same office for more than four terms, from June 1st-May 31st.

Section 3. One or both of the Co-Presidents shall preside at all meetings and shall represent Whittier School PTO on the PTO Council for District 97.

Section 4. The Secretary shall take the minutes of all meetings, keep all approved minutes in a minute book, and distribute copies of minutes to the Leadership Team and any member of the PTO that has requested a copy.

Section 5. The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

Section 6. VPs of Enrichment shall oversee all enrichment programs funded by the PTO.

Section 7. VPs of HR shall coordinate all aspects of volunteer recruitment and appreciation for the PTO.

Section 8. VPs of Communications shall oversee and manage the range of communication tools that the PTO uses. In addition, the VPs of Communication shall be responsible for developing strategies with respect to strengthening communications between and among the members of the Whittier School community.

Section 9. VP of Green Initiatives shall lead the Green Team in coordinating efforts to make Whittier more eco-conscious.

Section 10. VPs of Fundraising shall provide leadership in the development and implementation of fundraising plans.

Section 11. The Leadership Team shall have the responsibility to develop and implement the annual fiscal budget and that said budget must be approved by the general membership of this PTO at or before the May meeting of the previous fiscal year. The Leadership Team shall be responsible for the review and approval of new expenditures up to \$500. These expenses will be reported to the general membership during a scheduled PTO meeting. The membership of the PTO must approve all new expenditures above \$500, with the approval and recommendation of the Leadership Team.

ARTICLE VI – BUSINESS AND PROGRAM MEETINGS

Section 1: Membership meetings shall be held once a quarter during the school year at such times and locations as the Leadership Team shall schedule.

Community Topic Meetings or Events shall be held once a quarter during the school year at such times and locations as the Leadership Team shall schedule.

Leadership Team meetings shall be held once a quarter during the school year at such times and locations as the Leadership Team shall schedule.

A proposed schedule would be as follows:

- *September – Leadership Team Meeting*
- *October – Community Topic Meeting or Event*
- *November – Business Meeting*
- *December – Leadership Team Meeting*
- *January – Community Topic Meeting or Event*
- *February – Business Meeting*
- *March – Leadership Team Meeting*
- *April – Community Topic Meeting or Event*
- *May – Business Meeting*

Section 2: Membership meetings shall be open to the general public. Making motions and voting shall be limited to members of the PTO.

Section 3: In order for business to be conducted, a minimum of eight (8) members, including Leadership Team members, must be present. Motions may be passed with a simple majority of members voting.

ARTICLE VII – NOMINATIONS

The Co-Presidents with assistance from the Leadership Team shall make nominations for a slate of officers for the next academic year at the April meeting. Any member of the PTO may also make a nomination at that meeting.

ARTICLE VIII – ELECTIONS AND APPOINTMENTS

Section 1. The slate of officers for the next academic year shall be presented and voted upon at or before the May meeting. When there is more than one candidate for an office, the election shall be by ballot with a simple plurality of the membership present required for election.

Section 2. In the event of resignation or departure of a Co-President during any academic year, that office shall be filled by election by the general PTO membership. Nominations will be taken at the PTO meeting immediately following the vacancy. An election will occur at the next meeting following the nominations. All other vacancies in any other office shall be filled by appointment of the Co-Presidents and approved at the next general meeting.

Section 3. Officers can be removed from office with just cause or special circumstances by a two-thirds vote of those present at a regularly-scheduled meeting whereas previous notice has been given for such a vote.

ARTICLE IX – COMMITTEES AND REPRESENTATIVES

Section 1. There shall be committees created by the Co-Presidents, with the advice and consent of the Leadership Team, as may be required to promote the goals and interests of the PTO.

Section 2. Chairpersons of all standing committees and special committees shall present reports as needed to the PTO and no project over \$200 shall be undertaken without approval of the Leadership Team.

ARTICLE X - FISCAL POLICY

The fiscal year of the PTO shall be September 1 to August 31.

ARTICLE XI – AMENDMENTS

Section 1. These By-Laws may be amended by the two-thirds (2/3) vote of the members present at any official monthly PTO meeting, provided the proposed alteration or amendment was presented at the preceding PTO meeting, filed with the Secretary and published.

Section 2. These By-Laws shall be reviewed every five years and revised when deemed necessary