



DISTRICT 102 - COSSITT PARENT TEACHER COUNCIL BYLAWS

(revised February 2022)

La Grange School District 102 Mission

In order to fulfill their dreams and potential, we actively engage the children of La Grange School District 102 to develop creativity, innovative problem-solving, a passion for learning, and empathy.

La Grange School District 102 Vision

To ensure children are prepared to serve their communities, engage in intelligent, respectful discourse, and thrive in high school and beyond.

ARTICLE I - NAME

The name of this organization shall be COSSITT PARENT TEACHER COUNCIL (hereafter referred to as “PTC”).

ARTICLE II – OBJECTIVES

The objectives of the PTC shall be:

1. To promote the Mission and Vision of La Grange School District 102.
2. To promote and encourage a closer relationship between home and school so parents and teachers may cooperate in the basic educational development of the child and address the needs of the school for the benefit of all students.
3. To encourage the responsible and informed participation of parents in school issues. The PTC may inform all PTC members at large of issues affecting or involving District 102 in school, local and general elections.
4. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in intellectual, social, emotional and physical education.
5. To maintain a dedicated website and electronic communications which support the PTC organization.

ARTICLE III - BASIC POLICIES

1. The PTC shall be non-commercial, non-sectarian and non-partisan, except as permitted in paragraph 5 below.
2. The PTC shall cooperate with the school, community and the District 102 School Board to support the improvements of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.
3. The name of the PTC 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 organization.



4. The PTC will sponsor fundraising activities as its main source of income to support its many activities.
5. The PTC, and members in their official capacities, will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. The PTC may support organizations which have as a primary activity the seeking and interviewing candidates for election to the School District's Board of Education, but may not engage in support of, or in opposition to, any candidates, which emerge from that process. The PTC may engage in activities, which encourage voter registration and voter participation in local, state and federal elections. The PTC may inform its membership of legislation pertaining to public education at the local, state and federal levels.

ARTICLE IV - MEMBERSHIP AND DUES

1. Any parent/guardian of a student currently enrolled at Cossitt Avenue School (hereafter referred to as "Cossitt") and willing to uphold the policies and subscribe to the Bylaws of the PTC, upon payment of dues; as hereinafter provided, be recognized as an official member (hereafter referred to as "member") of the PTC. School staff are automatically members but, based solely on their status as staff, shall not be liable for dues.
2. Dues for membership shall be determined annually. An annual enrollment of members shall be conducted. Additional parent/guardian members shall be accepted at any time, upon payment of dues.
3. The membership year shall coincide with the fiscal year of July 1 to June 30. Any person joining during the year shall pay full dues for the current year.

ARTICLE V - MEETINGS

1. Meetings shall be held monthly August through June, unless otherwise provided by the Executive Board as hereinafter defined.
2. Meetings shall be held in person or virtually as determined by the President of the PTC (as hereafter defined).
3. The agenda will be available upon request to the President of the PTC. The agenda may be supplemented or modified at the meeting upon the duly adopted motion of any Member, or at the direction of the President of the PTC.
4. The members present shall constitute a quorum for the business of this PTC. Unless otherwise required by law or these by-laws, any measure submitted for action by the membership shall be moved and seconded and deemed carried if it received the "yes" vote of a majority of the members present and actually voting. An abstention will not be considered to be a vote in determining whether a motion carries or fails.
5. Special meetings of the PTC may be called by the President, by majority of the Executive Board or 5 general members after submitting a written request to the Secretary. Notice of this meeting should be communicated to the general membership. Any action taken at special meetings must be ratified at the next regularly scheduled meeting by a majority of those present and voting.



ARTICLE VI - EXECUTIVE BOARD AND ITS ELECTION

1. The Executive Board shall consist of the duly elected Officers of the PTC and the Principal of Cossitt. The officers of the organization shall be a President or Co-Presidents, a First Vice President, one or more Vice Presidents, Treasurer, Assistant Treasurer and a Secretary.
2. These officers shall be elected annually at the May meeting. If there is only one candidate for each office, by motion from the floor, the election may be by voice. In the event of more than one candidate, a paper ballot vote shall be taken. Executive Board positions of President (or Co-Presidents), First Vice President, Treasurer and Assistant Treasurer which shall be for a term of one year. The remaining Executive Board positions shall be for a term of two years. No individual shall serve more than two (2) consecutive years in the same Executive Board position. The term of office shall coincide with the fiscal year.
3. Nominations for Officers shall be made by a Nominating Committee which shall comprise:
 - a. the Principal of Cossitt
 - b. PTC representative of Cossitt at large,
 - c. a PTC committee chairperson,
 - d. a faculty member from Cossitt and,
 - e. a retiring Executive Board member.

With the exception of the Principal, and the faculty member, the members of the nominating committee shall be selected by the PTC Executive Board at least two months prior to the election of officers.

4. This nominating committee shall report one month prior to the election the name of one candidate for each office to be filled. The consent of each candidate must be obtained before their name is placed into nomination. The then-acting First Vice President shall be the candidate for President. If, for some reason, the First Vice President does not wish to have their name placed in nomination for President, the nominating committee shall select the name of one candidate for the office of President, noting that this candidate shall have previously served as an officer or member of the Executive Board. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before their name is placed into nomination.
5. Officers can be removed from their Office with or without cause by a 2/3 vote of the Executive Board members present at a given meeting.
6. A vacancy occurring on the Executive Board, other than at election time, shall be filled by vote by the Executive Board.

ARTICLE VII - DUTIES OF OFFICERS

1. The PTC executive board shall:
 - a. communicate PTC activities to Members,
 - b. transact necessary business in the intervals between PTC meetings,
 - c. create standing committees,
 - d. approve plans of work of the standing committees,
 - e. present reports and recommendations to the general membership of PTC and,
 - f. approve routine bills within the limits of the budget.



2. The President/Co-Presidents:
 - a. shall be the chief executive officer of the organization. The President shall have general charge and supervision of the PTC and shall perform the duties pertaining to the office, including but not limited to, conducting all regularly scheduled monthly meetings and all Executive Board Meetings.
 - b. the President shall be a non-voting member of all PTC committees other than the Financial Review Committee as defined in Article IX.
 - c. the President is authorized to create special committees and appoint members of the committee, including the committee head, with approval of the Executive Board.
 - d. the President, or appointed designee from the Executive Board, shall represent the organization at all district meetings and Principal's meetings to which the President is invited to attend and shall ensure representation at the District 102 PTC/PTO Leadership meetings.
3. The First Vice President shall:
 - a. act as an aide to the President/Co-Presidents, performing those duties delegated by the President and shall perform the duties of President/Co-Presidents in the absence of the President.
 - b. directly oversee the satisfactory completion of those PTC activities designated in their job description, as amended from time to time.
 - c. shall commit to serve as President at the expiration of their term as First Vice President Meetings.
4. The Vice Presidents shall:
 - a. act as aides to the President/Co-Presidents and First Vice President, performing those duties delegated by the President/Co-Presidents and First Vice President, and shall perform the duties of President in the absence of the First Vice President and shall perform the duties of the First Vice President in the absence of that officer.
 - b. directly oversee the satisfactory completion of those PTC activities designated in their job description, as amended from time to time.
5. The Secretary shall:
 - a. keep a correct record of all meetings of PTC.
 - b. have charge of all official documents belonging to PTC.
 - c. attend to all correspondence deemed necessary by the Executive Board.
 - d. also give a report of the previous meetings of PTC.
6. The Treasurer shall:
 - a. receive all monies of the PTC and shall keep an accurate record of receipts and expenditures,
 - b. ensure reimbursement guidelines are followed and pay out funds for all approved PTC expenses.
 - c. present a statement of account at every meeting and at other times when requested by the PTC Executive Board.
 - d. also make a full report of the previous year's activities at the September meeting.
shall maintain the organization's 501(c)(3) status.
 - e. shall be present at any PTC function that requires the Treasurer's presence.



7. The Assistant Treasurer shall:
 - a. work with the Treasurer to fulfill Treasurer's duties as outlined above.
 - b. shall commit to serve as Treasurer at the expiration of their term as Assistant Treasurer.

ARTICLE VIII – COMMITTEES

1. Standing Committees: There shall be such standing committees appointed by the President / Co-Presidents as may be required to promote the objectives of this organization. Such committees shall be formed when a certain field of endeavor requires continuous service throughout the year. Standing committees may be abolished by a majority vote of PTC members present and voting at a PTC meeting. Committee chairpersons are filled by a volunteer sign-up form sent out in early spring to all Cossitt parents. Committee chairperson positions shall be for a term of two years or as communicated with the Signup.
2. Each committee shall have a chairperson. The committee chair will be responsible for electronic documentation of all process, procedures, budget and any significant information that would impact planning for their committee. Documents need to be submitted electronically to the Executive Board.
3. The President may establish any other committees during the School Year as needed, following approval by the Executive Board.

ARTICLE IX – FINANCES

1. Budget Process:
 - a. All committee chairpersons should submit budget requests prior to the April PTC meeting to their respective Vice President.
 - b. The Executive Board shall create an operating budget during the April PTC meeting. This budget shall reflect spending for the PTC's next fiscal year which shall begin on July 1 and end on June 30 of each year.
 - c. The Executive Board will review the budget at the May meeting. The President / Co-Presidents shall present the budget at the June general meeting and it shall be approved by majority of the members present.
 - d. The previous year's budget to the actual financial report should be reviewed prior to creation of the new budget.
 - e. Upon approval, this budget will be presented by the President/Co-Presidents at the September meeting of the combined District 102 PTC/PTO Leadership.
2. The President/Co-Presidents and the First Vice President shall serve as signers on the bank account. The Treasurer and Assistant Treasurer will be responsible for the accounting records and the PTC checkbook. Bank signatory cards shall be updated each year directly following the June meeting when the new Executive Board is elected with the incoming First Vice President's signature. Signatory cards must be updated by the August meeting of the new school year.



3. Any non-budgeted payout of more than \$501 shall be authorized by a simple majority vote of the Executive Board. The vote and circumstances of the non-budgeted request shall be presented to all members at the next general meeting.
4. All committee chairpersons shall submit any outstanding expenses to the Treasurer by June 15th in advance of the close of the fiscal year.
5. Funds budgeted for various accounts payable shall be held only for the PTC's fiscal year. After that time, any remaining funds shall be placed in the general fund to be incorporated into the following year's budget unless otherwise designated for a specific purpose. Items budgeted for and not paid out by the end of the fiscal year may be held over as an approved special designated expense (hereafter referred to as "Designated Expenditures").
6. A Financial Review Committee shall be appointed by the Executive Board at the April meeting. This committee shall review the accounts of the Treasurer, after the close of the fiscal year and shall report their findings to the Executive Board.
7. A minimum of \$35,000.00 must be left in the treasury for use by the incoming Executive Board.

ARTICLE X - AMENDMENTS OF BYLAWS

1. Motion to amend these Bylaws may be made at a regular meeting of this PTC if approved by a majority of the members present and voting. The vote to approve the amendment must take place at the next regularly scheduled meeting by a majority of the members present and voting.
2. These Bylaws will be reviewed on even numbered years by the President/Co-Presidents and a committee appointed by the President/Co-Presidents.

ARTICLE XI - DISPOSITION OF ASSETS

1. At such time as the PTC ceases to function, the Executive Board shall use all remaining funds in its Budget, or in any accounts that it may hold as an organization, first to pay all outstanding accounts payable, including all Designated Expenditures. In the event that any funds shall thereafter remain, such funds shall be transferred to a successor organization as designated by the Executive Board. In the event that no successor organization is created, such funds shall be transferred in their entirety to Cossitt. Any such transfer is subject to all applicable state and federal laws including, but not limited to, laws governing not-for-profit organizations.