

DISTRICT 102
COSSITT SCHOOL PARENT TEACHER COUNCIL
BY-LAWS
REVISED 1996

The Mission Statement of District 102- A community dedicated to the future of its children, is to ensure that all students achieve academic excellence while promoting their personal and social growth by:

- *attracting and retaining excellent teachers and providing means for their continuing development,
- *providing a relevant, challenging and comprehensive curriculum
- *challenging all students to discover and develop their interests and talents,
- *developing self-worth, open mindedness, respect for diverse points of view and responsibility,
- *developing working partnerships among home, school and community.

ARTICLE I - NAME

The name of this corporation shall be COSSITT AVENUE SCHOOL PARENT TEACHER COUNCIL (hereafter referred to as PTC).

ARTICLE II - OBJECTIVES

The objectives of this District 102 PTC shall be:

1. To promote the Mission of District 102.
2. To promote and encourage a closer relationship between the home and the 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. As a member of the Combined District 102 Superintendent's Roundtable, we encourage the responsible and informed participation of parents in school issues. Therefore, the Combined School District 102 Parent-Teacher Council encourages voter registration and voter participation in all 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 physical, mental and social

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 organization shall cooperate with schools 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 Cossitt School parent/guardian of a student currently enrolled and willing to uphold the policies and subscribe to the by-laws of the PTC may become a member upon payment of dues, as hereinafter provided. School staff are automatically members.
2. Dues for membership shall be determined annually. Membership dues entitle each family to one school calendar and one telephone directory.
3. An annual enrollment of members shall be conducted. Additional parent/guardian members shall be accepted at any time, upon payment of due;
4. The membership year shall be from September 1 to August 31. Any person joining during the year shall pay full dues for the current year.

ARTICLE V - MEETINGS

1. Meetings shall be held monthly September through May, unless otherwise provided by the Board.
2. The agenda will be posted at least 24 hours prior to each scheduled meeting and available in the school office. The agenda may be supplemented or modified at the meeting upon the duly adopted motion of any member, or at the direction of the chair.
3. 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.

ARTICLE VI - AMENDMENTS TO ARTICLES II - VII

The President, and Vice-President, if there is one or in the absence of the President, shall be the PTC's representative to the By-Law Review Committee composed of the Presidents and Vice-Presidents from each of the PTCs or PTOs from the other schools in the School District. In January of even-numbered years, the By-Law Review Committee shall meet at the call of any member to review Articles II through VIII of these by-laws and determine if they are to remain uniform for all PTCs/PTOs in the School District. The Committee shall submit its recommendations to each PTC/PTO by April for discussion and then action by the membership in May of the same year. Amendments to Articles II through VII must receive the "yes" vote of a majority of the members of each PTC/PTO in attendance at the regularly scheduled May meeting or at a special meeting called for the purpose of considering amendments to these articles of the by-laws.

ARTICLE VII - DISPOSITION OF ASSETS

At such time as the PTC ceases to function, the Executive Board shall transfer all remaining assets, after payment of any outstanding obligations, to the School Board or for exempt purposes in accordance with federal and state law.

ARTICLE VIII - OFFICERS AND THEIR ELECTION

1. The executive board shall consist of the duly elected officers of the PTC and the principal of the school. The officers of the organization shall be a President or Co-Presidents, one or more Vice-Presidents, a 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 voice. In the event of more than one candidate, a paper ballot vote shall be taken. Executive board positions shall be for a term of two years. No individual shall serve more than two years in any executive board position.
3. The term of office shall coincide with the fiscal year of July I - July 30.
4. Nominations for officers shall be made by a nominating committee which shall comprise:
 - a) the principal of Cossitt School,
 - b) a 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.

5. 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 his/her name is placed into nomination. Unless waived by two-thirds vote of the PTC members present, the candidate for President/Co-Presidents shall have previously served as an officer or member of the PTC executive board. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before his/her name is placed into nomination.
6. A vacancy occurring in an executive board position, other than at election time, shall be filled by vote of the executive board.

ARTICLE IX - DUTIES OF OFFICERS

1. The PTC executive board shall:
 - a. transact necessary business in the intervals between PTC meetings,
 - b. create standing committees,
 - c. approve plans of work of the standing committees,
 - d. present reports and recommendations to the general membership of PTC and,
 - e. approve routine bills within the limits of the budget.
2. Executive board decisions may be changed by a majority vote of those present and voting at a PTC meeting provided advance notification of at least one week has been made to all members of the proposed change.
3. Special meetings of the PTC may be called by the President/Co-Presidents or by any twenty-five members of the general membership, providing said twenty-five members include not less than two duly elected officers of the PTC. Any action taken at special meetings must be ratified at the next regularly scheduled meeting by a majority of those present and voting.
4. The President/Co-Presidents:
 - a. shall preside at all meetings of the PTC, be a member ex-officio of all committees, appoint special committees as defined in Article X, coordinate the work of the officers and committees, and perform all other duties usually pertaining to the office in order that the objectives of the PTC may be achieved. The President/Co-Presidents shall present the proposed annual budget at the September meeting of the PTC. In the absence of the President/Co-Presidents, an executive board member will be appointed to chair the meeting.
 - b. has the authority to spend up to \$150.00, for PTC use without executive board advance approval. The executive board may approve monies up to the amount of \$300.00. Approval for these expenditures shall be obtained from the PTC membership at a PTC meeting.
5. The Vice-Presidents shall:
 - a. act as aides to the President/Co-Presidents, performing those duties delegated by the President/Co-Presidents and shall perform the duties of President/Co-Presidents in the absence of that officer/officers.
 - b. directly oversee the satisfactory completion of those PTC activities designated in her job description, as amended from time to time.
6. 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.

7. The Treasurer shall:
 - a. receive all monies of the PTC and shall keep an accurate record of receipts and expenditures.
 - b. present a statement of account at every meeting, and at other times when requested by the PTC executive board.
 - c. also make a full report of the previous year's activities at the September meeting.
8. The Treasurer's books shall be audited once every year by an auditor chosen by the executive board. The fiscal year shall end June 30. A minimum of \$ 1,000.00 must be left in the treasury for use by the incoming executive board. The President/Co-Presidents and the Treasurer shall have the right to draw checks upon the corporation's bank account.

ARTICLE X - 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. If there are multiple volunteers for a committee chairperson position, a lottery system will be used. Committee chairperson positions shall be for a term of two years.
2. Special Committees: A special committee is created for a specific purpose and the chairperson shall be appointed by the President/Co-Presidents. When its work is done and its final report presented, the special committee automatically goes out of existence, or a decision is made to make it a standing committee at which time it will then revert to guidelines listed in Standing Committees above.
3. Budget Committee: The budget committee will consist of the President/Co-President and the Treasurer. All committee chairpersons submit budget requests for the next school year prior to the May PTC meeting. The budget committee will meet in the summer to prepare a budget; the budget will be reviewed by the executive board, and presented by the President/Co-Presidents at the September PTC meeting. Upon approval of the membership, this budget will be presented by the President/Co-Presidents to the September meeting of the Combined District 102 Superintendent's Roundtable.

ARTICLE XI – AMENDMENTS OF ARTICLES V111 – XI

1. Motion to amend Articles VIII through XI of these bylaws may be made at a regular meeting of this organization 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. Articles VIII through XI of these bylaws will be reviewed on even numbered years by the President/Co-Presidents and a committee appointed by the President/Co-Presidents.

FIRST AMENDMENT TO
DISTRICT 102 COSSITT SCHOOL PARENT TEACHER COUNCIL
BY-LAWS REVISED 1996

This First Amendment is dated this 24th day of February 1998.

WHEREAS, the PTC had adopted the “District 102 Cossitt School Parent Teacher Council By-Laws Revised 1996” (hereinafter, the “By-Laws”), reserving in Article XI the right to amend Articles VIII through XI of the By-laws;

WHEREAS, the PTC now wishes to amend the By-Laws to provide that the President shall serve for a term of one (12) year; and

WHEREAS, the PTC wishes to further amend the By-Laws to create the position of First Vice President and to provide for the term of office and duties of said office.

NOW, THEREFORE, the By-Laws are hereby amended as follows:

1. Paragraph 1 of Article VIII is hereby amended by deleting the second sentence and inserting the following in its stead:

“The officers of the organization shall be a President or Co-Presidents, a First Vice-President, one or more Vice Presidents, a Treasurer, and a Secretary.”

2. Paragraph 2 of Article VIII is hereby amended by deleting the last two sentences and inserting the following in their stead:

“Executive board positions shall be for a term of two years, except for the positions of President (or Co-Presidents) and First Vice-President which shall be for a term of one year. No individual shall serve more than two consecutive years in the same executive board position, except for the President and First Vice-President who shall not serve for more than one year in the same executive board position.”

3. Paragraph 5 of Article VIII is hereby amended by deleting the third sentence thereof and inserting the following in its stead:

“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 his/her name placed in nomination for President, the nominating committee shall select the name of one candidate for the office of President, which candidate shall have previously served as an officer or member of the PTC executive board.”

4. Article IX is hereby amended by adding a new Paragraph 5 immediately following Paragraph 4 as follows:
 - “5. 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 and shall perform the duties of President/Co-Presidents in the absence of that officer/officers; and
 - b. Directly oversee the satisfactory completion of those PTC activities designated in her job description, as amended for time to time; and
 - c. Shall commit to serve as President at the expiration of her term as First Vice-President.”
5. Paragraphs 5 through 8 are hereby amended by renumbering the existing Paragraphs 5 through 8 as Paragraphs 6 through 9.
6. New Paragraph 6 shall be amended by deleting subparagraph “a” and inserting in its stead the following:
 - “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.”