



Zeigler-Royalton Community Unit School District #188

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PTO BY-LAWS

ARTICLE I: NAME

The name of the organization is the Zeigler-Royalton Parent-Teacher Organization (PTO).

ARTICLE II: PURPOSE

- a. To promote the welfare and give encouragement to children in the home, school, and community.
- b. To bring into closer relation the home and school that parents and teachers may cooperate intelligently in the education of children.
- c. To develop between educators and parents such united efforts as will secure for all children the highest advantage in physical, mental, and social education.
- d. To create a positive atmosphere/relationship between parents, teachers, and the community.

ARTICLE III: MEMBERS

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

ARTICLE IV: POLICIES

- a. This organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. This organization shall not, directly or indirectly, participate or intervene in any political campaign.
- c. The organization shall work with the schools to provide quality education for all children, and shall seek to participate in activities beyond what is already being done in the school, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- d. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the organization.

ARTICLE V: OFFICERS AND ELECTION

- a. Each officer will be a member of the PTO.
- b. Officers shall be nominated before the last general PTO meeting of the school year. They will then be voted on by the general membership during the school's final general meeting.
- c. Nominations may be made by giving names to members of the PTO Board before the last PTO meeting.
- d. Only persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- e. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by a majority vote of the PTO Board.

ARTICLE VI: DUTIES OF OFFICERS

President	Preside at all meetings of the organization and the PTO Board. Coordinate the work of the officers and committees to promote the Purposes.
Vice-President	Act as an aide to the president Act as president whenever the president is unable to fulfill his/her duties.
Secretary	Record the minutes of all meetings of the organization and the PTO Board. Maintain a membership list and a copy of the by-laws.
Treasurer	Keep permanent books of accounts and funds of the organization. In accordance with the budget of the organization, shall make disbursements as authorized by the president, board, or organization. Receive all monies and make deposits into the Zeigler-Royalton PTO account.
Volunteer Coordinator	Organize work force for PTO activities. Keep records of previous volunteer experience.

ARTICLE VII: PTO BOARD

The PTO Board shall consist of the officers of the organization, and the principal of the building.

The duties of the board shall be:

1. To transact business in the intervals between general meetings and such other business as may be referred to by the organization.
2. To prepare a tentative budget for the year.
3. To approve routine bills within the limit of the budget.

ARTICLE VIII: MEETINGS

- a. A regular meeting of this organization must be held at least once per quarter of the school year. Dates of the meetings shall be determined by the board and announced at least one week before each meeting.
- b. Special meetings of the board may be called by the president or by a majority of members of the board.