

# **By Laws of the Southbury Home & School Organization**

## **Article 1. NAME AND LOCATION**

**Section 1.1 Name.** The name of this organization shall be the Southbury Elementary Home & School Organization (referred to hereafter as "the Organization"). The Organization has been incorporated under the laws of the State of Illinois, General Not For Profit Corporation Act of Illinois, 1986.

**Section 1.2 Location.** The Organization shall be located in Kendall County, in the State of Illinois. The street address of the Organization's registered office shall be Southbury Elementary School, 820 Preston Lane, Oswego, IL 60543.

## **Article 2. PURPOSE**

**Section 2.1 General Purpose.** The Organization is established for the purpose of uniting the staff and administration of Southbury Elementary School with parents, guardians and the community, while enhancing the quality of the education provided to the students.

**Section 2.2 Additional Purposes.** To bring the home and the school into a closer relationship, so that parents and teachers may cooperate in the education of children; to develop and foster in both students and parents a sense of pride in their school and a feeling of satisfaction from accomplishments.

**Section 2.3 Restrictions.** No part of the net earnings of the Organization shall be for the benefit of, or distribution to, its members, officers or other private persons, except that the Organization shall be authorized and empowered to pay a reasonable compensation for services rendered, or to make payments and distributions in furtherance of the purposes set forth above. The Organization shall be non-political and non-secretarian. The Organization shall not directly or indirectly participate or intervene in any way including the publishing and distribution of statements in any political campaign on behalf of or in opposition to any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. The name of the Organization 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 Organization.

**Section 2.4 Relationships.** The Organization reserves the right to decline any and all advertisements, sponsorships or donations whose contents reflect an image that is not representative of the community at large. Subject areas that may be declined will include, but not be

limited to, those that promote alcohol, drugs, sex, criminal and/or a controversial point of view. The Organization also reserves the right to decline the above based solely on whether the company, individual or entity's image meets the same standards. Any and all decisions concerning the acceptance of ads, sponsorships, donation and like material are subject to a vote of the majority of the Organization's Executive Board.

### **Article 3. MEMBERSHIP**

**Section 3.1 Membership.** Persons having children in Southbury Elementary School, persons employed by Southbury Elementary and interested community members will be the members of the Organization upon payment of dues.

**Section 3.2 Annual Enrollment.** The Organization shall conduct an annual enrollment of members, but persons may be admitted to the membership at any time of the year. The annual enrollment year shall coincide with the school year and start the first day of school and end before the beginning of the following school year.

**Section 3.3 Dues.** Dues to become a member of the Organization shall be ten dollars (\$10.00) per family, payable to Southbury Elementary Home & School Organization.

### **Article 4. MEETINGS OF MEMBERS**

**Section 4.1 Annual Meeting.** A minimum of two (2) general meetings of the Organization shall be held during the school year. Dates of the meetings shall be determined by the Board and shall be announced. Notification of said meetings shall be by written notice sent home via students and by notification on the Southbury Elementary Website.

**Section 4.2 Quorums.** Members present at a properly called general membership meeting shall constitute a quorum for the transaction of business. A majority of the voting members shall be required for all actions.

**Section 4.3 Meeting Rules.** Robert's Revised Rules of Order shall govern the general order of all business when applicable and not in conflict with these by-laws. The privilege of holding office, making motions, debating and voting shall be limited to members of the Organization except as otherwise defined in the by-laws.

### **Article 5. ORGANIZATION BOARD**

**Section 5.1 General Powers.** The affairs of the Organization shall be managed by the Organization Board (referred to as .the Board.). The duties of the Board shall be to transact the necessary business of the

Organization during and between meetings. Also to direct activities and responsibilities to be undertaken by the officers of the Organization and to present reports to the regular meetings of the Organization.

**Section 5.2 Members of the Board.** The Board shall consist of the officers of the Organization, the coordinators of the standing committees, the principal of the school and a teacher representative.

**Section 5.3 Meetings of the Board.** The President shall call regular meetings of the Board. Seven (7) members including at least two (2) officers shall constitute a quorum. A date change in the regular Board meeting would require three (3) days notice except in the cases of emergency. Special meetings may be called by the President or a majority of the Board, due notice being given. The Board will set up a schedule of meetings for the year at the end of the previous school year. Meetings shall be open to all members of the Organization and the public.

## **Article 6. EXECUTIVE BOARD**

**Section 6.1 Executive Board.** The Executive Board shall consist of the elected officers of the Organization. The Executive Board may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of the Organization and the Board.

**Section 6.2 Quorum.** Meetings shall be held at the call of the President or a majority of the Executive Board, with all members duly notified. In the event of an emergency, telephone or electronic notification of meetings is acceptable. A majority of the officers currently elected shall constitute a quorum.

## **Article 7. OFFICERS AND ELECTIONS**

**Section 7.1 Officers.** The officers of the Organization shall consist of a President, a First Vice President, a Second Vice President, a Treasurer, a Recording Secretary and a Corresponding Secretary. Additional officer positions may be created as needed by resolution of the Board.

**Section 7.2 Nominating Committee.** There shall be a nominating committee composed of three (3) but not more than five (5) members from the Board, one (1) of whom shall be from the current Executive Board with the exception of the President and Vice Presidents.

(a) The nominating committee shall first ask seated Board and Executive Board members to fill slated officer vacancy positions for the upcoming year.

(b) It will be the duty of the Nominating Committee to nominate an eligible person for each office to be filled and report its slate of officers at a regular Board meeting. At that time additional nominations may be made from the floor.

(c) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. No one may be eligible for election who has not been a member of the Organization for at least thirty (30) days.

**Section 7.3 Election and Term.** Officers shall be installed at the final Organization Board meeting at the end of the current school year. All Board terms shall be for two (2) years, beginning on July 1 and ending on June 30 in year two.

**Section 7.4 Vacancies and Resignations.** The Board shall fill by a scheduled meeting vote any officer position that shall become vacant either through resignation or removal for the balance of the term until the next annual election when such position shall be filled by election.

## **Article 8. DUTIES OF OFFICERS**

**Section 8.1 President.** The President shall be the principal executive officer of the Organization. Subject to the direction and control of the Executive Board, the President shall in general supervise and control the activities of the Organization. The President shall be responsible for overseeing that the resolutions and directives of the Board are carried into effect unless such responsibility is assigned to some other person by the Board. The President shall be a member of the Executive Board, presiding at all meetings of the Organization when present. The President shall be an ex-officio member of all committees, except the nominating committee. The President may vote when voting by ballot; in other cases; the President may cast a vote to break a tie.

**Section 8.2 First Vice President.** The First Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the officer to serve. The First Vice President shall serve as directory chairman and carry out duties specified by the President, including, but not limited to, the coordination of all school assemblies in conjunction with the principal and school social worker.

**Section 8.3 Second Vice President.** The Second Vice President shall act as a program chairman and carry out duties as specified by the President. The Second Vice President shall be responsible for reviewing and researching fundraising opportunities for the school.

**Section 8.4 Recording Secretary.** The Recording Secretary shall keep a correct record of all meetings of the Organization in the Learning

Resource Center of Southbury Elementary, and provide copies of the last meeting minutes at each meeting. In addition, the Recording Secretary will be responsible for preparing the Agenda for all scheduled meetings, and working in conjunction with the Corresponding Secretary to coordinate the monthly Home and School newsletters.

**Section 8.5 Corresponding Secretary.** The Corresponding Secretary shall conduct all official correspondence of the Organization. The Corresponding Secretary shall see that all notices of meetings are duly given in accordance with the provisions of these by laws. He/she will be a liaison for the school, responsible for promoting all school events via written notice and the Southbury Elementary website.

**Section 8.6 Treasurer.** The Treasurer shall have custody of all of the funds of the Organization, shall keep a full and accurate account of receipts and expenditures and in accordance with the budget adopted by the Organization, shall make disbursements as authorized by the President or the Board. Two persons, the Treasurer and the President shall sign all checks or vouchers, with the First Vice President and Second Vice President as alternate signatures. The Treasurer shall present a financial statement at every meeting of the Organization and at all other times when requested by the Board and shall make a full report at the meeting at which new officers officially assume their duties. The Treasurer shall be responsible for the maintenance of such accounting records and bank statements and other financial reports so as to conform to the requirements of these by laws.

(a) The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members, who satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

(b) The Treasurer is authorized to pay miscellaneous expenses of less than \$100.00. The Board must vote upon any non-budgeted expenditure, in excess of this amount (\$100.00). All records, receipts, checks, etc. held in the possession of the Treasurer on behalf of the Organization must be made available at each meeting. Such financial records need to be kept a minimum of five (5) years. The auditing committee shall be selected by the Executive Board at least two (2) weeks before the meeting at which new officers assume duties.

**Section 8.7 Registered Agent.** Under the Illinois Not For Profit Association Act, each Organization is required to appoint a registered agent and a registered office for the receipt of all official notices, service of process and annual reports. The registered agent must be a person over the age of 18 living in the state of Illinois. The registered office must be a street address and not a post office box. Either the principal of the elementary school, the President or the Corresponding Secretary should undertake this function so that the Organization's business is handled in a timely fashion.

**Section 8.8 Teacher/Staff Liaison.** All requests for assistance, volunteers, funds, etc. will be presented to the Executive Board through the teacher representative(s), as determined by the Principal. This person(s) will be the liaison between the faculty and the Executive Board.

**Section 8.9 Transfer of Information.** All officers shall deliver to their successors, all official material within ten (10) days of installation.

## **Article 9. COMMITTEES**

**Section 9.1 Organization of Committees.** A list of the standing Committees will be drawn up at the beginning of each school year. Committee coordinators must be members of the Organization, in good standing. The coordinators of each committee will be responsible for organizing a procedural information packet to be passed along to his or her successor for each committee prior to the end of the school year.

**Section 9.2 Duties of Committee Coordinators.** The duties of committee coordinators shall be to attend the meetings of the Board and report the status of all work undertaken to the Board. They must organize and delegate tasks to volunteers so that the goals of that committee are achieved.

(a) Coordinators shall be responsible for determination and maintenance of all budgetary requirements of their respective committees and shall follow all financial guidelines set forth in these by laws.

(b) The coordinators of each committee will be responsible for organizing a procedural information packet to be passed along to his or her successor for each committee prior to the end of the school year. To be included in each packet; budget, activities, contracts and all other items particular to the operation of the committee. Each packet must be maintained by the coordinators to be used as a reference by future coordinators.

## **Article 10. FISCAL YEAR**

**Section 10.1 Fiscal Year.** The fiscal year of the Organization shall end on June 30 each year. The Treasurer shall be obligated to prepare such reports and statements to reflect the Organization's Income and expenses as may be necessary to comply with federal and state reporting regulations.

**Section 10.2 Budget.** The Executive Board in conjunction with the Organization Board shall be responsible for formulating a budget for the Organization at the end of each school year.

## **Article 11. AMENDMENTS**

**Section 11.1 Amendments.** These by laws may be amended at a properly called regular meeting of the Organization by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

**Section 11.2 Revising By Laws.** A committee may be appointed to submit a revised set of by laws as a substitute for the existing by laws only by a majority vote at a meeting of the Organization, or by a two-thirds (2/3) vote of the Board.

**Section 11.3 Adopting Revised By Laws.** The requirements for adoption of a revised set of by laws shall be the same as in the case of an amendment.

## **Article 12. INDEMNIFICATION**

**Section 12.1 Indemnification.** The Organization shall have the power to indemnify its officers, directors, committee coordinators, agents or volunteers to the extent permitted by the Illinois General Not For Profit Act of 1986, as amended.

**Section 12.2 Insurance.** The Organization may purchase and maintain insurance on behalf of any person who is or was a director, officer, agent, committee coordinator of the Organization.

## **Article 13. DISSOLUTION**

**Section 13.1 Dissolution.** Upon the presentation of a petition from ten (10) percent of the total membership excluding the elected Executive Board, the President shall appoint a committee to study the question of dissolution. Upon receipt of their findings, the Board shall vote whether or not to bring the question to the general membership. Such vote shall require a two-thirds (2/3) majority vote of the Board.

**Section 13.2 Notice to Members.** If the Board votes to present the option to dissolve to the general membership, a written thirty (30) day notice shall be given to each member. Approval of the dissolution of this organization shall require the majority vote of the total membership.

