

**CONSTITUTION OF THE SEVENTH AVENUE SCHOOL PARENT-TEACHER ORGANIZATION
OF SEVENTH AVENUE SCHOOL, LAGRANGE, ILLINOIS**

ARTICLE I – NAME AND DESCRIPTION

Section 1. NAME – The name of this organization is the Seventh Avenue School Parent-Teacher Organization of LaGrange, Illinois. The organization shall also be known as SASPTO.

Section 2. DESCRIPTION – The SASPTO is a tax-exempt organization that operates exclusively for charitable purposes. It shall be noncommercial, non-sectarian, and non-political.

ARTICLE II –OBJECTIVES

The purpose of the SASPTO is five-fold:

- a. to enhance and to support the educational experience at Seventh Avenue School;
- b. to develop a closer connection between school and home by encouraging parental involvement;
- c. to improve the environment at Seventh Avenue School through volunteer and financial support;
- d. to sponsor school community activities that will foster family and community outreach and growth;
and
- e. to facilitate various fundraising activities to support our objectives.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall be automatically granted to all parents and guardians of Seventh Avenue School students, in addition to all administrative staff and teachers who are associated with Seventh Avenue School.

Section 2. There are no membership dues.

Section 3. All members of the SASPTO shall be entitled to participate in its business meetings, to vote, and to serve within any of its elective or appointive positions.

ARTICLE IV – EXECUTIVE SASPTO BOARD OFFICERS AND THEIR ELECTION

Section 1. EXECUTIVE SASPTO BOARD – the Executive SASPTO Board (hereinafter referred to as the “Board”) shall consist of the following officers: President; Vice-Presidents; Secretary; and Treasurer. Officer positions may be shared. The principal of the school shall be an ex-officio member.

Section 2. ELECTION OF OFFICERS – A nominating committee (hereinafter referred to as the “Nominating Committee”) of two Board members and one staff member shall be appointed by the Board at the February meeting.

- a. The Nominating Committee shall present a list of interested candidates in writing at its March meeting,
- b. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- c. The list of Nominating Committee and floor nominated candidates shall be published on the Seventh Avenue School website prior to the April meeting.

- d. Only those who have consented to serve if elected shall be eligible for nominations either by the Nominating Committee or from the floor.
- e. The annual election of officers in April shall be determined by a majority vote cast by ballot of the SASPTO members who are present. If there is but one nominee for any office, upon motion from the floor, the election may be made by voice.

Section 3. TERM OF OFFICE:

- a. The May meeting shall be a combined meeting consisting of the present Executive SASPTO Board and newly elected Executive SASPTO Board members. Records and responsibilities shall be turned over to the incoming Board members at this meeting.
- b. Newly elected officers shall serve for one term, or school year; however, officers serving their first year in good faith according to this Constitution may be considered to serve a second (and final) term in that office.

Section 4. VACANCY – A vacancy occurring in any office of the Executive SASPTO Board shall be filled by action of the Board. The Vice-Presidents shall fill a vacancy in the office of President. The appointment(s) will serve the unexpired term.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The President shall serve as the official representative of the SASPTO and shall: give notice of monthly, or special, meetings to all SASPTO members; conduct all SASPTO meetings; appoint committees; serve as member ex-officio of all committees, except the Nominating Committee; monitor the SASPTO business affairs in accordance with the SASPTO Constitution; handle publicity (e.g., contact with newspapers); and perform all other duties usually pertaining to the office. The President will attend any district PTO Presidents’ meetings and any other meetings when required and assist chairperson(s) when necessary. When there are co-Presidents, division of duties may be agreed upon between the two persons holding the office.

Section 2. The Vice-President of Ways and Means is responsible for all SASPTO fundraising activities, and shall: work with committee chairpersons of all fundraising activities to ensure that SASPTO-approved events are planned and executed each year; attend all SASPTO meetings; act as aide to the President; perform the duties of the President in the absence or inability of that officer to serve; and assume other responsibilities as assigned by the Board.

Section 3. The Vice-President of School Support is responsible for all SASPTO activities that enrich students’ educational and social experiences, and shall: work with committee chairpersons to ensure that SASPTO-approved events are planned and executed each year; attend all SASPTO meetings; act as aide to the President; perform the duties of the President in the absence or inability of that officer to serve; and assume other responsibilities as assigned by the Board.

Section 4. The Secretary shall: record, distribute, and maintain records of the minutes of all SASPTO meetings; update the parent contact list at the beginning of each school year; send e-mail broadcasts as directed by the SASPTO officers, or by committee chairpersons; route the incoming SASPTO mail on a weekly basis; and assume other responsibilities as assigned by the Board.

Section 5. The Treasurer is the custodian of the funds of the SASPTO which shall be deposited in a bank designated by the Board, and shall: write checks for all approved SASPTO expenses; keep an itemized account of receipts and expenditures and present a full account at each monthly meeting; hold all financial records; in consultation with the President and Vice-President of Ways and Means, prepare a proposed budget to be presented to the Board in May for approval; assist the President and Vice-Presidents as needed;

and attend any SASPTO function that requires the Treasurer's presence. The Treasurer's account may be audited when deemed necessary by an audit committee appointed by the President.

ARTICLE VI- DUTIES OF THE EXECUTIVE SASPTO BOARD

Section 1. The Executive SASPTO Board shall:

- a. create the annual SASPTO budget.
- b. transact necessary business at regular monthly meetings of the SASPTO.
- c. create such committees as it may deem necessary to promote its objectives and carry on the work of the SASPTO.
- d. approve work plans of committees.

Section 2. The Executive SASPTO Board shall meet monthly during the school year, or at the discretion of the President. Three Board members shall constitute a quorum, the minimum number of members who must be present at meetings for the transaction of business.

Section 3. In an emergency, an individual may hold more than one position on the Executive SASPTO Board at a given time. In this event, however, the individual shall exercise voting rights for only one position.

Section 4. Any Board member not in attendance for three consecutive regular monthly meetings may be subject to dismissal upon action by and at the discretion of the Executive SASPTO Board.

Section 5. An officer can be removed from office for failure to fulfill his/her duties after reasonable notice by a majority vote of the Board, a quorum being present.

ARTICLE VII –COMMITTEES

Section 1. Each operating, program, or ways and means committee shall consist of at least one chairperson appointed by the Executive SASPTO Board; however, if there is more than one chairperson for the committee, the Board will appoint a lead chairperson who will be responsible for coordinating and reporting on the committee's activities and finances. The President shall be a member ex-officio of all committees, except the Nominating Committee.

Section 2. The chairperson(s) of each committee shall:

- a. fulfill committee objectives with Board approval and the aid of the SASPTO members .
- b. have the authority to submit routine expenditures within budgetary guidelines to the Treasurer.
- c. orally report the committee's activities to the respective Vice-President; additionally, the chairperson will orally report the committee's activities at the regular monthly meetings. If the chairperson is absent, the Vice-President will report.
- d. be responsible for completing an Official Committee Report Form (the "Report Form"), to be included in each Committee's folder to be passed to the following year's chairperson. The Report Form must be submitted prior to the final SASPTO meeting in May. For end-of-school year committees, the Report Form must be completed and passed on to the new chairperson (if known) two week's after event completion. If the new chairperson is not known, the Report Form should be submitted to the incoming President within the same timeframe.

Section 3. Vacancy and Creation/Dissolution of Committees

- a. When a chairmanship becomes vacant, the Board will appoint a person to fill the unexpired term.
- b. The committees may be created or dissolved with the approval of the Board at any time.

ARTICLE VIII – MEETINGS

Section 1. Regular monthly meetings of the SASPTO shall be held monthly during the school year. Meetings will be held in the Seventh Avenue School Library at 7:00 p.m., on the first Wednesday of the month, unless otherwise posted on the PTO website and/or in the school calendar.

Section 2. Notice of SASPTO meetings shall be published in the school calendar. Meetings are open to all SASPTO members.

Section 3. Special or emergency meetings may be called by the President or by a majority of the Board when deemed necessary.

Section 4. Three Board members and one staff member constitute a quorum for the transaction of business at regular monthly meetings.

Section 5. Unless otherwise required by law or this constitution, any measure submitted for action by the membership shall require the affirmative vote of a simple majority of the members present at the meeting. An abstention will not be considered to be a vote in determining whether a motion is approved.

ARTICLE IX – AMENDMENTS

Section 1. This Constitution may be amended at any regular monthly meeting of the SASPTO by a majority vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at the previous SASPTO meeting and published for all members prior to voting.

Section 2. A committee may be appointed to submit a revised Constitution as a substitute for the existing Constitution by a majority vote at a meeting of the Executive SASPTO Board. The requirements for adoption of a new Constitution shall be the same as is the case of the amendment(s).

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with this Constitution.

ARTICLE XI – FINANCIAL POLICIES

Section 1: The fiscal year of the SASPTO shall begin on July 1 and end on the following June 30.

Section 2. The incoming and outgoing Executive SASPTO Boards shall meet to decide on a budget for the new term.

Section 3. The annual budget of the estimated income and expenditures should be approved by the organization at the May SASPTO meeting.

Section 4: Any expenditure not approved in the budget shall be brought before the SASPTO, with an estimate of the expense, for approval by the members.

Section 5. No committee expenses may be incurred which exceed the total budgetary appropriations without prior approval of the Executive SASPTO Board.

Section 6: A non-budgeted payout of less than \$501.00 that requires the immediate action between SASPTO meetings shall be authorized by a simple majority vote of the Board. The vote and circumstances of the non-budgeted payout shall be presented to the members at its next meeting.

Section 7: A completed SASPTO Expense Form with receipts attached submitted to the Treasurer is required to receive reimbursement. A completed SASPTO Expense Form with invoice is required for a vendor check. Because the SASPTO is a tax-exempt organization, members will not be reimbursed for taxes paid, except under special circumstances.

Section 8. Funds collected for the SASPTO must be promptly submitted with a completed SASPTO Deposit Form to the Treasurer. Cash receipts should be deposited as soon as they are counted, verified and turned over to the Treasurer. A report of earnings will be presented by the chairperson at the next SASPTO meeting. The chairperson will also verify the deposit amount with the Treasurer.

Section 9. The Treasurer's financial records will be reviewed annually at fiscal year end by an individual not active in the SASPTO whose qualifications have been approved by the Executive SASPTO Board.

ARTICLE XII- DISSOLUTION

Section 1: The SASPTO may be dissolved by meeting the following requirements:

- a. The Executive SASPTO Board shall adopt a resolution recommending that the SASPTO be dissolved and directing that the question of such dissolution be submitted to a vote at the next regular monthly meeting.
- b. Written notice stating the recommendation of the Board shall be given to each member at least thirty days prior to the date of such meeting.
- c. Approval of dissolution of the SASPTO shall require the affirmative vote of a simple majority of the members present at the meeting.

Section 2. Upon approval of dissolution, all assets shall be used for one or more of the educational purposes for which they were collected. At such time as the SASPTO ceases to function, the 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. In the event that any funds shall thereafter remain, such funds shall be transferred in their entirety to Seventh Avenue School. Any such transfer is subject to all applicable state and federal laws including, but not limited to, laws governing not-for-profit organizations.