

ILLINOIS PTA

BYLAWS OF THE LYON-PLEASANT RIDGE SCHOOLS
PARENT-TEACHER ASSOCIATION, INC.
APRIL, 2003

ARTICLE I - NAME

The name of this organization is the Lyon-Pleasant Ridge Parent-Teacher Association, Inc. (Lyon-Pleasant Ridge PTA) of Glenview. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization. This PTA is incorporated under the laws of the State of Illinois.

**** ARTICLE II - ARTICLES OF ORGANIZATION**

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

**** ARTICLE III - PURPOSES**

Section 1.

The OBJECTS of the Lyon-Pleasant Ridge PTA, Inc., in common with those of the National PTA and the Illinois PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2.

The OBJECTS of the National PTA, the Illinois PTA, and Lyon-Pleasant Ridge PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.

Section 3.

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax code (hereinafter "Internal Revenue Code").

**** ARTICLE IV - BASIC POLICIES**

The following are basic policies of the Lyon-Pleasant Ridge PTA in common with those of the National PTA and Illinois PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the OBJECTS of the organization.
- c. The organization shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing 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.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the Board of Directors of the National PTA. The Illinois PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V - MEMBERSHIP AND DUES

****Section 1.**

Every individual who is a member of a local PTA is, by virtue of that fact, a member of the National PTA and of the Illinois PTA by which such local PTA is chartered and is entitled to all the benefits of such membership.

****Section 2.**

Membership in each local PTA shall be made available by such local PTA without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of the local PTA, to any individual who subscribes to the OBJECTS and basic policies of the National PTA.

****Section 3.**

Each local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

#Section 4.

The membership year shall end on September 30. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one or more local PTA units upon payment of all inclusive dues as required by the bylaws of each local unit.

****Section 5.**

Only members of a local PTA who have paid dues for the current membership year may participate in the business of that association.

#Section 6.

The privilege of making motions and voting in a local PTA shall be limited to members of such local PTA.

#Section 7.

Only a dues paying member of a local PTA may be eligible for election or appointment to office or chairmanship in the Illinois PTA or any of its divisions.

#Section 8.

No person shall hold an elective or appointed position in any local PTA who is not a member in good standing.

****Section 9.**

Each member of a local PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section 10.

****a.** The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The national portion of each member's dues shall be one (1) dollar per annum.

#b. The annual dues to the Illinois PTA shall be one dollar and fifty (\$1.50) per capita for every member of each local PTA.

c. The amount of the local membership dues shall be determined by the members of the local PTA.

Section 11.

****a.** The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the Illinois PTA through such channels and at such times as the state bylaws may provide. The Illinois PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

#b. The initial state and national portion of the dues paid by each member to a local PTA shall be set aside by the local PTA and remitted to the Illinois PTA and shall be postmarked no later than November 1. Dues should be submitted monthly thereafter.

#Section 12.

a. A PTA unit shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new unit or for an existing unit where the school enrollment is less than one hundred (100) students.

b. A PTA unit not affiliated with a school shall be considered delinquent if, by December 31, it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) individual members.

c. PTA units which fail to send to the state office of the Illinois PTA, by March 31, the national and state portions of dues paid by individual members shall be discontinued as PTA units and their charter shall be withdrawn, as provided in ARTICLE XIII - RELATIONSHIP WITH THE NATIONAL PTA AND ILLINOIS PTA,

****Section 11 a, b, c.**

d. Reinstatement shall be in such manner as may be prescribed by the state board of managers.

ARTICLE VI - OFFICERS AND THEIR ELECTION

**Section 1.

Each officer or board member of a local PTA shall be a member of such local PTA.

Section 2.

- a. The officers of this organization shall be a president, four vice-presidents, a secretary and a treasurer.
- b. Officers shall be elected by ballot annually in the month of May. If there is only one (1) candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.
- c. Officers shall assume their official duties at the close of the regular meeting in June and shall serve for a term of one or two years (as described in Article VII) or until their successors are elected and assume their duties.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

**Section 3.

The members of the nominating committee or officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

#Section 4.

- a. There shall be a nominating committee consisting of seven members, two of whom shall be elected by the executive board from its body, and five elected by this organization at a regular meeting at least two months prior to the election. There shall be one alternate elected from the executive board and one from the organization. The committee shall choose its own chairman before the close of the regular meeting at which they are elected.
- b. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting.
- c. During the election meeting, an opportunity shall be given for nominations from the floor.
- d. Only those who have consented to serve if elected shall be eligible for nomination either by the committee or from the floor. No one may be eligible to election who has not been a member of this organization or that of a feeder school for at least thirty (30) days.
- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

Section 5.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the president, the first vice president shall serve notice of the election.

ARTICLE VII - DUTIES OF OFFICERS

Section 1.

The president shall:

- a. preside at all meetings of this organization, the executive board, and the executive committee;
- b. be a member ex-officio of all committees except the nominating and auditing committees;
- c. appoint members to special committees;
- d. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee;

- e. delegate the work of the organization to other officers or chairmen as may be appropriate;
- f. be responsible for the telephone tree to be used in the event of an emergency school closing;
- g. coordinate the work of the officers and committees in order that the OBJECTS may be promoted;
- h. be responsible for conducting the annual local school council election.
- i. be a Lyon/Pleasant Ridge PTA representative to the District 34 PTA Council.

Section 2.

The 1st vice-president shall:

- a. act as aide to the president;
- b. serve as representative to Legislative Council of the PTA Council for a one year term;
- c. serve as the Lyon/Pleasant Ridge PTA representative to PTA Council for a one year;
- d. serve as the Lyon/Pleasant Ridge PTA representative to the Debra Gelfand Fund;
- e. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 3.

The 2nd vice-president shall:

- a. serve as an observer to the Board of Education for a one year term;
- b. attend Board of Education meetings and report to the PTA;
- c. serve as Caucus observer for a one year term;
- d. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 4.

The 3rd vice-president shall:

- a. serve for a two year term (rotating with the 4th vice-president) as a voting member of the Local School Council;
- b. have a child in attendance at Lyon School;
- c. serve as coordinator of the room parent program at Lyon School;
- d. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 5.

The 4th vice-president shall:

- a. serve for a two year term (rotating with the 3rd vice-president) as a voting member of the Local School Council;
- b. have a child in attendance at Pleasant Ridge School;
- c. serve as coordinator of the room parent program at Pleasant Ridge School, including identifying the parent who will coordinate the 5th grade picnic;
- d. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 6.

The secretary shall:

- a. record the minutes of all meetings of this organization, the executive board, and the executive committee;
- b. have a current copy of the bylaws;
- c. conduct correspondence of the organization as directed;
- d. receive all state and national PTA correspondence and distribute same to appropriate PTA members;
- e. at the close of the current term, notify the State and National PTA, using the appropriate form, who the recipient of PTA correspondence shall be for the next term;
- f. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 7.

The treasurer shall:

- a. receive all monies of this organization and keep an accurate record of receipts and expenditures.
- b. place all monies in a depository approved by the executive board.
- c. pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers.
- d. present a written financial statement at every meeting of the organization and at other times as requested by the executive board, making a full report at the regular meeting in September.
- #e. be responsible for the remittance of the state and national portion of the dues paid by each member as directed in ARTICLE V - MEMBERSHIP AND DUES, of these bylaws.
- f. provide the checkbook, all bank statements, canceled and voided checks and deposit slips, treasurer's record book and receipt book, vouchers and invoices for all disbursements to the assistant treasurer, who will prepare the documents for the auditing committee.
- g. be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations no later than the date established by the regulations.
- h. maintain a membership list;
- i. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 8.

All officers shall:

- a. have completed the Illinois PTA Information Course before election or within six (6) months of their election;
- b. have completed the Illinois PTA Advanced Course before election or within one (1) year of their election;
- c. perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in these bylaws and those assigned from time to time; and
- d. deliver to their successors all official material within ten (10) days following the meeting at which their successors take office.

ARTICLE VIII - MEETINGS

Section 1.

Regular scheduled meetings of this organization shall be held monthly during the school year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year. Two weeks notice shall be given of a change of date.

Section 2.

Special meetings may be called by the executive board, three days notice having been given by publication in the school newsletter to all PTA members.

Section 3.

The June meeting shall be the annual meeting at which time annual reports shall be given, with the exception of the treasurer, whose full report is given in September.

**Section 4.

Bylaws of each constituent organization shall include a provision establishing a quorum.

Section 5.

A quorum for the transaction of the business of this organization shall consist of seven members, which includes at least two (2) officers.

**Section 6.

The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

ARTICLE IX - EXECUTIVE BOARD

#Section 1.

This organization shall establish an executive board.

Section 2.

The executive board shall consist of the officers of this organization, the chairmen of standing committees, and the principal of the school or his representative.

**Section 3.

A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4.

The executive board shall:

- a. review tentative budget from budget and finance committee for recommendation as a proposed budget to the general membership for adoption;
- b. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this organization;
- c. create standing committees;

- d. approve plans of work of the standing committees;
- e. present reports and recommendations to the regular meeting of this organization;
- f. approve routine bills within the limit of the budget; and
- g. elect an auditing committee.

Section 5.

Regular meetings of the executive board shall be held monthly during the year, the time to be fixed by the board at its first meeting of the year. At least three (3) days notice shall be given if there is a change of the regular meeting date. Seven members, including at least two (2) officers shall constitute a quorum.

Section 6.

Special meetings of the executive board may be called by the president or by a quorum of the board provided that members receive three (3) days notice.

Section 7.

Any appointed board member not performing duties as outlined in the bylaws or procedures, may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting, prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the board and be so notified.

Section 8.

The executive board shall, upon the recommendation of the executive committee, consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer, prior notice having been given.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1.

The Executive Committee of this association shall be President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, and Treasurer.

Section 2.

Meetings shall be held at the call of the President or a majority of the executive committee. Three (3) days notice shall have been given. A majority shall constitute a quorum.

Section 3.

The committee may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of this organization or the executive board.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

Only members of this organization shall be eligible to serve in any elective or appointive position.

Section 2.

The executive board shall create such standing committees as it may deem necessary to promote the OBJECTS and carry on the work of this organization. The chairman of standing committees shall be one selected by the executive committee for a term of one (1) year.

Section 3.

The chairman of each standing committee shall present a written plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4.

Special committees may be created by the executive board or the membership as the need arises.

#Section 5.

The local unit financial records must be audited annually and upon change of treasurer.

Section 6.

An auditing committee of at least two (2) members shall be elected by the executive board at least four (4) weeks before the regular meeting in June. The committee shall examine the financial records and report its findings to the membership. By decision of the executive board a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 7.

The president shall be a member ex-officio of all committees except the nominating committee, and if authorized to sign checks, the auditing committee.

ARTICLE XII - REPRESENTATION

Section 1.

This organization shall be represented at the district annual meeting and at the annual or special conventions of the Illinois PTA as provided in the state bylaws.

Section 2.

This organization shall be a member of the Glenview District 34 PTA Council.

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

**Section 1.

Local PTAs shall be organized and chartered under the authority of the Illinois PTA in the areas in which the local PTA functions, in conformity with such rules and regulations not in conflict with National PTA Bylaws, as the Illinois PTA Bylaws prescribe. The Illinois PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one which:

- a. adheres to the OBJECTS and basic policies of the PTA;
- b. remits the State and National portion of the dues through the Illinois PTA to reach the National Office by dates designated by the National PTA;
- c. has bylaws approved according to the procedures of the Illinois PTA; and
- d. meets other criteria as may be prescribed by the Illinois PTA.

**Section 2.

Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Illinois PTA.

****Section 3.**

Each constituent organization shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified by a double star (**).

****Section 4.**

Bylaws of each constituent organization shall include an article on amendments.

#Section 5.

All local PTA units' bylaws and amendments thereto shall be approved by the district director as the designated representative of the state board of managers. Bylaws shall be submitted for review to the district director upon request or every two (2) years.

****Section 6.**

This PTA shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in ARTICLE V - MEMBERSHIP AND DUES, Section 10, ****a, #b, and c** and Section 11, ****a, and #b** hereof.

****Section 7.**

Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

****Section 8.**

Each local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically the number of its members, the dues collected from its members, and the amount of dues remitted to the Illinois PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

****Section 9.**

The charter of a local PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination as provided in the Bylaws of the Illinois PTA.

#Section 10.

If a PTA unit wishes to be discontinued or is dropped, its charter shall be canceled by the Illinois PTA.

A local PTA may dissolve and terminate its organization in the following manner:

- a. Upon receipt of a signed petition of ten (10) members or ten per cent (10%) of the membership, not including members of the executive board, of a local PTA unit, whichever is larger, recommending dissolution of the local PTA unit, the executive board of that local PTA unit shall submit the question of dissolution to a vote at an open membership meeting of members having voting rights, and that all monies shall be frozen, except for those already budgeted or approved until the question of dissolution has been decided. If dissolution is approved, disposition of funds shall be in accordance with ARTICLE VI, ****Section 7** of the Illinois PTA Bylaws. The executive board of such a PTA unit shall not submit the question of dissolution on its own motion.
- b. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting, to the president of the Illinois PTA, and to the appropriate district director, at least sixty (60) days prior to the date of such meeting.
- c. Only those persons who were members in good standing of the local PTA on the date of submission of the question of dissolution, and who continue to be members in good standing on the date of the meeting, shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA shall require the affirmative vote of at least two-thirds (2/3) of the membership. The district director shall be invited to this meeting.

****Section 11.**

Each local PTA is obligated, upon withdrawal of its charter by the Illinois PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Illinois PTA or to such agency as may be designated by the Illinois PTA or to another local PTA organized under the authority of the Illinois PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Illinois PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Illinois PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

#Section 12.

When the Illinois PTA office receives notification of the dissolution by the district director, the Illinois PTA Treasurer shall notify the unit by certified mail that this unit is no longer a tax exempt nor tax deductible organization of the Illinois PTA.

#Section 13.

Dissolution of a local PTA unit pursuant to Sections ****9**, **#10**, and ****11** of this ARTICLE shall not preclude the immediate organization of a new local PTA unit. Upon approval by the Illinois PTA, a new charter shall be issued.

ARTICLE XIV - FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on the following June 30.

**** ARTICLE XV - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Bylaws of the Illinois PTA, and the Bylaws of the National PTA, or the articles of incorporation.

ARTICLE XVI - AMENDMENTS

#Section 1.

- a. These bylaws may be amended at any regular meeting of this organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous regular meeting, or written notice of the proposed amendment has been given to all members thirty (30) days in advance of the regular meeting at which the amendment is to be considered, a quorum being present, and that the proposed amendment shall be subject to approval of the district director, representative of the Illinois PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of this organization or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of the amendment.
- c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director for review, prior to presentation at a regular meeting of the organization for its consideration and action.
- d. After approval by a two-thirds (2/3) vote at a regular meeting of the organization, two (2) copies of all amendments or revisions shall be sent for approval to the district director, as a representative of the Illinois PTA.
- e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

****Section 2.**

Each constituent organization shall include in its bylaws provisions corresponding to the Bylaws of the National PTA as are identified herein by a double star (**).

****Section 3.**

The adoption of an amendment to any provisions of the Bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the constituent organization to amend correspondingly the bylaws of each constituent organization. Notwithstanding the automatic character of the amending process, the constituent organization shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol (#).

ADOPTED April 30, 2003
(Date)

Approved by _____
(District Director)

PTA President Nancy Friedman

on _____

PTA Secretary _____
(Date)

LYON-PLEASANT RIDGE PTA STANDING RULES

APRIL, 2003

The establishing of Standing Rules is meant to provide more operating flexibility to the Board on matters which do not deal with parliamentary procedure. The Standing Rules may be revised by a vote of the majority of the PTA Board or a majority of those present at the PTA meeting.

The purpose of the Lyon-Pleasant Ridge PTA is to enhance the education of every child attending the Lyon-Pleasant Ridge Cluster.

POLICIES – GENERAL

1. The amount of dues charged to each member shall be ten (10) dollars and will be divided between the National PTA, State PTA and the local PTA as follows. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The national portion of each member's dues shall be one (1) dollar per annum. The annual dues to the Illinois PTA shall be one dollar and fifty (\$1.50) per capita for every member of each local PTA. The local membership dues shall be seven dollars and fifty (\$7.50) per capita which will cover directory and newsletter costs.
2. At the June meeting, the treasurer shall present the budget for approval as well as an annual report of the past year's fiscal activity. The treasurer shall head a Finance Committee that shall meet as needed to monitor compliance with said budget.
3. The Lyon-Pleasant Ridge PTA shall hold an annual fall festival and an annual spring benefit, as well as two book fairs.
4. It is recommended that the Faculty appoint one or more Faculty Board Representatives to attend each Board meeting to facilitate communication and coordinate activities between the Parent Board and the Schools.
5. All Board members shall prepare a formal written annual report in triplicate to be given to the President-Elect, President, and the nominated board successor prior to the District 34 PTA Board Orientation meeting. The annual report shall contain a detailed job description.
6. Chairpersons of special events shall prepare written reports no later than 30 days following the event.
7. The Principal's Fund shall be made available annually as determined by accepted budget to be allocated by the Principals for needy students at his/her discretion.
8. The President may approve financial requests of PTA funds up to and including \$150 without Board approval. She shall notify Board members of such expenditures at the next regularly scheduled meeting.

POLICIES – STANDING COMMITTEES

Section 1.

The Ways and Means Chairpersons will head the committee that shall be in charge of fund raising projects at their respective schools sponsored by the PTA Boards, with the exception of the Annual Festival, the Book Fair and the Benefit. The Ways and Means Chairpersons shall be responsible for student photos.

Section 2.

The Fundraising Chairpersons shall take charge of the annual benefit (or other social fundraising event).

Section 3.

The Annual Festival Chairpersons shall take charge of the annual Fall festival. This will be a rotating two year position.

Section 4.

The Publicity Chairperson will head the committee that shall keep the public informed of activities of the PTA and both schools, which can include maintaining the publicity scrapbooks, and be responsible for bulletin boards at both schools.

Section 5.

The Directory Chairperson will head the committee responsible for the school directory.

Section 6.

The Cultural Enrichment Chairpersons will arrange for appropriate and enriching programs to be presented to the students at their respective schools. This will be a rotating position with both schools being represented.

Section 7.

The Art Enrichment Chairpersons will head the committee that shall work in presenting art work to each classroom throughout the year at both schools and shall facilitate all other art enrichment programs and increase art appreciation at their respective schools.

Section 8.

The Volunteer Chairpersons shall head the committees that will organize a Volunteer Program which will offer supplementary service to the professional school personnel and PTA at their respective schools. At Lyon, this includes coordinating parents to ride the kindergarten buses, and assisting at first grade lunch periods during the first week of school. At Pleasant Ridge, this includes coordinating school store volunteers, volunteers to copy and collate the PR Review newsletter, work in the school store at Pleasant Ridge, and Jump Rope for Heart volunteers.

Section 9.

The Book Fair Chairpersons will head the committee that shall plan and direct the Book Fairs at their respective schools. There shall be two Book Fair Chairpersons at Lyon which is a two year a rotating position. The Pleasant Ridge Book Fair Chairperson shall also coordinate the party for the reading enrichment program.

Section 10.

The Health and Safety Chairpersons will head the committees that shall direct health-safety designated programs at their respective schools.

Section 11.

The Hospitality Chairperson shall serve as host at all PTA affairs and school functions upon request of both schools. The Chairperson will head the New Family Welcoming Committee.

Section 12.

The Foreign Language Chairpersons shall head the committee that will be responsible for organizing and coordinating the Foreign Language Club at their respective schools, working with the Lyon-Pleasant Ridge Foreign Language Coordinator. This will be a two year rotating position.

Section 13.

The Senior Citizen Liaison Chairperson will oversee a senior citizen program in coordination with the building faculty representative and the PTA Council representative.

Section 14.

The Environmental Chairperson will head the committee that coordinates environmental activities at both schools. This chairperson will also work in coordination with the Outdoor Educational Gardens at both schools.

Section 15.

The Lyon Love/Pleasant Ridge Pride Chairpersons will lead the committees on Holiday Helper and a Spring social service project of the board's choice. This will be a two year rotating position.

Section 16.

The Parent Education Chairperson will head the committee on bringing educational programs to the parent community, communicating with the District 34 PTA Council Parent Education representative regarding district-wide programs and coordinating TV Tune Out Week activities.

Section 17.

The assistant to the Treasurer shall:

- a. aid the treasurer in all duties listed in Article VII, Section 7;
- b. prepare the documents for the year-end audit;
- c. serve as treasurer the following year;
- d. be responsible for other duties as may be assigned by the organization, the executive board, or the executive committee.

Section 18.

The Masters Chairperson will head the committee which offers the second grade masters program at Lyon School.

Section 19.

The Teacher Appreciation Chairperson will head the committee which coordinates the observance of Teacher Appreciation Week in early May.

Section 20.

The Wish List Chairperson will head the committee which reviews grant requests and recommends expenditures of PTA funds for the benefit of both schools. Previous PTA board experience is a prerequisite for this position.

POLICIES – NOMINATING COMMITTEE

1. It is preferable that present Board members serving on the Nominating Committee not desire a board position for the following year.
2. Any appointed assistant chairman shall have the approval of the Nominating Committee and or the Executive Board (e.g., Book Fair, Fall Festival)
3. The Chairperson of the Nominating Committee (a nonvoting member) shall be chosen from the present Executive Board or shall be the immediate past president.
4. The Nominating Committee shall consist of seven members, the past president and six elected by the board from its body, three from Lyon and three from Pleasant Ridge. The committee will represent the school population geographically and balance grade levels.
5. No person shall serve on the Nominating Committee for more than two consecutive years.

POLICIES – EXPENDITURES OF FUNDS AND GIFTS

The Lyon-Pleasant Ridge PTA is in agreement with and will follow the guidelines for Expenditures of Parent Organization Funds as recommended by School District #34.

GUIDELINES FOR EXPENDITURES OF PARENT ORGANIZATION FUNDS SCHOOL DISTRICT 34

The following guidelines pertain to the use of excess funds which parent organizations may accrue during the normal course of their operations. These guidelines are presented in recognition of the fact that the primary function of parent organizations is to facilitate communication between the home and the school and not to raise funds. These guidelines are not intended to encourage the raising of funds but to provide district-wide guidelines for expenditures when excess funds are available.

Recommended uses are:

1. To provide students in the schools with cultural enrichment activities such as sponsoring programs provided by the North Shore Music Association, Goodman Theater, etc. or providing enrichment-type field trips.
2. To provide programs which enhance parental understanding of educational programs and/or child growth and development.
3. To purchase those items which enhance the esthetics of a building or which add to the comfort of the people within the building. For example: art productions for the corridor walls, lounge chairs or carpeting for the teacher's lounge, etc.
4. To provide teachers with a monetary gift for "petty cash" type expenditures.
5. To purchase recognition or memorial type gifts for the school. For example, plaques, etc.
6. To show appreciation to the staff for a job well done. For example, tribute dinners, etc.

If excess funds are available and it is the desire of the parent organization to expend them in one of the above manners, it is recommended that:

1. The purchases be decided by a committee of parents and school representatives.
2. That the purchase be channeled through the business office of District 34 for accounting purposes.

All gifts to a school become the property of School District 34 and may be assigned to any building within the district at a future date. Additionally, the following guidelines are to be used by the PTA for the giving of gifts to staff members as deemed appropriate.

1. Budgeted expenditures for gifts should not exceed 5% for the estimated income for a given year.
2. Appropriate uses might include end-of-year gifts for the office and custodial staff, condolence or convalescent gifts, gifts in honor or memory of someone, or gifts to show appreciation for services rendered.
3. Gift giving is not a primary purpose of the PTA. Expenditures primarily should be made to enrich the school program and enhance the education of the students at Lyon and Pleasant-Ridge Schools.