

**Constitution**  
**Brook Park Council of Parents and Teachers**

**Article I: Name**

The name of this association is the Brook Park Council of Parents and Teachers, La Grange Park, Illinois.

**Article II: Purpose**

The Brook Park Council of Parents and Teachers is organized exclusively for the charitable support of Brook Park Elementary School, District 95, its staff and students within the meaning of Section 501(c)(3) of the Internal Revenue code.

**Article III: Objectives**

- Section 1.** The objectives of the council are:
- a. To promote the welfare of students in the home, school, and community.
  - b. To bring into closer relation the home and the school; that parents and teachers may cooperate intelligently in the education of the child.
  - c. To develop between educators and the general public such united efforts as will secure for every child the highest advantage in physical, mental, and social education.

**Article IV: Basic Policies**

- Section 1.** The following are the basic policies of this Council:
- a. This council shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf or in opposition to any candidate for public office.
  - b. The Council shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school.
  - c. This Council may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Council in such matters make no commitments that bind the Council.

d. In the event of dissolution of the Brook Park Council of Parents and Teachers, the Board shall, after paying or making provisions for the payment of all liabilities of the organization, distribute any remaining funds or assets to a non-for-profit/charitable educational organization.

### **Article V: Membership and Dues**

#### **Section 1.**

Any staff, faculty, resident, parent, or other in loco parentis within the boundaries of the Brook Park School attendance area, as defined by the Board of Education District 95, who subscribes to the Objectives and basic policies of this Council may become a member of this Council, subject only to compliance with the provisions of the Constitution. Membership in this Council shall be available without regard to race, color, creed, sexual orientation and gender identity or national origin.

#### **Section 2.**

The Council shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

#### **Section 3.**

Only members in good standing of the Council shall be eligible to vote in its business meetings or serve in any of its elected or appointed positions.

#### **Section 4.**

Each member of the Council shall pay annual dues as decided upon by the Executive Board and approved by the general assembly.

### **Article VI: Officers and Elections**

#### **Section 1.**

a. The officers of the Council are:

President  
Vice President  
Recording Secretary  
Treasurer  
Corresponding Secretary  
Volunteer Relations Chair  
Fundraising Coordinator  
Member At Large  
Teacher Liaison

b. The President, Vice President, Recording Secretary, Treasurer, Corresponding

Secretary, Volunteer Relations Chair, Fundraising Coordinator and Member At Large shall be elected annually in the month of May by the Council. Their term of office shall be one year. The Teacher Liaison shall be appointed by the Council for an annual term in the month of May. No officer shall be eligible to the same office for more than two consecutive years, unless there are no other nominees for that office.

c. The voting for Officers shall be by ballot. If there is only one nominee for each office, voting may be by voice. The majority of those voting shall elect.

d. All newly elected Officers shall take office following their installation at the annual May meeting.

### **Section 2.**

a. The officers of the Council shall compile a list of volunteers for the following years' officers as gathered from the all school survey. Volunteers for each office shall be made public thirty days prior to the election. For all offices being run by more than one person, the Officers of the Council shall make up a ballot, distribute, collect, and count ballots to present at the annual May meeting. For any office with only one person running, vocal vote at the May meeting shall suffice. (Reminder: no nomination shall be made without the consent of the nominee.)

b. In the event no person runs for an office, the Officers of the Council are obliged to seek out able persons for whichever office is left in need.

c. If a teacher does not choose to volunteer on the board, the board will forgo seeking an alternative replacement.

### **Section 3.**

a. Appointments to offices of unexpired terms shall be filled by a majority vote of the Officers, known as the Executive Committee.

### **Section 4.**

a. Officers can be removed from office with or without consent by a two-thirds vote of those present, assuming a quorum, at a regular meeting where previous notice has been given.

## **Article VII: Duties of Officers**

### **Section 1.**

a. The President shall preside at all meetings of the Council and of the Executive Committee, shall be ex-officio a member of all committees, and shall perform all other duties usually pertaining to the office.

b. The President shall present all pertinent material to the new President after the May

meeting.

**Section 2.**

- a. The Executive Vice President shall preside in the absence of the President and shall act as aid to the President.
- b. The Vice President shall train and support all Committee Chairs.
- c. The Vice President shall present all pertinent material to the new Vice President after the May meeting.

**Section 3.**

- a. The Recording Secretary shall keep a record of the minutes of all of the meetings of the Council and of the Executive Committee.
- b. The Recording Secretary shall have custody of all books and records pertaining to the business of the Council, except those of the Treasurer.
- c. The Recording Secretary shall present all pertinent material to the new Recording Secretary after the May meeting.

**Section 4.**

- a. The Treasurer shall receive all monies of the Council, shall keep an accurate record of all receipts and expenditures, and shall pay out money only as voted by the Council or Executive Committee upon signed order of the President.
- b. The Treasurer shall present a statement of account at every meeting of the Council and at other times when requested by the Executive Committee.
- c. The Treasurer's account shall be examined annually by an auditor. The auditor shall be appointed by the Executive Committee. The auditor shall not hold any office or chairmanship. The audit shall be prior to the September meeting and the resultant audit shall be given at the September meeting.
- d. The Treasurer shall present all pertinent material to the new Treasurer after the May meeting.

**Section 5.**

- a. The Corresponding Secretary shall conduct the correspondence of the Council, and shall notify members of their appointment to committee, and shall send out notices of all meetings and of special meetings to the Executive Committee.

b. The Corresponding Secretary shall present all pertinent material to the new Corresponding Secretary after the May meeting.

**Section 6.**

a. The Volunteer Relations Chair shall serve as Program Chairman.

b. The Volunteer Relations Chair shall be responsible for the cultivation, nomination, and placement of all chairs and volunteers.

c. The Volunteer Relations Chair shall present all pertinent material to the new Volunteer Relations Chair after the May meeting.

**Section 7.**

a. The Fundraising Coordinator shall serve as Program Chairman over all fundraising events and activities.

b. The Fundraising Coordinator shall be responsible for continuity, coordination and oversight of all fundraising efforts.

c. The Fundraising Coordinator shall present all pertinent material to the new Fundraising Coordinator after the May meeting.

**Section 8.**

a. **The Member At Large shall serve as Program Chairman over any ad hoc events and activities.**

b. **The Member At Large shall be responsible for assisting any open or vacant board position(s) in case of an emergency and/or removal of a board member.**

c. **The Member At Large shall present all pertinent material to the new Member At Large after the May meeting.**

**Section 9.**

a. **The Teacher Liaison shall serve as an informational source between teachers and the council regarding programs and activities.**

b. **The Teacher Liaison shall advise and support the Executive Committee to ensure a strong partnership between staff and parents.**

c. **The Teacher Liaison shall present all pertinent material to the new Teacher Liaison after the May meeting.**

**Section 10.**

All Officers and Committee Chairmen shall:

- a. Perform duties prescribed in the parliamentary authority and those assigned.
  
- b. Give oral reports at Council meetings upon request. A written report should be submitted annually.

**Article VIII: Executive Committee**

**Section 1.**

The Executive Committee shall consist of the Officers of the Council.

**Section 2.**

Its duties shall be: to transact business between Council meetings and such other business as shall be referred to it, to pass on the work of the Committee Chairman, and to present a report at the regular meetings of the Council. The Council shall prepare and submit to the Council for approval a budget that shall include the necessary expenses of the Officers and Committees, and it shall fill vacancies in offices as indicated in Article VI Section 3.

**Section 3.**

Meetings of the Executive Committee and any special meetings may be called by the President.

**Section 4.**

A simple majority of executive officers shall constitute a quorum.

**Section 5.**

The minutes of the meeting of the Executive Committee shall be open to the inspection of any members of the Council upon request.

**Article IX: Meetings**

**Section 1.**

There shall be not less than five meetings during the school year. The dates of the regular meetings may be changed by notification when necessary.

**Section 2.**

The meetings of this Council shall be open to the general public, but the privilege of holding office, making motions, debating, and voting shall be limited to members in good standing.

**Section 3.**

The annual meeting shall be held in May for the installation of Officers.

**Section 4.**

Special meetings may be called by the President or Executive Committee, with prior notice having been given.

**Section 5.**

A minimum of six voting members must be present to constitute a quorum. Once quorum is met, a majority vote shall pass.

**Article X: Standing and Special Committees**

**Section 1.**

Such Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Council. The Chairman of the Standing Committees shall be selected by the President of the Council or his/her representative. Their term shall be one year.

**Section 2.**

The Chairman of each Standing Committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

**Section 3.**

The power to form Special Committees and appoint their members rests with the Council. Since a Special Committee is created and appointed for specific purpose, it automatically goes out of existence when its work is done and its final report is received.

**Article XI: Parliamentary Authority**

**Section 1.**

Roberts Rules of Order, newly Revised, 11<sup>th</sup> edition or later, shall govern this Council in all cases to which they applicable and in which they are not in conflict with this Constitution.

**Article XII: Amendments**

**Section 1.**

This Constitution may be amended at any regular meeting of the Council by a two-thirds vote of the members present and voting, providing notice of the proposed amendment has been given at the previous meeting.

