

BY-LAWS OF THE  
LISLE HOME AND SCHOOL ORGANIZATION

*ACCEPTED 11/30/64; REVISED 9/13/95; REVISED 10/22/03; REVISED & MERGED 4/18/07*

ARTICLE I: NAME

The name of this organization shall be the Lisle Home and School Organization with the Lisle Home and School Organization Council governing the following individual units: Lisle Elementary, Lisle Junior High, and Lisle Senior High and these by-laws shall be deemed a part of the Articles of the Organization. (Further references to the "Organization" means the entire Home and School Organization composed of Council and all Individual Units.)

ARTICLE II: OBJECTIVES

The objectives of the organization shall be:

- To develop between educators and the general public such united efforts as will secure for every child the highest advantage in mental, physical, social and ethical growth.
- To bring into closer relation the home and school, that the parents and teachers may cooperate intelligently in the training of the child that does not extend to school policy & procedures.
- To promote the welfare of children and youth in school, home and community.
- To secure adequate laws and their enforcement for the care and protection of children and youth.
- To utilize resources in efforts to enrich each student's educational experience.
- To support the efforts of the Lisle Home and School Organization in providing an awards fund to be disbursed to selected graduates of the Lisle Senior High School.

ARTICLE III: BASIC POLICIES

Sec. 1 The objectives of this Organization shall be promoted through an educational program directed toward parents, teachers and the general public; shall be developed through conferences, committees and projects; and shall be governed and qualified by the basic policies set forth in this Article.

Sec. 2 This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse an enterprise or a candidate. The name of this Organization or the names of any members in their official capacity shall not be used in any connection with a commercial or noncommercial concern, with any partisan interest, or for any other purpose than the regular work of this Organization.

Sec. 3 This Organization shall follow all the laws governing not-for-profit organizations in the State of Illinois.

Sec. 4 This 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.

Sec. 5 Any current administrators or school board members are to be afforded the courtesy of an introduction at HSO meetings. No mention of candidacy for election or re-election shall be made.

- Sec. 6 This Unit shall seek neither to direct the administrative activities of the schools nor to control their policies. Recommendations may be made to the school board for consideration.
- Sec. 7 This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that any commitments are made only with the prior approval of the Lisle Home and School Organization Council.
- Sec. 8 In the event of the dissolution of any Unit, its assets shall be turned over to the Lisle Home and School Organization Council.
- Sec. 9 Major fundraisers sponsored by HSO where the children are selling should be closely scrutinized by the HSO Board sponsoring the sale. Any type of "door-to-door" sales to others than immediate neighbors should be prohibited for the safety of the children. This is especially true at the grade school level. Fundraisers should be held only when needed or justified, not just to raise money. Parents of children participating as well as those people being asked to buy should be made aware of the purpose for the sale (field trips, Fine Arts, etc). Fundraisers should not be held to raise money for items that should be provided by the District, such as classroom textbooks, copy machines, etc, nor shall funds on hand be used for these purposes.

#### ARTICLE IV: STRUCTURE

- Sec. 1 The Organization shall consist of a Council and one Member Unit for the elementary schools, junior high and senior high school(s) in the Lisle Community Unit School District #202.
- Sec. 2 The Council shall coordinate all activities of the Organization and Member Units.
- Sec. 3 (a) At the council level, the privilege of introducing motions and voting shall be limited to the officers & chairman of standing committees; the president and one elected delegate from each member unit or their alternates and the Superintendent of Schools or his/her representative;
- (b) At the unit level, a family, teacher or individual becomes a voting member of all member units for schools attended by children of the family and/or at which a member of the family is employed as a teacher or staff;
- Sec. 4 Each Member Unit shall be represented on the Council by its President and one elected delegate or their alternates selected per school by the member unit in accordance with its procedures.
- Sec. 5 Executive Board:
- (a) The council executive board shall consist of the elected officers and the Superintendent or his/her representative;
- (b) The Unit Executive Board shall consist of the elected officers and the Principal or his/her representative;
- (c) Individual member units may be organized and operated so as to most effectively achieve the objectives of this organization as long as the unit activity does not conflict with the bylaws of the Organization;

#### ARTICLE V: MEMBERSHIP AND DUES

- Sec. 1 Membership in this organization shall be limited to families living within the Lisle Community Unit School District #202, to teachers, and administrative staffs of member schools and the Superintendent's office. (Family is defined as mother and/or father, or legal guardian.)
- Sec. 2 (a) Membership dues for the Organization shall be \$7.00 per family/teacher/individual per year;

- (b) Upon payment of dues to the Organization, a family, teacher or individual becomes a voting member of all member units for schools attended by children of the family and/or at which a member of the family is employed as a teacher or staff;
- (c) Membership dues shall be collected by the Unit Membership Chairperson or an authorized representative;
- (d) All membership dues shall be turned over to the Council Treasurer. Fifty per cent of the membership dues less applicable expenses shall be distributed among the Units according to percentage of District students in attendance at each unit;

Sec. 3 Only those persons whose current dues are paid to the Organization shall be eligible to hold office, make motions or vote.

Sec. 4 A membership year shall be the same as the current school calendar year.

#### ARTICLE VI: OFFICERS AND THEIR ELECTION

- Sec.1 (a) The officers of the Organization shall consist of: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Council Delegate (at unit level);
- (b) No person shall be nominated for the office of President without having previously served at least one year on their respective HSO executive board. Whenever possible, a Vice-President should be selected who would be willing to take the President's office at a future date;
  - (c) Unit Presidents, Vice Presidents, and Council Delegates shall not hold elective office on Council;
  - (d) No person shall serve as Treasurer on more than one Unit Board and/or Council concurrently;
  - (e) No person shall serve as a Unit President for one Unit and as Council Delegate for another;
- Sec. 2 (a) Officers shall be elected annually before the May Council meeting and installation;
- i. Council officers will be elected by their voting membership;
  - ii. Unit officers will be elected by the general membership at a Unit meeting;
- (b) Officers will assume their duties July 1, but may meet prior to their date to select committee chair and to plan for the coming year; officers shall serve for a term of one year;
  - (c) A person shall not be eligible to serve more than three consecutive terms in the same office unless approved by the respective boards;
- Sec. 3 (a) The President will designate a nominating committee;
- (b) The committee shall select at least one nominee for each office and shall report the proposed nominations to the membership by public notice at least 10 days prior to the election meeting;
  - (c) An opportunity shall be given for nominations to be made from the floor only if the nominee gives consent and is eligible for the position;
  - (d) Officers shall be elected by voice vote. If there are multiple nominees for any office that election shall be by ballot;
  - (e) Vacancies of office shall be filled by the President for the un-expired terms subject to approval by their respective boards at their next Board meeting. In case a vacancy occurs in the office of President, the Vice-President shall assume the duties of the President unless otherwise designated by Council President and approved by respective unit board.

#### ARTICLE VII: DUTIES OF OFFICERS

- Sec. 1 The President shall:
- (a) Preside at all Board meetings;
  - (b) Act as an ex officio member of all committees;
  - (c) Appoint special committees;

- (d) Assist nominating committee and incoming President in selection of standing committee chair;
- (e) Appoint an audit committee as described in Sec. 5(f);
- (f) Maintain a job description addendum to these by-laws;
- (g) Perform such other duties as may be assigned by the Organization, Unit, or executive board, and coordinate the work of the officers and committees in order that the objectives may be promoted;
- (h) Review with the executive board these by-laws by the first board meeting of the school year;
- (i) Coordinate with the Vice-President, Superintendent (Council)/Principal (Unit) to set up HSO calendar dates;
- (j) Represent respective unit on the Lisle HSO Council;

Sec. 2 The Vice-President shall:

- (a) Perform the duties of the President in the absence of or the inability of the President to serve;
- (b) Serve as an aide to the President;
- (c) At Council level, serve as Hospitality Chair;
- (d) Perform such other duties as may be delegated.

Sec. 3 The Recording Secretary shall:

- (a) Record the minutes of all executive board meetings, Unit board meetings, and general membership meetings in a permanent form and submit copy to Council Recording Secretary;
- (b) Maintain a complete roster and attendance record of Unit Board members;
- (c) Perform such other duties as may be delegated;
- (d) Meeting minutes:
  - i. At council level, Coordinate receipt of Units meeting minutes;
  - ii. At unit level, submit copy of meeting minutes to Council recording secretary.

Sec 4 The Corresponding Secretary shall:

- (a) Conduct and keep all official correspondence of the organization (including memorials);
- (b) Notify board members of meeting dates;
- (c) Perform other such duties as may be delegated;
- (d) Compile and publish Unit HSO newsletters as applicable;
- (e) Correspondence & Memorials:
  - i. At council level, coordinate receipt of Units monthly correspondence (including memorials);
  - ii. At unit level, submit copy of monthly correspondence (including memorials) to Council corresponding secretary.

Sec. 5 The Treasurer shall:

- (a) Receive all monies;
- (b) Keep an accurate record of receipts and expenditures;
- (c) Pay expenses in accordance with the approved budget or as authorized by executive board;
- (d) Present a written financial statement at every meeting and at other times as requested by the Executive Board; present a full report for auditors which shall be a part of the permanent record.
  - i. At council level, coordinate receipt of meeting financial statements.
  - ii. At unit level submit copy of unit financial statements to Council treasurer.
- (e) Chair the budget committee;
- (f) Close the books as soon as possible after June 15 each year and present them for audit by a qualified auditor or an audit committee consisting of two or more persons who, satisfied that the Treasurer's annual report is correct, shall prepare and sign a statement to be incorporated with the year end report.
- (g) Annual Report:
  - i. At council level, Coordinate receipt of Units annual audit report.
  - ii. At unit level, submit copy of annual audit report to Council treasurer.
- (h) This report shall be presented to the respective Unit and Council Recording Secretary which shall be a part of the permanent record.

- (i) Place all monies in a depository approved by the Executive Board;
- (j) Each unit must develop checks and balance for all disbursements to be approved by the council treasurer & annually reviewed for compliance by the respective audit committees.
- (k) Perform such other duties as may be delegated.

Sec. 6 Unit Council Delegates shall:

- (a) Attend Council meetings and report Unit activities as well as relate Council affairs back to the Unit;
- (b) Help coordinate major fundraising projects sponsored by Council which involve all member Units;
- (c) Perform such other duties as may be delegated.

#### ARTICLE VIII: THE EXECUTIVE BOARD DUTIES

The executive board shall consist of the officers and the Superintendent or Principal. The Board shall consist of the executive board and standing committee members.

Sec. 1 The executive board shall:

- (a) Transact necessary business in the interval between meetings and such other business as may be referred to by the board including approval of non-budgeted items in emergency or limited time situations.
- (b) Present reports and recommendations to the regular meetings;
- (c) Shall maintain a procedure book and a file of official material and shall transfer said material to the President or the officer's successor no later than July 1st; shall prepare a written annual report in duplicate retaining one copy in the procedure book and submitting the other to the President no later than June 15<sup>th</sup>.

Sec. 2 Meetings of the executive board shall be called by the President as necessary.

Sec. 3 Special meetings of the executive board may be called by a majority of the Board.

Sec. 4 A majority of members of the executive board shall constitute a quorum.

Sec. 5 Three absences by any board member during the fiscal year will constitute grounds for replacement unless retention is recommended by a two-thirds vote of the board.

Sec. 6 Upon the resignation of an elected board member, written notice of resignation must be submitted to the executive board for its approval.

#### ARTICLE IX: STANDING COMMITTEES

Sec. 1 The standing committees shall be:

- (a) Membership – to promote membership at registration.
- (b) Ways and Means – to coordinate fundraising activities.
- (c) Budget - Treasurer is chairman of the Budget Committee with a minimum of two board members.
- (d) Awards – (2 year terms) – attend all awards meetings and review all applicants for awards. Chairperson and Committee Members may not be the parent/legal guardian of a senior student at Lisle Senior High School during his/her term of office.
- (e) Hospitality –
  - i. At Council level, organizes the installation of officers function to be held in May of current school year;
  - ii. At unit level, serves refreshments at the General meetings when so requested by the executive board; arranges teacher appreciation function.
- (f) Senior Banquet – to plan Senior Banquet (High School).
- (g) Other such standing committees as deemed needed by the Board, executive board, or President.

- Sec. 2 The term of office for standing committee chairs shall terminate on July 1.
- Sec. 3 The chair of each standing committee shall present a plan of work to the President and Board for approval. No plan of work shall be undertaken without such approval.
- Sec. 4 Individual unit standing committee chairs shall be available to assist corresponding Council Chair.

#### ARTICLE X: MEETINGS

- Sec. 1 Regular meetings:
- (a) At Council level, there shall be at least 4 regular business meetings.
  - (b) At Unit level, there shall be at least 1 regular meeting of the general membership (i.e. open house) in addition to at least 6 regular business meetings.
- Sec.2 Regular meetings shall be pre-scheduled and published in the current HSO calendar. Consideration is to be given to regular meeting dates of other Boards so as not to present a conflict to member families. Other deviations shall be cleared through the office of the Superintendent and notice given to the Council. Five days notice shall be given for any date changes.
- Sec. 3 A quorum;
- (a) At council level consists of a majority of voting members.
  - (b) At unit level consists of a majority of board roster.
  - (c) At general membership meetings (i.e. open house) consists of 1/10 of membership.
- Sec. 4 Special meetings:
- (a) May be called by the executive board, the president, or by written request by a quorum of the board.
  - (b) Can only be held with at least five days prior notice.
  - (c) The May meeting of the Council shall be an assembly of incoming and outgoing officers of all Member Units and Council (and any other members who care to attend) and shall include installation of all officers for the next year.
- Sec. 5 Meetings shall be open to the general public; however, the privilege of introducing motions and voting shall be limited to the voting members as defined in Article IV.
- Sec. 6 All general or board meeting dates and other activities shall be submitted to the Council President. Any dates which do not appear on the HSO calendar must be cleared through the office of the Superintendent and reported to Council as specified in Sec. 2.

#### ARTICLE XI: FUNDRAISING

- Sec. 1 All money raised shall be used to promote the objectives of the Organization.
- Sec. 2 Boards may sponsor fundraising projects within the local school area upon the written approval of the Council and District Superintendent. Fundraising proposals must be submitted and approved annually prior to District calendar meeting.
- Sec. 3 A maximum of two major fundraising projects per year may be sponsored and coordinated by the Council which will involve all Member Units. (Major projects are defined as those projects which are intended and publicized for the general public, drawing from the entire community.)
- Sec. 4 When fundraisers are being planned adhere to Article III, Section 9.
- Sec. 5 Decisions pertaining to joint fundraisers must be approved by all boards involved.

## ARTICLE XII: AWARDS FUND

An Awards Fund (originally established as a Scholarship Fund) shall be administered by Council.

- Sec. 1 PURPOSE: The purpose of the Lisle Home and School Organization Awards Fund shall be to provide scholarships for qualified students to continue their education at any accredited institution of higher learning (vocational, nursing, college, university, etc.)
- Sec. 2 SOURCES: The Fund will be supplied by not more than two major fundraising events each year sponsored by the Council of the Lisle Home and School Organization. (Major projects are defined as those projects which are intended and publicized for the general public, drawing from the entire community.) Member Units will contribute to the fund. Contributions will be accepted from others who wish to contribute.
- Sec. 3 AMOUNT: There shall be no amount of less than \$500 awarded to any applicant.
- Sec. 4 QUALIFICATION: The recipient(s) of this Award may attend any accredited school of education he/she chooses, regardless of location, and will agree that he/she will enter and attend the school of his/her choice. If the recipient fails to enter such an institution, he/she will agree to repay the amount of the award to the Awards Fund by October 1 of the year in which the award was made.
- Sec. 5 ELIGIBILITY: A candidate for the Award is selected on the basis of the following qualifications: LSHS graduate of the school year in which the award is made (school year being from one June graduation to the next) and a desire to pursue a further education. The candidates must complete application forms (available from the high school guidance office) by the middle of the second semester of the year of graduation, to be eligible for consideration. This application will include a resume of his/her academic record and extra-curricular activities, including an essay describing present goals, plans for further education, and his/her career objectives. Reference forms will be furnished by the guidance office for an outside reference and two LSHS teachers. Applicant shall be ineligible to accept award if any statement in application is found to be untrue.
- Sec. 6 ADMINISTRATION: The Award(s) shall be administered by the Awards Committee. Each Member Unit shall send one representative to the Awards Committee for a term of two years. The Junior High School and the combined elementary representatives are appointed during odd-numbered years, and the High School and Chair are appointed during even-numbered years. A Unit representative shall be ineligible to accept committee appointment if he/she has a child who will be a senior during his/her two-year term. These members, plus a Council representative (who is the chair of the committee) shall compose the Awards Committee. Each member of the Committee shall have one vote. In addition, the HSO Council President shall designate an alternate member to attend the meetings, and assume the place of any absent member at the time of voting on candidates. A representative of the Guidance Office from LSHS will be an ex-officio member of the Committee, and act only in an advisory capacity with no vote.

## ARTICLE XII: PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern this Organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## ARTICLE XIII: AMENDMENTS

### Sec. 1 Bylaws:

- (a) These by-laws may be amended at any regular or special meeting of the Council by two-thirds (2/3) vote of those present and voting. A minimum of twenty-five (25) days prior written notice of meeting and of the proposed amendment(s) shall be provided to the Council members, to be distributed to Member Unit executive boards for discussion.

(b) A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a Council meeting.

(c) The by-laws shall be reviewed every two years.

#### ARTICLE XIV: STANDING RULES

Standing rules may be adopted from time to time as needed, to supplement the by-laws of the Unit. They may be adopted without previous notice by majority vote at any business meeting. However, no standing rule, resolution, or motion is in order that conflicts with the by-laws of the Unit.