**BYLAWS**

LAKE FOREST SCHOOL DISTRICT 67

ASSOCIATION OF PARENTS & TEACHERS

ARTICLE I: NAME

The name of this organization shall be the Lake Forest Association of Parents and Teachers hereinafter referred to as “the APT” or the “Association.” This Association serves the city of Lake Forest School District #67 (the “School”) and was incorporated as a not for profit corporation on July 31, 1957.

ARTICLE II: PURPOSE

The purpose of the Association is to establish a close working relationship among the home, School, and community that all may cooperate effectively in the education and enrichment of the children. As such, the Association is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or any amended or future corresponding provisions of said Code. The Association shall receive and disburse funds for the furtherance of charitable and educational purposes at Lake Forest School District #67, an educational political subdivision of the State of Illinois, or any 501 (c) (3) organization that may be established to succeed Lake Forest School District #67 in the operation of any of the facilities of the Lake Forest School District #67 in Lake County, Lake Forest, Illinois. To do all and any lawful acts, and to engage in any and all lawful activities which may be necessary or desirable for the furtherance or attainment of the aforementioned purpose. The Association may not engage, other than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of the educational and charitable purposes of the Association.

ARTICLE III: POLICIES

Section 1. This Association shall support the activities of the School. It shall maintain consultative contact with the school board, administration, teachers, and parents by bringing subjects of interest and concern to the proper school officials for an answer or resolution.

Section 2. No part of the earnings of the Association shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the aforementioned purpose. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Code Section 501 (c) (3) or (b) by a corporation, contributions to which are deductible under Code Section 170 (c) (2).

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Any person interested in the purpose of this Association, who is willing to uphold its policies and bylaws, may become an APT member (hereafter called a “member”) upon payment of dues. Teachers are automatically designated members and shall be exempt from paying dues.

Section 2. The annual dues shall be all-inclusive for membership in the Association and shall be set by the Executive Board (as defined in Article V, Section 2).

Section 3. An annual enrollment of members shall be conducted. Additional members may be accepted at any time.

ARTICLE V: THE ASSOCIATION OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of the Association shall be an Executive President, an Executive Vice-President, one President from each local school, a Recording Secretary, a Communications Secretary, and a Treasurer.

Section 2. The “Executive Board,” shall consist of the officers of the Association, the chairmen of all Association standing committees, a teacher representative, the Superintendent of Schools, and one administrator from the local schools

Section 3. The duties of the Executive Board shall include the direction and approval of the general plans of the Association.

Section 4. There shall be no fewer than four meetings of the Executive Board during each school year. A calendar for such meetings shall be agreed upon at the September meeting of the Executive Board. A special meeting of the Executive Board may be called by the Executive President or by a majority of the members of the Executive Board.

Section 5. A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE VI: DUTIES OF THE ASSOCIATION EXECUTIVE BOARD OFFICERS

Section 1. All officers shall attend the meetings of the Association and the Executive Board.

Section 2. The Executive President shall preside at all meetings of the Association and the Executive Board; shall be a member, ex-officio, of all committees except the nominating committee; shall appoint special committees and the chairmen of standing committees with the advice of the Executive Board; and shall coordinate the work of the officers and committees in order that the purpose of the Association shall be implemented.

Section 3. The Executive Vice-President shall preside in the absence of the Executive President and shall act as program Chairman for the general meetings. The Executive Vice-President shall act as liaison to parent groups.

Section 4. Building Presidents shall represent their local schools on the Executive Board.

Section 5. The Recording Secretary shall keep a record of the proceedings of all meetings of the Association and of the Executive Board.

Section 6. The Communications Secretary shall conduct all official correspondence of the Association under the direction of the Executive President.

Section 7. The Treasurer shall receive all monies of the Association and shall deposit them in a bank approved by the Executive Board under the name of the Association. She/he shall keep a record of the receipts and expenditures. She/he shall pay out money in accordance with the approved budget. Additional monies may be dispersed with the approval of the Executive Board. The Treasurer shall present a financial statement at every meeting of the Executive Board of the Association and shall make a full report at the annual meeting.

a. The Treasurer’s books shall be reviewed annually by a person or a committee approved by the Executive Board.

b. The Executive Board may authorize payment for a fidelity bond in such amount as they may determine, or they may require all funds over five hundred dollars ($500) to be placed in a savings account. The signatures of at least two officers would be required for withdrawal of such funds.

c. In the absence of the Treasurer or in her/his inability to act, the Executive President shall be empowered to assume the duties of the Treasurer

d. In addition to retaining a copy of the following documents within the records of the Treasurer, it is the responsibility of the Treasurer to ensure that copies of these documents are kept in the possession of the District 67 Director of Finance:

i. Certificates of Origination

ii. Determination Letter

iii. Tax-exempt Letter

iv. Fiscal Year-end Compilations

v. Federal & State 990 Filings

vi. APT Bylaws

vii. All past compilations and tax returns

ARTICLE VII: EXECUTIVE BOARD STANDING COMMITTEES

Section 1. Standing committees shall be appointed as required to implement the programs of the Executive Board.

Section 2. The chairmen of all standing committees shall present the plans of the committees to the Executive Board for approval.

Section 3. At the end of each year, each chairman shall submit a report of the activities of the committee together with recommendations for the ensuing year to the Recording Secretary. A folder with similar reports shall be presented to each new chairman.

ARTICLE VIII. LOCAL SCHOOL BOARDS

Section 1. Each school represented by the Association shall have a local governing board ("local board" or "local school board").

Section 2. The local board shall consist of a Building President; Vice President; Secretary and/or Treasurer or a combination thereof; a teacher representative; the Principal of the school; and the chairmen of all local standing committees. Such committees shall be appointed as required to implement the programs of the local board.

Section 3. The local board shall approve the general plans of the local standing committees, approve the budget, and transact all business of the Association at the local school level.

Section 4. The Building President shall preside at all local meetings of the Association and of the local board, shall be an ex-officio member of all local board committees and shall appoint those officers and committee chairmen as may be necessary.

ARTICLE IX: THE ASSOCIATION NOMINATING AND ELECTION PROCEDURES

Section 1. The “Nominating Committee” shall be comprised of the members of the nominating committees of the local school boards and Executive Board (see Article IX, Section 2) and shall be presided over by a chairman appointed by the Executive Board President.

a. All Executive Board officers shall be nominated by the Nominating Committee except the local school Presidents shall be nominated as provided in Article IX, Section 2a).

b. This Nominating Committee shall meet at least one month prior to the election (see Article IX, Section 3).

c. Local school APT Board experience is required to serve on the Executive APT Board, including local school APT President.

Section 2. Each local school APT President shall appoint a nominating committee. The Executive Board President shall appoint a nominating committee representative. Each of the threeelementary school nominating committees shall consist of four representatives: one from the local board, two from the membership-at-large of the local school, and the local school Principal. The Deer Path Middle School nominating committee shall consist of seven representatives: two from the local board, four from the local membership-at-large, and the local school Principal. The Executive Board representative must have current or past experience as an Executive Board member.

a. Nominations for President of each local school board shall be made by their respective local nominating committees at least one month prior to the election which will be held at the APT Executive Annual Meeting (see Article IX, Section 3).

b. All APT members may vote for all APT Executive Board positions, with the exclusion of the local school Presidents.

c. Only APT members of a local school may vote for the President of their school at the Executive Board Annual Meeting.

Section 3. Election of Executive Board officers shall take place before May 1 at the Annual Meeting of the Executive Board. APT members will be notified at least seven (7) days prior to this meeting.

a. Nominations will be submitted by the applicable nominating committees. Additional nominations may be made from the floor only at the Executive Board meeting at which the nominating committee’s slate is presented. If the election is by mail ballot, provision must be made for write-in votes.

b. Only those who have consented to serve if elected shall be eligible for nomination either by the applicable nominating committee or from the floor.

c. Election shall be by ballot, except that the vote may be by acclamation when there is no contest.

Section 4. The term of office shall be for a single term of two years or until such a time as a successor takes office.

a. No person shall be elected to the same office for more than one consecutive term, except that a person assuming office under Article IX, 5 may be elected to serve a subsequent term in the same position.

b. The term of office shall begin June 15, except the Treasurer shall take office as of August 1.

c. Notwithstanding the foregoing, any member of the Executive Board may be removed from office for cause, as determined and approved by a majority vote of the officers of the Executive Board.

Section 5. Any vacancy occurring in any office of the Association shall be filled for the unexpired term of that office by a person approved by the Executive Board.

ARTICLE X: ANNUAL MEETINGS

Section 1. There shall be at least one general meeting (the “Annual Meeting”) per year. Prior to any general meeting, seven (7) days written notice shall be given to the membership.

Section 2. The members present shall constitute a quorum for an official Annual Meeting.

Section 3. Annual Meetings shall be open to the general public, but the privilege of participation in official business shall be limited to dues-paying members of the Association.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rule contained in Robert’s Rules of Order, Newly Revised, shall govern this Association in all cases in which they are applicable if they are not inconsistent with these bylaws.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the Executive Board at any special meeting called for such a purpose. Written notice of the amendments and the date, time, and place of such meeting must be given to the general membership of the Association at least seven (7) days in advance.

ARTICLE XIII: REORGANIZATION OR DISSOLUTION

Section 1. Another form of organization may be adopted upon affirmation recommendation of the Executive Board and upon approval of two-thirds (2/3) of the members present at the Annual Meeting.

Section 2. In the event of the dissolution of the Association, the Executive Board shall cause the assets of the Association to be distributed as follows:

a. All liabilities of the Association shall be paid or adequate provision shall be made for the payment thereof.

b. All of the remaining assets of the Association shall be conveyed to a corporation or organization to be held and distributed to or for the benefit of the furtherance of educational purposes at the Lake Forest School District #67 or its successor, if said corporation or organization shall qualify as an organization exempt from federal income tax under the provisions of Code 501 (c) (3), contributions to which are deductible under Code Section 170 (c). If said corporation or organization shall not so qualify, the remaining assets shall be conveyed to some other organization or organizations organized and operated exclusively for charitable or educational purposes that qualify as an organization or organizations contributions to which are deductible under Code Section 170 (c), as the Executive Board shall determine. Any such assets not so disposed of by the Circuit Court of the County in which the principal office of the Association is located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

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