



**GLENBROOK  
NORTH**  
**PARENTS'  
ASSOCIATION**

# GBN Parents' Association Bylaws

Revision Dates:     October 19, 1998  
                              March 5, 2003  
                              April 2, 2008

## **Article I:     Name**

The name of this organization is the Glenbrook North Parents' Association of Glenbrook North High School, Glenbrook High School District 225, Northbrook, Illinois.

## **Article II:    Objectives**

- A. To build understanding and support within the parent community for the school and its goals, and to promote parent education;
- B. To serve as an avenue of communication and foster cooperative relationships among the parents, students, faculty and administration of the school;
- C. To encourage the participation of parents in school activities;
- D. To work collaboratively with other parent groups at the school;
- E. To recognize outstanding achievement by sponsoring the Distinguished Teacher Award and the E. J. Duffy Spartan Spirit Award;

- F. To work closely with the school's principal and other administrative personnel to further the school's mission.

### **Article III: Membership**

- Section 1. The members of this Association shall be parents and / or guardians of current Glenbrook North High School students.
- Section 2. Membership shall be accomplished through payment of annual dues determined by the Executive Board.
- Section 3. The annual membership dues per family shall be payable at the beginning of the school year.

### **Article IV: Officers**

- Section 1. The officers of the Association shall be Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary and Treasurer.
- Section 2. The Chairperson shall preside over and conduct all regular meetings and special meetings of the Association, prepare agendas for meetings, and notify the Executive Board members of Association business as necessary. The Chairperson shall be an ex officio member of all committees.
- Section 3. The First Vice-Chairperson shall be in charge of membership. The First Vice-Chairperson coordinates the parent sign-up at the beginning of the school year. The First Vice-Chairperson also coordinates the mailing of *The Torch* to the Association's members with the faculty representative. The First Vice-Chairperson shall preside over and conduct meetings in the Chairperson's absence and assist the Chairperson as necessary.
- Section 4. The Second Vice-Chairperson shall be the designated Chairperson of the Communications Committee (see Article VII. Committees and Representatives). In addition, the Second Vice-Chairperson will assist the Chairperson as necessary.
- Section 5. The Secretary shall arrange for the minutes of meetings to be taken and distributed to the Executive Board members in a timely and efficient manner. The

Secretary shall be responsible for keeping a list of current Executive Board members and their attendance at monthly meetings, and assist the Chairperson as necessary.

Section 6. The Treasurer shall maintain an accurate account of all revenues and expenditures of the Association and serve on the Budget Committee. The Treasurer will prepare monthly reports of revenues and expenditures and present these reports at monthly meetings.

Section 7. The officers shall be nominated and elected as indicated in Article VII, Section 7 of these Bylaws. The officers shall be elected to serve for one year (see Article IV, Section 8) or until their successors are elected.

Section 8. The term of the office shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office without approval of the Executive Board. Any vacancy shall be filled by election by the Executive Board.

## **Article V. Meetings**

Section 1. Regular meetings of the Association with the Glenbrook North Principal or representative shall be held on the first Wednesday of the month from September to June unless otherwise ordered by the Association's Chairperson through notification to the Executive Board. All meetings of the Association are open to the public.

Section 2. The regular meeting on the first Wednesday in June shall be known as the annual meeting and shall include the election of officers.

Section 3. Special meetings may be called by the Chairperson through written notification to the Executive Board. Special meetings may also be called by any member of the Executive Board through written notification to the Executive Board. The notification shall include the purpose of the meeting.

Section 4. In the case of an emergency, the officers shall have the power to act for the Executive Board.

Section 5. Thirteen members of the Executive Board shall constitute a quorum. Following discussion by anyone in attendance at a meeting, a simple majority of the present Executive Board shall be necessary to approve a motion.

## **Article VI. The Executive Board**

Section 1. All Executive Board members must be members of the Association.

Section 2. The geographic representation and the at-large representatives shall constitute the Executive Board of the Association. There shall be twenty-five members of the Executive Board, ideally composed of four representatives from each middle school district and nine at-large representatives. If sixteen geographic representatives are not forthcoming, the at-large representation may be increased. Officers shall be either geographic or at-large representatives. Representative is defined as an individual or couple. A couple as a representative shall have one vote.

Section 3. Vacancies on the Executive Board shall be filled with Association members who indicate their willingness to serve. Names of Association members interested in serving shall be drawn in a lotter in the event there are more volunteers than spaces available.

Section 4. The Executive Board shall have general supervision of the Association and communicate the Association's activities to the membership through appropriate channels as necessary.

Section 5. The Executive Board shall approve the Association's budget at the October regular meeting.

Section 6. The Principal of Glenbrook North High School, or representative, shall be an advisor to the Executive Board.

Section 7. The Executive Board shall consider the removal of any officer not performing duties as outlined in the Bylaws. An affirmative vote of two-thirds (2/3) of the Executive Board members present and voting shall be necessary for removal of an officer, seven (7) days' prior notice having been given to all Executive Board members.

## Article VII. Committees and Representatives

Committees or Representatives necessary to carry out the work of the Association shall be appointed by the Chairperson. The committees or representatives may include, but are not limited to, the following. Other committees may be established as deemed necessary by the Association.

- Section 1. Budget Committee: Prepares the annual budget for approval by the Executive Committee at the October meeting. The prepared budget shall be presented to the Executive Board at the September meeting for approval at the October meeting. The committee is comprised of the Chairperson, Treasurer, and others as needed.
- Section 2. Bylaws Committee: A Bylaws Committee will be established as needed by the Chairperson. The committee's responsibility will to review the Bylaws and make recommendations for changes as deemed necessary to the Executive Board. The Bylaws may be amended as described in Article IX, Section 1, below.
- Section 3. Communications Committee: The chairperson of the committee shall be the Second Vice-Chairperson of the Association. This committee is responsible for communicating the activities / programs of the Parents' Association to the parents of GBN students. Updating the Association's web page is part of the responsibility of this committee.
- Section 4. Distinguished Teacher Award Committee: A \$1,000 award is given each year to the faculty member nominated by the students and selected by this committee. The chair of this committee works with the designated Associate Principal to coordinate the process of requesting nominations from the students prior to spring break. The committee chair or a Parents' Association representative attends the Awards Assembly in May to present the award.
- Section 5. Financial Review Committee: A Financial Review Committee will be established to review the Association's financials each June. The committee's report must be completed and presented to the Executive Board at the first meeting of the next school year.
- Section 6. Grad Night Representative: This representative attends the Grad Night Steering Committee meetings held throughout the school year and reports back to the

Association an overview of the activities and plans. This position is particularly interesting to parents of seniors who may want to volunteer to help with the Grad Night activities. Membership on the Grad Night Steering Committee is helpful.

Section 7. Nominating Committee:

- A. A Nominating Committee shall be established by the Chairperson each year no later than the regular February meeting of the Executive Board. Any member of the Executive Board may volunteer to serve on the Nominating Committee. The Committee shall consist of at least three members.
- B. The Nominating Committee shall solicit nominations from the members of the Executive Board and for the Executive Board positions under Article IV and prepare a recommended slate for presentation no later than the regular April meeting of the Executive Board.
- C. The Nominating Committee shall present a slate of candidates at the regular April meeting of the Executive Board. The Committee will verify that the candidates have affirmed willingness to serve. At the April meeting, nominations from the floor shall also be accepted.
- D. The Nominating Committee shall include the final slate with the minutes of the April meeting that are sent to all members of the Executive Board.
- E. Voting for the Executive Board officers shall take place at the last regular meeting of the school year.

Section 8: School Board Representative: This representative follows the activities of the District 225 School Board on a regular basis to obtain a parent's perspective on the decisions of the School Board. This position can be divided and handled by more than one Executive Board member. The representative to the School Board reports at each of the Association's meetings.

Section 9: E. J. Duffy Spartan Spirit Award Committee: A \$1,000 award is given each year to a GBN senior. The philosophy of this award is to commend a student who is considered an "unsung hero" of the senior class. The committee chair works with the designated Associate Principal who coordinates the process of obtaining

nominations from the faculty and staff. Parents of seniors are not eligible to participate on this committee. The committee chair or a Parents' Association representative attends the Awards Assembly in May to present the award. On rare occasions, awards may be given to two students on the committee's recommendation.

Section 10: Staff Appreciation Committee: The Staff Appreciation Committee plans various ways throughout the year to show the Association's support to the GBN staff. In the past, this has included providing food items for the staff on certain occasions. This committee selects the gifts for retiring staff members and staff members nominated for the Distinguished Teacher Award. Other ways to show appreciation to the GBN staff should be presented to the Executive Board for discussion.

Section 11: GBN Standing Committees: The GBN standing committees are made up of GBN staff members and meet on a regular basis after school, usually monthly. These committees vary from year to year depending on the work to be done within the school. There shall be one or two representatives from the Association on each GBN standing committee. Representatives from the GBN Parents' Association attend the meetings to obtain a parent's perspective on the issues and concerns discussed at the meeting and to contribute to the discussions of the committee. The representatives report at the Association meetings. Representation on these standing committees may be divided and handled by more than one Executive Board member.

## **Article VII Fiscal Year**

The fiscal year of this Association shall begin on July 1<sup>st</sup> and end twelve (12) months later on the following June 30<sup>th</sup>.

## **Article IX: Administration**

### **Section 1. Amendment of Bylaws**

These Bylaws may be amended at any meeting of the Association by a two-thirds vote, provided that notification of the intent to vote on the amendment and the text of the amendment has been provided to the Executive Board at least three days prior to the meeting.

Section 2. **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.