

Bylaws

Elm School Parent-Teacher Organization

Burr Ridge, Illinois

Article I. Name And Purpose

Section 1.01 Name.

The name of this entity is the Elm School Parent Teacher Organization ("PTO") of Burr Ridge, Illinois. This PTO is incorporated under the laws of the State of Illinois and has a fiscal year ending June 30th.

Section 1.02 Purpose.

The PTO is organized exclusively for charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. More specifically, the purpose of the PTO is to find appropriate ways for parents and teachers to work together to enhance the education and welfare of Elm School students.

Section 1.03 Mission statement.

The mission of the PTO is to:

- a. Enhance and support the school curriculum;
- b. Build a stronger school community; and
- c. Help children identify their own interests and strengths.

All PTO fundraising, committee, and community service efforts should deliver against the PTO Mission.

Article II. Basic Policies

Section 2.01 Basic policies.

The basic policies of the PTO shall be noncommercial, nonsectarian, nonpartisan, and nondiscriminatory. Further:

- a. The name of the PTO, and/or the name(s) of any members of the PTO in their official capacities, shall not be used in conjunction with any commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the PTO.
- b. The PTO shall not directly or indirectly endorse any candidate for political purpose.
- c. The PTO shall not give its support to any other organization that is religious-based, partisan, and/or discriminatory in nature.

Section 2.02 Child welfare.

The PTO shall cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the organization, financially or otherwise.

Section 2.03 Improvement of education.

The PTO shall collaborate with the school to support the improvement of education, but shall not interfere with its administration or policies.

Article III. Membership and Dues

Section 3.01 Members.

Any Elm School parent, guardian, or faculty member may become a member of the PTO subject to compliance with the provisions of the Bylaws. The PTO shall conduct an annual membership drive, but persons may be admitted to membership at any other time.

Section 3.02 Dues.

Each member of the PTO shall pay annual dues as determined by the Executive Committee of the PTO. The Executive Committee shall have sole discretion as to the requirement that teachers pay annual dues.

Article IV. Governance.

Section 4.01 PTO Board.

The PTO shall be governed by the PTO Board, which shall consist of the Executive Committee, the faculty representative, and the chairperson of all standing and ad hoc committees.

Section 4.02 Duties of the PTO Board.

The PTO Board shall:

- a. Transact the business of the organization
- b. Approve plans of work of the standing committees
- c. Present reports and recommendations to the regular meetings of the PTO
- d. Determine expenditures outside the limits of the budget and recommend for approval any non-budgeted expenditures

Section 4.03 Budgeting.

- a. The Executive Committee will form a Budgeting Committee in April. Any interested PTO member may attend the Budgeting Committee meetings. This committee will be charged with making a recommendation for the operating budget for the following school year and making recommendations for any one-time school gifts. The Budget Committee will seek input from appropriate PTO Board members, Principal, and faculty representative. The Budget Committee will make their recommendations to the PTO Board at the first meeting in May. These recommendations must be posted for at least 20 days, and the budget is to be voted upon and approved at the final PTO meeting of the year. A budget must be in place for the following school year by the end of the last PTO meeting.
- b. All planned expenses for the PTO must be included in the budget, including expenses associated with fundraising activities, including self-funding activities.
- c. Changes to the budget can be made with a majority vote at a regular PTO meeting.

Section 4.04 Documentation requirements.

Each elected officer and chairperson of a standing committee shall maintain records describing the activities of the committee. These records shall be given to the succeeding chairperson and officer at the termination of the school year.

Section 4.05 Absence.

Every Executive Committee shall require a member of the committee to attend Board meetings. Any Executive Committee member not having an approved absence for three consecutive meetings can be asked by the Executive Committee to forfeit their place on the Board.

Article V. Executive Committee.

Section 5.01 Executive Committee.

- a. The Executive Committee shall consist of all elected officers and the Principal of the school. The officers shall consist of the following: President; Vice-President: Ways and Means; Vice-President: Programs/SELAS; Vice-President: Room Parents/Volunteers; Vice-President: Technology; Secretary; and Treasurer. Each office may be held by one, two, or three people.
- b. A member of the Executive Committee shall not be eligible to serve more than two consecutive terms in the same office unless extended by a majority approval of the Executive Committee.
- c. One or more officers shall also be designated President-Elect for the following year.
- d. The Executive Committee shall meet as soon as possible after the officers have been duly elected to:
 - (i) Review standing and ad hoc committees and select chairs of those committees that have not been previously identified by the nominating committee.
 - (ii) Formulate tentative plans for their terms of office.
 - (iii) Review, draft, and distribute job descriptions for officers and committees.

Section 5.02 Officer positions.

- a. President: the President(s) shall preside over all meetings of the PTO and the Executive Committee and shall be ex-officio member(s) of all committees except the nominating committee. The President(s) shall appoint special committees; perform other duties as may be assigned by the PTO, the PTO Board, or the Executive Committee; and shall coordinate the work of the officers and committees in order that the purpose of the PTO may be furthered.
- b. Vice Presidents: the Vice Presidents shall act as aides to the Presidents and shall act in their designated order to perform the duties of the President in the absence or inability of the President or President-Elect to serve. The first Vice President shall serve as Ways and Means chairperson, the second Vice President shall serve as Room Parents/Volunteers chairperson, the third Vice President shall serve as Technology chairperson, and the fourth Vice President shall serve as the Programs/SELAS chairperson.
- c. Secretary: the Secretary shall record the minutes of all meetings of the PTO and the PTO Board, conduct correspondence of the organization as directed, and perform other such duties as may be delegated.
- d. Treasurer: the Treasurer shall be responsible for all financial and accounting matters. Specifically, the Treasurer shall perform the following functions:
 - (iv) Receive all money of the organization, keep an accurate record of receipts and expenditures, and pay out PTO fundraising in accordance with the approved budget or as otherwise authorized by the Executive Committee or the PTO Board.

- (v) Present a written financial statement to the secretary and President(s) at every meeting of the PTO and make a full written report at the termination of the school year.
 - (vi) Have the books examined annually by a practicing accountant who is not currently on the Executive Committee and that has been approved by the Executive Committee.
 - (vii) Have all monies deposited in an insured depository. Any time the depository is changed, that change must be approved by the Executive Committee.
 - (viii) Ensure that there are at least three (3) signers (but no more than six signers), on the PTO accounts. (Signers on the PTO accounts must be PTO members, and must not reside in the same household and/or be parents/guardians of the same children.)
 - (ix) Prepare or have prepared annual state and Federal tax filings, charitable exception filings, and other required government reports.
 - (x) Obtain and maintain officer liability insurance and any other insurance deemed necessary by the Executive Committee.
- e. President-Elect: the President-Elect shall participate in any activities which are determined helpful in becoming familiar with the functions and responsibilities of the position of President. The purpose of the President-Elect position is to prepare the individual to perform the duties of President the following school year. In the event that the President is unable to serve, the President-Elect shall perform the duties of the President.

Section 5.03 Executive action.

The Executive Committee may transact business of the organization in an emergency; however, no action shall be in conflict with had taken by the voting body or the organization and/or the PTO Board.

Section 5.04 Election process.

- a. A Nominating Committee consisting of at least five PTO members shall be appointed by the Executive Committee by January 31st of each year. This committee shall consist of the Principal and at least three PTO members who are not currently officers.
- b. The Nominating Committee shall select the nominees for each of the Executive Committee positions and report the names of these candidates to the PTO Board one month prior to the scheduled election. The nominating committee shall publish notice to the general PTO that any member of the PTO may submit an individual name from nomination to the PTO Executive Board. The faculty representative shall be selected by the faculty of Elm School.
- c. Consent of each candidate must be obtained before his or her name is placed in nomination. No one is eligible for election to the PTO Board who has not been a member of the PTO for at least 30 days.
- d. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- e. Officers shall be elected annually in the second to last meeting of the school year. Elections shall be by voice except when there are more nominees than positions. In this case, election shall be by ballot.

- f. Officers shall assume their positions at the end of the last PTO meeting of the year and shall perform their duties as outlined in the job descriptions distributed by the Executive Committee.

Section 5.05 Appointment process for committee chairpersons.

The Nominating Committee will identify and appoint committee chairpersons for the upcoming year by the April meeting. These positions do not require a vote by the PTO members as they are appointed positions.

Section 5.06 Vacancies.

Vacancies occurring on the Executive Committee shall be filled for the unexpired term. The President shall propose and nominate individuals to fill any such vacancy. The President shall do so subject to the provisions of section 5.4(c). There shall be no 30 day posting requirement. The nomination shall be approved by a vote of the majority of the PTO members present at the next PTO meeting held.

Article VI. Committees

The Executive Committee shall create such standing and ad hoc committees as it may deem necessary to further the purpose and carry on the work of the PTO. The chairperson of each committee shall present a plan of work to the Executive Committee for approval.

Article VII. Meetings and voting procedures of the PTO Board

Section 7.01 Meetings.

Regular meetings and special meetings shall be held at a time fixed by the Executive Committee and as announced in advance to PTO members. Any member of the PTO may attend PTO Board meetings.

Section 7.02 Quorum.

Ten (10) PTO members shall constitute a quorum for the transaction of the business of this organization. Each PTO member attending the meeting is entitled to one vote.

Section 7.03 Special requests.

When 10% of the general membership makes a written request to the Executive Committee regarding an issue, it shall be brought to the general membership for a vote of no later than 60 days of receipt.

Section 7.04 New business.

Any PTO member attending a meeting may introduce new business at the appropriate time during the meeting.

Section 7.05 Parliamentary authority.

Robert's Rules of Order Revised shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article VIII. Dissolution

Section 8.01 Notice.

The PTO may dissolve if a 30 day written notice of this action is given by the Executive Committee to all PTO members for discussion at the next regular business meeting. Final action shall be taken by the PTO Board at its following a regular business meeting and such action shall require the affirmative vote of two-thirds of the PTO members present and voting.

Section 8.02 Procedure.

Upon the dissolution of the PTO, the numbers and officers shall, after paying or making provisions for the payment of all the liabilities of the PTO, dispose of all the assets of the PTO exclusively for the purposes of the PTO in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the members and Officers shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the association is then located exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article IX. Amendments

The Bylaws will be reviewed every three years by a committee appointed by the Executive Committee. These Bylaws may be amended or restated in their entirety at any regular meeting of the organization by two-thirds vote of the members present and voting, provided the notice of the proposed amendment shall be available thirty (30) days prior to the meeting.

Adopted (Date) 4-28-2014

Tim Dwyer
Elm PTO President

Elm PTO Co-President (if applicable)

Diane A Ray
Elm PTO Secretary

Shen Parker
Elm PTO Co-Secretary (if applicable)