

PTO Bylaws

Article I: Name

The name of this organization is the Delores Moyer Elementary Parent Teacher Organization, O'Fallon, IL. In these bylaws it is called "the organization" or "PTO." Delores Moyer Elementary is "the school."

Article II: Articles of the Organization

The organization, originally created on May 19, 2003, exists as an unincorporated association of its members. Its "articles of organization" comprise these bylaws as from time to time may be amended.

Article III: Purpose

The purpose of this organization is to foster good relations between teachers, parents and the community; promote the students, Moyer Elementary and all District 90 schools; and to operate as a non-profit fundraising organization for the benefit of the school and its students.

Article IV: Goals

Section 1: To facilitate a mutually beneficial relationship between the home and the school that will enable parents and teachers to jointly participate in the education and development of Moyer students.

Section 2: To develop and maintain relationships between the school and the community to secure the highest advantage in educational and extra-curricular experience for Moyer students.

Section 3: To promote an educationally based calendar of events developed to encourage participation and attendance by parents, teachers and the community. PTO-sponsored events are developed through conferences, and committees are governed and qualified by the basic policies set forth in Article V.

Section 4. This organization is organized for charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue code of 1986 (or corresponding provisions of any future U.S. Internal Revenue law).

Article V: Basic Policies

The following are the basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any promotion of the objects of the organization.
- c. The organization shall not directly or indirectly participate in or intervene (in any way, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall cooperate with the schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- e. The organization may cooperate with other organizations and agencies concerned with child welfare, but make no commitments that bind the organization.
- f. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501©(3) of the internal revenue code of 1954 as from time to time amended.

Article VI: Membership and Dues

Section 1: Membership shall be open to any parent or guardian of a Moyer student, or any teacher or staff member of the school. Any such individual, who subscribes to the goals and basic policies of this organization, is subject to compliance with the provisions of these bylaws. Membership in this organization shall be available without regard to race, creed, color, national origin or sex.

Section 2. Membership will be on an individual basis; each individual adult member shall pay annual dues in the amount determined by the membership.

Section 3. The organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 4. Members who have met the above-outlined criteria will be called "eligible Members". All eligible members may vote on routine PTO business. Only those members who have joined their PTO and attended at least one meeting of that PTO (prior to the meeting at which elections are held), or active participants deemed by the board will be eligible to vote for Executive Board Officers; these criteria apply also to those casting absentee ballots. The Executive Board Officers will determine voting eligibility for Board elections based on attendance records. Exceptions for military personnel deployed for six or more consecutive months during the school year may be considered by the Board.

Section 5. Only members with voting rights shall be eligible to participate in PTO business meetings, or to serve in any elective or appointive positions.

Section 6: The Executive Board may offer honorary memberships. Honorary members will not have voting rights.

Article VII: Officers and Their Elections

Section 1: The officers of this organization shall be a President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The officers shall be elected annually in the spring by ballot and for the term of one year and shall serve until their successors are elected and qualified. No officer shall be eligible to serve in the same office for more than two consecutive years, unless there are no other nominees for the office.

Section 2: Nominations for officers, with the exception of Second Vice President, shall be made by the Executive Board and presented to the membership at the PTO meeting a month prior to scheduled elections. The acting principal at Delores Moye Elementary School will be responsible for nominations of the Second Vice President. At that time, additional nominations may be accepted from eligible voting members. Self-nominations are permitted. The Executive Board will ensure nominees are eligible for the office for which they have been nominated, at which point their names will be placed on the ballot. The Executive Board shall ensure there is at least one candidate for each office that is to be filled. The President shall announce the names of the nominees. Consent to serve in the case of election must have been obtained before a name is placed in nomination.

Section 3: Majority vote by eligible members shall elect.

Section 4: Terms of office: The elected officers will assume their duties effective July 1. The current and newly elected officers shall work together following the election to provide an effective transfer from one officer to the next.

Section 5: Absentee-voting opportunities shall be made available for those eligible members unable to attend the meeting at which annual elections are held. No more than one absentee ballot shall be provided per eligible member. Absentee ballots will be available beginning two (2) weeks prior to the day of the election, and must be returned prior to the start of the meeting when elections are held.

Section 6. Any member, officer, representative or chairperson may resign by filing a written resignation with the PTO's Secretary, which will be presented immediately at the first meeting after its receipt, but such resignation does not relieve the member so

resigning of the obligation to pay any dues or other charges previously accrued and unpaid prior to the receipt of such resignation.

Section 7: A vacancy occurring on the Executive Board shall be filled by a special election held during a regularly scheduled business meeting. Election procedures shall be identical to that outlined in Article VI, section 2, with the exception that the election shall occur at the same meeting the nominations are presented. (Nominations will be conducted by the Executive board and presented to the membership. At that time, additional nominations may be accepted from eligible voting members. Self- nominations are permitted. The Executive Board will ensure nominees are eligible for the office for which they have been nominated, at which point their names will be placed on the ballot. The President shall announce the names of the nominees. Consent to serve in case of election must have been obtained before a name is placed in nomination.) If the Presidency is vacated, the First Vice President shall succeed.

Section 8. An elected officer, appointed chairperson, or representative may be removed by a majority vote of a the affected school's PTO Executive Board whenever said individual has failed to perform their duties or has repeatedly violated these bylaws.

Section 9: No person may hold an office on the Executive Board of the organization at the same time that they are serving as a school board member of District 90.

Article VIII: Duties of Officers

Section 1: A detailed written description of the duties and responsibilities for each Board position (Officers and Committee Chairs) shall be developed and maintained by the Executive Board, amended as needed from time to time by the majority vote of the Board. These descriptions shall be identified as appendix A to this Bylaws document.

Section 2: The President shall preside at all meetings of the organization and the Executive Board, and shall be an ex-officio member of all committees; shall ensure a budget is in place for the new fiscal year; shall appoint special committees; and shall perform all other duties usually pertaining to the office.

Section 3: The Vice President shall act to aid and perform presidential duties in the absence of the President, and shall be the committee chairperson for the school's PTO meetings.

Section 4: The Second Vice President shall be a teacher who is a faculty member at Delores Moye Elementary School. He or she shall be prepared to represent the interests of the school's teachers and report back to them. This position will be nominated by the acting principal at Delores Moye Elementary School and voted upon during annual officer election.

Section 5: The Recording Secretary shall keep an accurate record of all meetings of the organization and shall perform other duties as delegated.

Section 6: The Corresponding Secretary shall be responsible for correspondence as needed for their organization as directed by the Executive Board and shall perform other duties as delegated by the Executive Board.

Section 7: The Treasurer shall help and prepare and uphold this organization's fiscal budget created by the Executive Board, oversee revenue collection and maintain books of account for all money received by the organization, keep an accurate record of receipts and expenditures, and pay out funds only as authorized by the organization and the Executive Board. The Treasurer shall present a written financial statement as requested by the Executive Board and make a full report at the end of the year. The Treasurer shall also prepare and file, or arrange for professional filing services, by the required deadline, the annual tax report for the PTO.

Article IX: Executive Board

Section 1: The Executive Board shall consist of the officers of the organization. The school principal shall be an advisor to the board, but shall not be elected to any of the Executive Board officer positions. Committee chairs may attend Executive Board meetings but shall not vote on Executive Board decisions.

Section 2: The Board's duties shall be to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization; to create committees; to approve the plans of work of the committees; to present a report at the regular meetings of the organization; to appoint an independent person/ committee to verify and reconcile cash balances at the close of the fiscal year, to assist the President in preparing a budget and to submit to the organization for approval a budget for the fiscal year; and to approve expenditures within the limits of the budget. Regular meetings of this board shall be held as needed throughout the year with a quorum being present. Special meetings of the Executive Board may be called by the President or a majority of the Board. The Executive Board shall present a report at the organization meetings for information and for any necessary action. No Executive Board action shall be in conflict with that taken by the voting body of this organization.

Section 3: Four (4) Executive Board members shall constitute a quorum.

Section 4: The Executive Board may authorize non-budgeted disbursements, when necessary, not to exceed \$250 per disbursement or a total of \$500 between regularly scheduled, monthly PTO meetings. In emergency situations where funds exceeding those amounts are required between monthly PTO meetings, the Executive Board may authorize disbursements with the majority approval of twenty (20) voting members. Those members may be contacted in person, via telephone or via e-mail; their votes must be recorded and the list of recorded votes must be made available at the next monthly PTO meeting. All non-budgeted disbursements must be reported back to the membership at the next monthly PTO meeting.

Article X. Meetings

Section 1: Meetings will be held as appropriate during the school year. Dates and times shall be announced by the Executive Board. Officers will be announced at the last meeting of the school year.

Section 2: The privileges of making motions, debating and voting shall be limited to members of the organization. The privileges of running for and voting in elections for elected officers shall be limited to eligible members who have attended at least one meeting during the school year prior to the meeting at which elections are held.

Section 3: Prior to conducting any vote at PTO meetings, a quorum is to be established. A quorum shall consist of ten (10) voting members either present or evidence of active correspondence from the PTO membership.

Article XI. Committees

Section 1: The standing committees shall be appointed by the Executive Board as the need arises.

Section 2: The chairpersons of these committees shall be appointed by the officers and shall be announced by the President. Consent to serve as a committee chairperson must be obtained prior to appointment.

Section 3: Chairpersons of all committees shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board. All committee chairpersons are responsible for establishing and/or maintaining continuity folders for their committees. These folders shall include any necessary instruction, descriptions of activities, contact information, supply resources, expenses, and any other

information required to successfully chair the committee. These folders shall be maintained by committee chairpersons during their tenure, then passed to their replacements when new chairpersons are selected. If no new chair has been identified for a position, the Board will retain the folder until a committee chair is named.

Article XII: Dissolution

Section 1: The organization may dissolve and terminate its organization in the following manner: The Executive Board shall adopt a resolution recommending that this organization be dissolved and directing that the question of such dissolution be submitted at an open membership meeting of members having voting rights. Vote on the question shall be at an open membership meeting held no sooner than 10 days and no later than 60 days later.

Section 2: Approval of dissolution of this organization shall require the affirmative vote of at least two-thirds of the eligible members present, a quorum being present.

Section 3: Upon dissolution of the organization, the organization shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational 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 subsequent United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIII: Collected Funds

Two (2) non-related members, with at least one (1) member being from the Board, shall count all funds received by the organization when such funds exceed \$250 at one time. All funds shall be deposited with the Treasurer within 48 hours of collection. The treasurer will then verify the count and shall deposit all funds received within two (2) business days.

Article XIV: Disbursement of Funds

Section 1: Items or expenditures costing more than \$1,000 require two (2) options. Those options should be presented to the general membership, which will select one option and vote to approve it. Items or expenditures costing less than \$1,000 do not require multiple options.

Section 2: Once approved, a budgeted item needs no further action for funds to be spent. Funds will be paid out only as authorized after submission of appropriate receipts or invoices. The PTO may, at its discretion, approve or alter the budget or add new items as may be necessary throughout the school year.

Section 3: If an approved item can be purchased for less than the amount approved, the savings will remain in the PTO account and spent later at the discretion of the membership.

Article XV: Organization Properties

The President or First Vice President shall be empowered to lend property of this organization, such as tables, chairs, etc., to any member or organization. If damaged or not returned, the article shall be replaced at equal value by the borrower.

Article XVI: The Fiscal Year

The fiscal year of the organization shall begin on July 1 and end on the following June 30.

Article XVII: Funds for the New Fiscal Year

The Executive Board shall carry over funds to the new fiscal year of not less than \$1,000, but not greater than \$3,000 unless allocated toward a future expenditure.

Article XVIII: Parliamentary Authority

The principles contained in Robert's Rules of Order Newly Revised shall guide this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XIX: Amendments

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the eligible members present and voting, provided that the notice of the

proposed amendment shall have been given at the previous meeting or by written notification at least 10 days prior to a regular meeting date.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of the bylaws shall be the same as in the case of an amendment.

Adopted by the Executive Board (date) _____
PTO President _____
PTO First Vice President _____
PTO Second Vice President _____
PTO Treasurer _____
PTO Recording Secretary _____
PTO Corresponding Secretary _____

