

## **Bylaws of the Parent-Teacher-Student Organization**

### **ARTICLE I – NAME and LOCATION**

The name of the organization shall be the West Aurora High School PTSO, defined as the Parent-Teacher-Student Organization (WAHS PTSO). The WAHS PTSO is located in the city of Aurora, Kane County, in the state of Illinois. The registered address shall be 1201 West New York Street, Aurora, IL, 60506.

### **ARTICLE II – ARTICLES OF ORGANIZATION**

The WAHS PTSO shall be a voluntary association of members, as hereinafter provided, and shall be governed by these bylaws and the PTSO's articles of incorporation (#66657663) filed with the office of the Illinois Secretary of State.

### **ARTICLE III – PURPOSE**

The WAHS PTSO is organized to support, promote, provide for and enhance the education of students at West Aurora High School by fostering relationships between the school parents, teachers, students and community.

### **ARTICLE IV – BASIC POLICIES**

The following are basic policies of the WAHS PTSO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not be used in connection with any commercial concern or with any partisan or political interest.
- c. The organization and/or its members may seek to participate in the decision-making process regarding school policy. The organization recognizes that the Board of Education has the legal responsibility to make decisions regarding school policy.
- d. The organization shall adhere to all West Aurora School District 129 Board of Education policies and administrative procedures. *[Section 8 - Community Relations, 8.90 Parent Organizations and Booster Clubs]*
- e. The organization recognizes that the West Aurora School District 129 is not responsible for the organization's business or the conduct of its members.
- f. No part of the earnings of the organization shall benefit its members; all members are volunteers. The organization shall be authorized to pay reasonable compensation for services rendered.
- g. A dissolution of the organization may occur after a proposal petition is signed by at least ten (10) members of the PTSO and has been submitted to the PTSO Board. Written notice of a special meeting must be given (refer to ARTICLE X, Section 3). Approval of dissolution of the PTSO shall require the affirmative vote of at least two-thirds of the members present at the meeting.

Upon the dissolution of the PTSO, after paying all debts and obligations, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. All remaining funds will be disbursed to an organization of similar purpose or to the West Aurora High School Principal to be disbursed as he/she sees fit.

## **ARTICLE V – MEMBERSHIP**

- Section 1: Membership in the WAHS PTSO shall be made available to all administrators, teachers, staff, parents/guardians (or persons standing in that relationship), community members, and students at West Aurora High School without regard to race, color, creed, or national origin.
- Section 2: The WAHS PTSO shall conduct enrollment of members throughout the school year. Persons who join during the school year shall pay dues for that school year.
- Section 3: Only WAHS PTSO members may participate in the business of the PTSO, be eligible for election as an officer or hold an appointed position.
- Section 4: The amount of the WAHS PTSO membership dues for the following school year shall be determined annually by the members of the PTSO Board on or before the last meeting of the current school year.

## **ARTICLE VI – OFFICERS AND ELECTIONS**

- Section 1: The officers of this organization shall be a president (or co-presidents), vice president, a secretary, and a treasurer. The officers shall be nominated at a PTSO Board meeting in the spring. Election of officers shall take place at the second to last meeting of the current school year. Installation of new officers shall take place at the last meeting of the current school year.
- Section 2: Terms of officers shall be for one year. A person shall not be eligible to serve more than two consecutive terms in the same office. A person who has served more than one-half of a term shall be credited with having served that term.
- Section 3: Nominations of officers shall be made by a nominating committee consisting of three (3) members; two (2) from the current PTSO Board and one (1) member-at-large. The nominating committee shall be formed and approved by the PTSO Board at a fall meeting and posted in the next school newsletter or via electronic communication.
- Section 4: Nominations of officers will be posted at least 30 days prior to the election in the school newsletter or via electronic communication.
- Section 5: Officers shall be elected by a simple majority vote of the members present during the second to last meeting of the school year. An opportunity shall be given for nominations from the floor. If there is only one candidate for any office, upon adoption of a motion from the floor, the election may be by voice. Contested elections will be held by written ballot.
- Section 6: A vacancy of an officer position shall be filled for the unexpired term by a person(s) elected by the remaining members of the PTSO Board. If the vacancy is the office of the president, the vice president shall fill the unexpired term; except that if there are co-presidents, the remaining co-president shall serve as sole president for the unexpired term.

## **ARTICLE VII – DUTIES OF OFFICERS**

- Section 1: The president (or co-presidents) shall
- a. preside at all meetings of the WAHS PTSO;
  - b. act as ex-officio member of all committees, except the nominating committee;
  - c. appoint PTSO Board positions;

- d. meet regularly with school principal to discuss school-wide issues and concerns;
- e. ensure that the WAHS PTSO fulfills its' duties in a timely manner.

- Section 2: The vice president shall
- a. assist the president (or co-presidents);
  - b. perform the duties of the president in the absence or inability of that officer to serve;
  - c. serve as chairman of the Scholarship Nomination committee;
  - d. perform other duties as needed.

- Section 3: The secretary shall
- a. record minutes of all meetings;
  - b. provide notification of meetings;
  - c. conduct necessary correspondence;
  - d. have a current member list and a current copy of these bylaws;

- Section 4: The treasurer shall
- a. keep the accounting of the WAHS PTSO;
  - b. receive all monies of this organization and keep an accurate record of receipts and expenditures;
  - c. place all monies in a depository approved by the Executive Board;
  - d. present a written financial statement at every meeting of the organization and at other times as requested by the Executive Board;
  - e. participate in all budgeting activities;
  - f. provide the checkbook, bank statements, canceled and voided checks, deposit slips, receipt books, vouchers and invoices for disbursements to the audit committee;
  - g. complete and file appropriate forms as may be required by the Internal Revenue Service regulations no later than the date established by regulations
  - h. maintain records.

## **ARTICLE VIII – EXECUTIVE BOARD**

- Section 1: This organization shall establish an Executive Board.
- Section 2: The Executive Board shall consist of the officers of this organization. The principal of the school or his/her representative(s) shall be an ex officio member.
- Section 3: The Executive Board duties shall include, but are not limited to:
- a. transact necessary business in the intervals between regular meetings of the PTSO; however, no action may be in conflict with that taken by the voting body of this organization;
  - b. present reports and recommendations to the regular meeting of the organization;
  - c. report PTSO Board activities to the general membership;
  - d. prepare and submit for adoption a budget for the year to the organization;
  - e. propose budget and annual calendar to PTSO Board at the first PTSO Board meeting of the school year.

## **ARTICLE IX – PTSO BOARD**

- Section 1: This organization shall establish a Board of PTSO members.
- Section 2: The Board shall include the officers of this organization, the committee

chairpersons, a teacher representative, and a student representative. The principal of the school or his/her representative(s) shall be an ex officio member.

Section 3: Each Board member shall present a report at meetings.

#### **ARTICLE X – MEETINGS**

- Section 1: At the beginning of the school year, the WAHS PTSO shall schedule regular meeting dates. The organization shall hold at least six (6) Board meetings during the school year.
- Section 2: WAHS PTSO meetings shall be open to everyone. Only PTSO members may present business at hand and/or have voting privileges.
- Section 3: A majority of the Executive Board shall be present to conduct a meeting.
- Section 4: Special meetings may be called by two (2) PTSO Board members. Under certain circumstances, special meetings may be conducted via electronic communication. A minimum of three (3) days' notice will be required for all special meetings.
- Section 5: A quorum for the transaction of business in any meeting shall consist of at least three members of the Executive Board and a majority of Board members present, and, except as otherwise provided herein, a two-thirds majority of the quorum shall be needed to approve a measure.

#### **ARTICLE XI – FINANCIAL RESPONSIBILITIES**

- Section 1: This WAHS PTSO fiscal year shall coincide with that of West Aurora School District 129.
- Section 2: All funds donated, raised, or acquired by the WAHS PTSO are to be used exclusively to support and enhance the purpose of this organization.
- Section 3: An annual audit will be performed by the end of the fiscal year.
- Section 4: Two signatures shall be required on all checks written by the WAHS PTSO.
- Section 5: Two people shall count all the monies received or expended by the WAHS PTSO and provide the treasurer with a signed proceeds receipt.
- Section 6: Sales slips, receipts, or invoices shall be provided for every expenditure made by the WAHS PTSO.
- Section 7: The WAHS PTSO monies will exist separately from the school's monies. PTSO activities will not be processed through the West Aurora High School student activity fund nor any other district student activity fund.
- Section 8: Upon dissolution of the organization, after paying or adequately providing for debts and obligations of the organization, the remaining assets shall be distributed to West Aurora High School.
- Section 9: The policies in this section have been established to maintain a tax-exempt status as defined in section 501(c)(3) of the Internal Revenue Code of the corresponding section of any future tax code.

The WAHS PTSO shall be organized exclusively for charitable and educational purposes, including for such purposes as the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

No part of the net earnings of the PTSO shall be used to the benefit of, or be distributable to, its members, trustees, officers, or other private person, except that the PTSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II hereof.

No substantial part of the activities of the PTSO shall include carrying on of propaganda, or otherwise attempting to influence legislation. The PTSO shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

## **ARTICLE XII – AMENDMENTS**

- Section 1: These bylaws may be amended at any meeting of the PTSO by a two-thirds vote of the members' present.
- Section 2: Public notification of the proposed bylaw amendment and the planned date of the vote shall be made at least 30 days prior to the vote through the PTSO and school's normal communication procedures, including but not limited to electronic communication.
- Section 3: Any proposed amendment shall be given to each Board member at least seven (7) days prior to the meeting at which a vote is taken.
- Section 4: A committee may be appointed to submit a revised set of the bylaws for consideration. The adoption of a revised set of bylaws shall be the same as in the case of an amendment. These bylaws shall be reviewed annually.

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