

BYLAWS *of the* WINNEBAGO PTO

ARTICLE I: Name

The name of this organization shall be the **Winnebago Parent Teacher Organization (PTO)** of Winnebago, Illinois. It is a local PTO, organized under the authority of the parents and teachers of the students of Winnebago CUSD #323.

ARTICLE II: Purpose

The purpose of the organization shall be to aid the students of Winnebago schools by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, and parents.

ARTICLE III: Policies

The programs of the PTO shall be educational and of service to the children, school, and community.

The PTO shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the PTO, or its officers in their official capacities, shall not be used in connection with a commercial concern or any partisan interest other than the regular work of the PTO.

ARTICLE IV: Membership

All parents and legal guardians of children attending the Winnebago District Schools, Early Childhood through 5th grade, and all staff members of Winnebago Elementary Schools are members of the PTO.

The PTO requires no dues to obtain membership.

Fundraiser participation will be encouraged, but not required by members of the PTO and students.

ARTICLE V: Officers and Elections

1. The officers of the organization shall be President, Vice-President, Teacher Chairperson, Secretary, and Treasurer.
2. Officers for the following year shall be elected at the annual meeting each May. All members of the organization may participate in the election.
3. Nominations of officers shall be made by a nominating committee. Additional nominations may be made from the floor, with the consent of the person being so nominated.
4. A vacancy that occurs in any office shall be filled for the un-expired term by a majority vote of the remaining members of the Executive Board. In the case of the office of the President being vacant, the Vice-President shall serve the unexpired term and a Vice-President chosen.

ARTICLE VI: Duties of the Officers

1. President
 - a. Calls and presides over PTO meetings and functions.
 - b. Organizes and prepares agenda.
 - c. Oversees committee chairs.
 - d. Ensures adherence to the by-laws.
 - e. Appoints committee chairs.
 - f. Coordinate the work of all the officers and committees so that the purpose of the PTO is served.
2. Vice President or Co-Chair
 - a. Stands in for President as needed.
 - b. Sets calendar for following year.
 - c. Distributes, collects, and organizes volunteer sheets for current school year.

It is the discretion of the President and Vice President to decide instead to work together under the title of Co-Chairpersons, to work as partners, balancing out duties of both positions. At least one person, between the President and Vice-president, is to serve a two-year term.

3. Teacher Chairperson
 - a. Serves a minimum one-year term.
 - b. Promotes open communication between parents and staff.
 - c. Assists in recruiting staff volunteers for PTO functions.
4. Secretary
 - a. Serves a minimum two-year term.
 - b. Records minutes of all regular meetings.
 - c. Informs newspaper of PTO activities.
 - d. Prints and distributes copies of all monthly agendas and minutes to members. Minutes shall be submitted to the President and Vice President within 5 days of the meeting.
 - e. Maintains a notebook of meeting minutes and brings them to the monthly meetings.
5. Treasurer
 - a. Serves a minimum two-year term.
 - b. Keeps accurate financial records of receipts and expenditures.
 - c. Pays out funds in accordance with the approval of the executive board.
 - d. Prints and distributes copies of a statement of account to include income, expenses, and
 - e. balances to members.
 - f. Audits all money transactions.
 - g. Serves on the Wish List Committee.
 - h. Provides financial records to the audit committee.

ARTICLE VII: Executive Board

1. The Executive Board will consist of the elected officers of the PTO and the Principals.
2. Meetings will be held regularly or as deemed necessary by the President or a majority of the Executive Board during the school year. A simple majority of the Executive Board present shall constitute a quorum.
3. The Executive Board will meet before the first fall meeting to formulate tentative plans for their term in office.
4. The duties of the Executive Board will be:
 - a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 - b. To create standing and special committees.
 - c. To approve the plans and work of the committees.
 - d. To prepare and submit a budget for the fiscal year to the organization.
 - e. To approve routine bills within the limits of the budget.
 - f. To make recommendations to the organization.
 - g. To create and follow standing rules and policies
5. The Board may transact business for the organization by telephone, e-mail, or other communication.

ARTICLE VIII: Meetings

1. There shall be four types of meetings:
 - a. PTO Business Meetings – all regular business shall be conducted at these meetings, which are to be scheduled in accordance with the district calendar guidelines. Meetings will be scheduled monthly and may be cancelled or postponed by the Executive Board, notifying members in a timely manner.
 - b. PTO Sponsored Programs – social events for the benefit and enjoyment of the Winnebago PTO, students, and community.
 - c. Annual Meeting – held in May to elect officers, conduct regular business, and present year-end reports.
 - d. Special business meeting – to attend to urgent business that requires action prior to the next scheduled meeting. Meetings must be called by the President, and notice must be given to the members in a timely manner.
2. A simple majority of members in attendance shall constitute a quorum for the transaction of business in any general or special meeting of the PTO.
3. Voting will be by show of hands at the meeting, unless a written ballot is requested by any member, and approved by the Executive Board. A proxy vote (the power, given by one voting member to another, to vote in his/her stead) will be allowed. This proxy must address one specific issue, be in writing, and be signed and dated by the voting member. A voting member may accept only one proxy.
4. "Roberts Rules of Order" shall govern the conduct of all meetings when they are not in conflict with the PTO's bylaws.
5. Meeting agenda and minute format shall be approved by the executive board before the Secretary's term.

ARTICLE IX: Standing Committees

1. Committees shall be comprised of the committee chair and two additional members. The committee chairperson will be appointed by the President at the annual meeting, and the members chosen by the respective committee chairperson.
2. The chair of each committee shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board.
3. Prior to setting dates for PTO sponsored events, Committee chairs shall propose and get approval from the President and Principals.
4. When active, at least one member from each Standing Committee is expected to attend the PTO Board meetings with a report of the committee work.
5. The following committees are required;
 - a. Wish List Committee – The President and Vice President will chair a committee to review the wish list submittal made by the Principals. The committee will determine what funds are available and present purchase recommendations at a regular business meeting. Recommendations will be put up for a vote at this time or tabled until the next business meeting at the President's discretion.
 - b. Audit Committee – A chairperson will be appointed at least 3 weeks before the annual meeting for the purpose of auditing all financial accounts of the PTO. Records should be transferred directly from the Treasurer to the audit committee. The audit should be completed within the last 2 weeks prior of the end of the fiscal year. This will ensure that the incoming Treasurer has the most accurate record keeping when starting a new term on August 1st. The records will be transferred directly back to the Treasurer upon completion. This shall include verifying a sample of at least 5 expenditures for proper documentation and approval.
 - c. Fall Fundraising Committee – A chairperson will be appointed to manage the primary fundraiser for the PTO. The committee will work closely with the executive board to ensure a successful fundraising program. The committee will also be responsible for making program recommendations to the executive board.
 - d. Nominating Committee – The President and Vice President will appoint a committee to select a slate of officers for the next school year. They will present the slate at the annual meeting, and must obtain permission of the nominees before placing their name on the slate.
 - e. Head School Parent Committee – One parent representing each school building will be chosen by the Executive Board to be responsible for individual Room Parents and organize the volunteers for school projects and events that pertain to the entire school (ex: picture day, concerts, etc.). A Head Classroom Parent will be responsible for organizing each of the classroom parties and its volunteers.

ARTICLE X: Special Committees

1. Special committees shall be created by the Executive Board or the President, as may be required to promote the purposes and interests of the PTO.
2. The chair of any Special Committees shall report on the work of the committee at the next meeting and continue as such until the project is complete.
3. Special Committees shall abide by the same rules for the Standing Committees (Article IX).

ARTICLE XI: Finances

1. All funds raised by, in association with, or on behalf of the Winnebago PTO shall be spent to promote its primary purpose. Monetary requests for items directly related to promoting the educational and recreational needs of the students and open communication between schools and families will take the highest priority. Requests for items such as office equipment or cosmetic school improvements will take a lower priority.
2. Budget – The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the members.
3. All monetary requests not in the budget should be submitted to the PTO President one week prior to the next meeting so the requests can be put on the agenda for voting purposes. Monetary requests over \$500 will require a proposal/quote in writing before approval.
4. In the event of an emergency request, the Executive Committee may approve a monetary request not to exceed \$300, in which a quorum is required. Requests over \$300 will require an emergency meeting of the Executive Committee and members, explained in Article VIII, 1,d.
5. No Board or Committee member shall make or receive a profit or payment from any fundraising activity or otherwise, except for reimbursement.

ARTICLE XII: Authority

These PTO by-laws shall govern the organization in all cases. Any issues not covered herein shall be reviewed by a committee.

ARTICLE XIII: Amendment of the by-laws

A special purpose review committee will be formed as a result of a carried motion to do so. Upon recommendation of the review committee, amendments to the by-laws must be presented for discussion at a regular business meeting, and then held over for voting at the following regular business meeting. Two thirds of the votes cast must be affirmative for an amendment to the by-laws to pass.

ARTICLE XIV: Recordkeeping

The following records, at a minimum shall be kept in accordance to the bylaws: agendas, minutes, financial records, and contracts. These documents shall be kept for a period not less than eight years.

ARTICLE XV: Fiscal year

The fiscal year shall run from August 1st through July 31st of each year.

Revised and approved: May 19, 2011 (Effective August 1, 2011)