

BYLAWS
of
Marie Schaefer Elementary School PTO, Inc.

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Marie Schaefer Elementary School PTO, Inc., also known as Marie Schaefer PTO, hereafter referred to simply as the PTO. The PTO is located at 505 South Cherry Street, O’Fallon, Illinois.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Marie Schaefer Elementary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Marie Schaefer Elementary School through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Marie Schaefer Elementary School students, plus all staff at Marie Schaefer Elementary School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

Section 3: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

ARTICLE IV - OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President(s), Secretary(s), and Treasurer. Officer positions can be shared and assigned duties divided. Additional officer positions may be created as deemed necessary by the Executive Board. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. The elected officers will assume their duties effective June 1. The current and newly elected officers shall work together following the election to provide an effective transition from one officer to the next. No person shall serve more than three (3) consecutive terms in the same officer position.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES –

- **Executive Board** – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$200. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. to be divided amongst Executive Board members and/or PTO volunteers.
- **President** – Preside over all meetings of the PTO, prepare each meeting's agenda, be a member, ex officio of all committees, represent the PTO at meetings outside the organization as needed, assist in the total coordination the PTO as a whole, sign checks in the absence of the Treasurer, serve as secondary signature on payments as needed, appoint special committees as needed, and announce PTO meetings to the school population at least one week in advance of meeting dates.
- **Vice President** – Oversee the committee and program system of the PTO, assist the President and chair meetings in the absence of the President.
- **Secretary** – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, hold historical records for the PTO, and attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
- **Treasurer** – Retain custody of all funds of the PTO, uphold the organization's fiscal budget, oversee revenue collection and maintain the books of account for all money received by school's PTO, keep an accurate record of receipts and expenditure, and pay out funds only as authorized by school's PTO, ensuring compliance by obtaining secondary Executive Board member signature on checks exceeding \$100. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies, present

a written financial statement at school's PTO general meeting and make a full report at the end of the year. Gather all documents and present them to the accountant for a timely filing of all federal and state tax returns as well as other financial reports pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.

Section 7: VACANCY – A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the Executive Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of President, the Vice-President shall serve in this position until the next election.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM – Prior to conducting any vote at General PTO meetings, a quorum is to be established. A quorum shall consist of at least five (5) voting members including two (2) Board members. If no quorum is present, it is the responsibility of the Executive Board to request votes from committee or program chairs to make the decision.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING – All funds shall be kept in a checking account held at a local financial institution in the name of Marie Schaefer Elementary School PTO, Inc. requiring two signatures of the Executive Board for check amounts in excess of \$100. Debit card(s) may be issued to Executive Board members and used for authorized amounts up to \$100.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-

based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE – The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: BUDGET – A working budget must be proposed at the first General PTO Meeting of the year. Once approved, a budgeted item needs no further action for funds to be spent. Funds will be paid out only as authorized by the school's PTO after submission of appropriate receipts or invoices. The PTO may, by vote, approve or alter its budget or add new items as may be necessary throughout the school year. Authorization for contracts resides with the Program/Committee Chair, subsequent to budget approval. If an approved item can be purchased for less than the amount approved, the savings will remain the PTO's and may be spent later at the discretion of the membership.

ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VIII – DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Marie Schaefer Elementary School.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on NOV 12, 2015

President Deborah McAuliffe - Deborah McAuliffe

Vice President Robin Gergen - Robin Gergen

Vice President Ally Baldassari - Ally Baldassari

Treasurer Chrissey Oldani - Chrissey Oldani

Secretary LaShanda Myers - LaShanda Myers

Principal Tracy Duggins - Tracy Duggins