

District 90 Parent-Teacher Organization Council
Member PTO Bylaws
Carriel Junior High Parent-Teacher Organization

Article I: Name

The name of this organization is the District 90 Parent-Teacher Organization Presidents' Council, O'Fallon, Illinois. In these bylaws it is called "the organization" or "the Council". Participating members of the Council to which these bylaws apply are the Parent-Teacher Organizations (PTOs) of EA Fulton Junior High School, Estelle Kampmeyer Elementary School, Delores Moye Elementary School, Laverna Evans Elementary School, Marie Schaefer Elementary School, and Amelia Carriel Junior High. As new schools are added in District 90, they can elect to be participants.

Article II: Articles of Organization

The organization exists as an incorporated association of its members. Its "articles of organization" comprise these bylaws as from time to time amended.

Article III: Purpose and Goals

Section 1. Purpose: The purpose of this organization is to foster good relations among the members of this community; promote interest in the students in each participating school, and in the other schools in District 90; and to operate as a non-profit organization for the benefit of each participating schools and its students.

Section 2. The goals of the organization are:

- a. To bring into closer relationship the home and the school, so that parents and teachers may cooperate intelligently in the education and development of the children.
- b. To promote the welfare of the children and youth in the home, school, and community.
- c. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and character education.

Section 3. The goals of this organization are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

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 IV: 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 members 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(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

Article V: Membership and Dues

Section 1. Membership in each participating school's PTO shall be open to any parent or guardian of a student of that school, or any teacher or staff member of that school. Any such individual who subscribes to the goals and basic policies of this organization's participating members may become a member of the appropriate school PTO, subject only to compliance with the provisions of these bylaws. Membership in this organization shall be available without regard to race, color, creed, national origin or sex.

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

Section 3. The member school PTOs shall conduct an annual enrollment of members but eligible 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 at their respective schools. 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) 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 member schools' 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 VI: Officers and Their Election

Section 1. The officers of this each member school's PTO shall be a President, Vice President, Secretary(ies), Teacher Liaison(s), 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 shall be made by the Executive Board (with the exception of Teacher Liaison(s)) and presented to the membership at the PTO meeting at least one month prior to publicized scheduled elections. (The acting principal of each member school will be responsible for nominating the Teacher Liaison(s)). At that time, additional nominations may be accepted from eligible voting members. Self-nominations are permitted. Executive Board will ensure nominees are eligible for the offices 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 to be filled. The President shall announce the names of the nominees. If there is only one nominee for each office, the slate may be elected by acclamation at the meeting in which nominations are announced. Consent to serve in case of election must have been obtained before a name is placed in nomination, and the nomination must be accepted within 24 hours of notification of nomination for an office.

Section 2A. Term of office: 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.

Section 3. Majority vote by eligible members shall elect. Absentee voting opportunities shall be made available and administered by the Executive Board Officers for those eligible members unable to attend the meeting at which elections are held. No more than one (1) numbered 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 4. Any member, officer, representative or chairperson may resign by filing a written resignation with his/her school 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 5. A vacancy occurring on any school PTO's Executive Board (with the exception of the Presidency) 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. If the Presidency is vacated, the Vice President shall succeed.

Section 6. An elected officer, appointed chairperson, or representative may be removed by a majority vote of the affected school's PTO Executive Board whenever said individual has failed to perform their duties or has repeatedly violated these bylaws.

Article VII: 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 each member school's PTO Executive Board, amended as needed from time to time by majority vote of said Board. These descriptions shall be maintained by each individual PTO for its specific elected offices and committee positions. (NOTE: These will be developed for the Carriel positions and attached to these bylaws as Appendix A)

Section 2. Each school's PTO President shall preside at all meetings of that school's PTO and Executive Board, and shall be an ex-officio member of all committees; shall appoint special committees; shall prepare and present an annual budget; and shall perform all other duties usually pertaining to the office.

Section 3. Each school's PTO Vice President shall act to aid and perform Presidential duties in the absence of that school's PTO President.

Section 4. Each school's PTO Secretary(ies) shall keep an accurate record of all meetings of that school's PTO or PTO Executive Board, be responsible for all correspondence for that school's PTO, and shall perform other duties as delegated.

Section 5. Each school's PTO Treasurer shall uphold the organization's fiscal budget, oversee revenue collection and maintain the books of account for all money received by that school's PTO, keep an accurate record of receipts and expenditures, and pay out funds only as authorized by that school's PTO. The Treasurer shall present a written financial statement at his/her school's PTO General Membership Meeting and make a full report at the end of the year. The Treasurer shall also prepare and file, by the required deadline, the annual tax report for his/her school's PTO. Each school's PTO is responsible for its meeting and maintaining its own tax obligations; this is not the responsibility of the Council at large.

Section 6. Each school's PTO Teacher Liaison(s) shall be teachers at that school. They shall be prepared to represent the interests of the school's teachers and report back to them.

Article VIII: Executive Board

Section 1. The Executive Board at each school shall consist of the officers of that school's PTO. The school principal shall be an advisor to his/her respective PTO Executive Board and an ex-officio member of the Board, but shall not be elected to any of the Executive Board officer positions. Committee chairs shall not vote on Executive Board decisions but may attend Executive Board meetings.

Section 2. Each Board's duties shall be to transact necessary business in the intervals between school PTO meetings and such other business as may be referred to it by the school's PTO; to create committees; to approve the plans of work of the committees; to present a report at the regular meetings of the PTOs; to appoint an auditor or an auditing committee at least two weeks before the final report to audit the treasurer's accounts; to assist their school's PTO President in preparing and to submit to the organization for approval a budget for the fiscal year on or before the December meeting of that PTO; and to approve expenditures within the limits of the budget. Regular meetings of each school's board shall be held as needed throughout the year and a majority shall constitute a quorum. Special meetings of an Executive Board may be called by a school's PTO President or a majority of the board. Each Executive Board shall present a report at its school's PTO meetings for information and for any necessary action. No Executive Board action shall be in conflict with that taken by the voting body of its school PTO.

Section 3. Four (4) board members shall constitute a quorum.

Section 4. Any Executive Board may authorize non-budgeted disbursements, when necessary, not to exceed \$250.00 per disbursement or a total of \$500.00 between regularly scheduled PTO meetings. In emergency situations where funds exceeding those amounts are required between regular PTO meetings, the school's PTO Executive Board may authorize disbursements with the majority approval of twenty (20) voting members. Those members shall 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 scheduled school PTO meeting. All non-budgeted disbursements must be reported back to the membership at the next meeting.

Article IX: Meetings

Section 1. Meetings will be held as appropriate during the school year. Dates and times shall be announced by each school's PTO Executive Board for that school's PTO meetings. Officers will be announced at the last meeting of the school year.

Section 2. The privileges of making motions, debating and voting in routine school PTO business shall be limited to eligible members of that school's PTO. The privileges of running for and voting in elections for elected officers at each school shall be limited to eligible members who have attended at least one of that school's PTO meetings 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. If no quorum is present, it is the responsibility of the Executive Board to request votes from committee chairs to make the decision.

Article X: Committees

Section 1. Each school's PTO committees shall be established by that school's PTO Executive Board.

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 instructions, 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 tenures, 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 XI: Dissolution

Section 1. Any participating member school's PTO may dissolve and terminate its organization in the following manner: The school's PTO 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 a school's PTO shall require the affirmative vote of at least two-thirds of the eligible members present and that a quorum be present.

Section 3. Upon dissolution of a school's PTO, the PTO shall, after paying or making provisions for the payment of all liabilities of the PTO, dispose of all of 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 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 school's PTO 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 PTO 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 XII: Collected Funds

Two (2) non-related school PTO members, with at least one (1) member being from that school's PTO Executive Board, shall count all funds received by the PTO when such funds exceed \$250.00 at one time. All funds shall be deposited with that school's PTO 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 XIII: Disbursement of Funds

Section 1. Items or expenditures costing more than \$1,000 require two (2) options. Those options should be presented to the school's PTO 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 by the school's PTO after submission of appropriate receipts or invoices. Each school's PTO may, at its discretion, approve or alter its 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 that school's PTO account and spent later at the discretion of the membership.

Article XIV: Organization Properties

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

Article XV: The Fiscal Year

The fiscal year of each participating school PTO shall begin on June 1 and end on the following May 31.

Article XVI: Funds for the New Fiscal Year

Each school's PTO 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 XVII: 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 XVIII: Amendments

Section 1.

- a. 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 notice of the proposed amendment shall have been given at the previous meeting or by written notification at least ten (10) days prior to a regularly meeting date.
- b. 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.

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.

The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: July 19, 2011