

Delores Moye Elementary PTO Bylaws

ARTICLE I

Name

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

ARTICLE II

Articles of the Organization

The organization, originally created on May 18, 2003, exists as an unincorporated association of its members. Its "articles of organization" comprise these bylaws, as from time to time may be amended.

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

ARTICLE III

Purpose

The purpose of this organization is to facilitate a mutually beneficial relationship between teachers, parents, families, and the community that will enable families and teachers to jointly address changing needs in the school and the classroom, Moye 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

Strategic Priorities

1. To develop and maintain relationships between the school and the community to secure the highest advantage in educational and extra-curricular experiences for Moye students.
2. To promote an educationally based calendar of events developed to encourage participation and attendance by families, teachers, and the community. PTO-sponsored events are developed through meetings and committees are governed and qualified by the basic policies set forth in Article V.

ARTICLE V

Membership

Section 1 Membership shall be open to any parent or guardian of a Moye student, or any teacher or staff member of the school. Membership in this organization shall be available without regard to race, creed, color, national origin, sex, gender, or sexual orientation. Individuals who have met the above-outlines criteria will be called "members".

Section 2 Membership will be on an individual basis; each individual adult member shall pay annual dues in the amount determined by membership, if applicable. Dues are determined by a vote of the parties present at the last PTO General Meeting of the school year for the following school year.

Section 3 Any such individual, who subscribes to the goals and basic policies of this organization, is subject to compliance with the provisions of these bylaws. All members are welcome to become active participants by becoming involved in a committee, assisting at the school for a PTO-sponsored event, volunteering services or expertise, etc.

Section 4 Only members shall be eligible to participate in PTO business meetings, or to serve in any appointive positions, such as Committee Chair.

ARTICLE VI

Officers and Their Elections

Section 1 The elected officers of this organization shall be a President, Vice President, Records Coordinator, Communications Coordinator, and Treasurer. The officers shall be elected annually in the spring by ballot, with the exception of the Moye Elementary Liaison. The elected Officers shall serve a term of one year, running July 1 of that year to June 30 of the following year. The elected Officers shall serve until their successors are elected and qualified. No officer shall be eligible to serve in the same officer for more than two consecutive years, unless there are no other nominees for the office. Only members may run for a Board Officer position.

Section 2 A Moye Elementary Liaison is appointed by the Principal of the school and acts as the contact for the teachers and staff to communicate with the Board. The elected Officers rely on the Liaison to share feedback from the teachers and staff.

Section 3 Nominations for officers can be made by self-nomination. Each year, the PTO Executive Board shall share that year's specific nomination timeline no later than February 1. The nomination and election process shall be determined by the Executive Board each year and must meet these criteria:

- a) Nominations shall be due to the Executive Board no later than April 1.
- b) Nominees have confirmed their willingness, ability, and commitment to service in the nominated position.
- c) Candidates shall be shared with the current roster of members at least 2 weeks prior to the election.
- d) The Executive Board shall ensure that there is at least one candidate for each office that is to be filled.

Section 4 Election results will be determined by majority vote by ballot, collected by the Moye Elementary Liaison.

Section 5 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 6 A vacancy occurring on the Executive Board shall be filled by a special election held during PTO General Meeting.

Section 7 An elected officer, appointed chairperson, or representative may be removed by a majority vote of current PTO Membership.

Section 8 No person may hold an office on the Executive Board of the organization at the same time they are serving as a school board member of District 90.

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 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 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. It is the responsibility of all committee chairs to submit contracts needing signatures to the President who will be responsible for signing all contracts.

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 Moyo Elementary Liaison shall be a teacher who is a faculty member at Delores Moyo 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 appointed by the acting principal at Delores Moyo Elementary School.

Section 5 The Secretary shall keep an accurate record of all meetings of the organization, maintain attendance records and member rosters and shall perform other duties as delegated.

Section 6 The Publicity Coordinator shall be responsible for correspondence, whether in paper format or electronic, as needed for the 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 records 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. In years that this position transitions to a new Officer, the outgoing Treasurer will provide all necessary transaction detail and bank documents for the school year for which they presided as Treasurer.

ARTICLE VIII

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

ARTICLE IX

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 accounted at the last meeting of the school year.

Section 2 An updated financial report shall be made available to each PTO member at each PTO meeting. An electronic copy will also be placed in the Executive Board files.

ARTICLE X

Committees

Section 1 Volunteers are accepted throughout the year for standing committees.

Section 2 The chairpersons of these committees shall be proposed by the officers and shall be announced by the President.

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. Any contracts need to go to the Executive Board to be presented to the PTO Membership for a vote of support, either at a meeting or through email. Contracts can only be signed by the Moye PTO President. The Moye Elementary PTO does not assume responsibility for contracts not signed by a Moye Elementary PTO President.

ARTICLE XI

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 to an open membership meeting of members having voting rights. Vote on the question shall be an open 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 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 the assets of the organization exclusively for the purpose of the organization in such manner, or two 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 provisions 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 XII

Collected Funds

Section 1 All funds raised by the PTO shall be documented and submitted to the Treasurer within 48 hours of collection. Two (2) non-related members, with at least one (1) member being from the Board, shall count all funds received by the organization. All funds received by the Treasurer will be verified and deposited into the PTO bank account within 7 business days. Separate deposit receipts should be maintained for funds received from unique fundraising events, should those occur.

ARTICLE XIII

Disbursement of Funds

Section 1 PTO funds shall be used for programs, events, activities, and items that directly benefit the students of the School; with the exceptions of Teacher and Staff appreciation gifts.

Section 2 Reimbursements for all expenses shall be made only after receipts for the expenditure have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the Committee Chair for communication and presentation to the PTO Treasurer within thirty (30) days of the incurred expense or by the three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 3 Monetary requests for non-budgeted items may be submitted to the PTO at any Executive Board PTO meeting by any PTO member. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting by the PTO, or a special meeting called to vote if needed.

Section 4 Non-budget item requests costing more than \$1,000 require two (2) proposals. Those proposals 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 proposals. Monetary requests for non-budgeted items may be submitted for the PTO at an PTO meeting by any PTO member. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting by the PTO, or a special meeting called to vote if needed.

Section 5 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 6 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.

Section 7 The Treasurer shall notify the Executive Board should the balance of the PTO Bank Account fall below \$5,000.

ARTICLE XIV
Organization Properties

The President or 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 articles shall be replaced at equal value by the borrower.

ARTICLE XV
The Fiscal Year

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

ARTICLE XVI
Funds for the New Fiscal Year

The Executive Board shall propose carry over funds to the new fiscal year at the last Executive Board PTO meeting of the school year, based on the projected expenses for the following school year. Approved by vote of members present. The carryover should not be 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 Rule of Order Newly Revised shall guide the 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 committee may be appointed by majority vote 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 majority vote of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 2 These bylaws may be amended at any regular meeting of the organization by majority vote of the current PTO membership 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.

Adopted by the Executive Board (date) 3/16/2023

PTO President

PTO Vice President

PTO Treasurer

PTO Secretary

PTO Publicity Coordinator

Appendix: Financial Responsibility

- A. The fiscal year of the organization shall be from July 1 through June 30.
- B. Over the summer break, a tentative budget shall be submitted by the Treasurer for approval by the membership. This budget shall be finalized after the close of the fiscal year and receive final approval at the September meeting.
- C. The organization Federal, State and Local Tax forms are to be sent via registered mail and that fact is to be noted by the Treasurer.
- D. It shall be the perpetual responsibility of the Board to ensure that the financial records of the organization are complete, accurate and current.
- E. The organization reserves the right to form an auditing committee to review the financial records of the organization at any time it deems appropriate.
- F. The financial transactions resulting from actions by any individual, officer, committee, or as a function for Board activities shall be recorded in writing. This report shall clearly identify all receipts and disbursements, itemized by cash or check amounts and concise descriptions.