

ARTICLES AND BYLAWS
PEPPER RIDGE PARENT TEACHER ORGANIZATION

ARTICLE I – NAME

The name of this organization is the Pepper Ridge Elementary Parent Teacher Organization of Bloomington, IL. This is a local PTO established by the parents and staff of Pepper Ridge Elementary School.

These bylaws define the purpose and structure of this organization.

ARTICLE II – PURPOSES

The corporation is organized for the purpose of supporting the education of children at Pepper Ridge Elementary School by fostering relationships among the school, parents, and teachers.

- a) To promote the welfare of children and youth.
- b) To encourage communication between home and school.
- c) To provide financial assistance to supplement educational and extra-curricular programs.

ARTICLE III – POLICIES

Section 1: This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 2: This organization shall be noncommercial, nonsectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for the purpose other than the regular work of the organization. No officer shall be involved with campaigning on the premises.

Section 3: The program of this organization shall be developed through committees and projects to promote supportive educational and service endeavors.

Section 4: This organization may cooperate with other organizations and agencies active in child growth, development and welfare.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1: Membership in this organization shall be open to the parents/guardians of children enrolled at Pepper Ridge Elementary School and staff who are interested in promoting the welfare of the children of this school.

Section 2: This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time. Membership year shall be from August 1st to July 31st.

Section 3: Only members of this organization shall be eligible to participate in business meetings or to serve in any elected or appointed positions.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1: Each officer of the Executive Board of the local Parent Teacher Organization shall be a member of this organization and shall consist of a President, a Vice President, a Secretary, a Treasurer and three Vice Presidents over School Activity Committees (VP of PTO Fundraising, VP of School Events, and VP of School Projects). The Principal will be part of the Executive Board.

Section 2: Officers shall assume their official duties July 31st and shall serve a maximum two year term in the same office, unless the position cannot be filled. If an officer position cannot be filled by July 31st, the incumbent will be requested to remain for one additional term, or until the position can be filled.

Section 3: Officers shall be elected by ballot annually at the May meeting. If there is only one nominee for any office, the secretary will call a motion to declare the nominee to the position without a formal vote.

Section 4: Nominations will be taken at the March and April meetings for each office to be filled. Prior to the election, at the May meeting, an opportunity will be given for further nominations from the floor.

Section 5: A vacancy occurring in an office, other than that of president, shall be filled by a majority vote of the remaining members of the board by the next regular meeting. In case a vacancy occurs in the office of president, the vice president shall serve as president, and a successor to the vice president will be filled as provided above.

ARTICLE VI – DUTIES OF OFFICERS

Section 1: The president shall

- a) Preside at all meetings of the organization and the board.
- b) Be an ex officio member of all School Activity Committees to the Vice-President, unless otherwise delegated.
- c) Shall appoint chairpersons to head special committees, unless otherwise deferred.
- d) Shall perform all other duties usually pertaining to the office.
- e) May co-sign PTO checks.

Section 2: The vice president shall

- a) Perform the duties of the president in the absence or inability of that officer to act.
- b) Serve as an ex officio member as appointed by the President to all School Activity Committees.
- c) May co-sign PTO checks.

Section 3: The three Vice Presidents for School Activity Committees shall

- a) Include the following committees and suggested subcommittees:
 - 1. **PTO Fundraising:** including Box Tops, Labels for Education, Scrip, and Walk-A-thon.
 - 2. **School Events:** including Carnival, Special Programs and Events, Red Ribbon Week, Assemblies, and Homecoming Parade.
 - 3. **School Projects:** including Bulletin Board, Room Parties, IMC volunteers, Teacher Appreciation, School Volunteers, Website, Landscaping, and Building Maintenance.
- b) Serve as general chairpersons for their respective School Activity Committees and subcommittees.
- c) Collect, maintain, and update the records (including budgets, contacts, historical information, etc.) for their respective School Activity Committees.
- d) Return such records to the President prior to or at the May meeting.

Section 4: The secretary shall

- a) Record the minutes of all meetings of this organization and its board.
- b) Distribute meeting minutes to the PTO members in a reasonable amount of time prior to the next meeting.
- c) Conduct correspondence of this organization as directed.
- d) Maintain a current copy of the bylaws.

Section 5: The treasurer shall

- a) Receive all monies of the organization and keep an accurate record of receipts and expenditures.

- b) Place all monies in a depository approved by the board.
- c) Pay out funds in accordance with the budget as approved by the board.
- d) Sign all PTO checks. Checks shall be counter signed by either the President or Vice President.
- e) Present a written financial statement at every meeting of the organization and/or the board.
- f) Provide the checkbook, all bank statements, cancelled and voided checks, deposit slips, treasurer's record and receipt books, vouchers and invoices for all disbursements to an auditing committee.
- g) Be responsible for completion and filing of appropriate forms as may be required by the United States Internal Revenue Service Regulations no later than the date established by the regulations.
- h) Make a full financial report at the May meeting.

ARTICLE VII – FINANCE

Section 1: A majority of the members present must vote to pass the annual budget and/or any amendments to the budget.

Section 2: The Treasurer shall prepare a financial statement at the end of the school year. The PTO shall arrange an independent review of its financial records each year.

Section 3: All reimbursement requests must include a detailed reimbursement form which will be retained with the financial records and corresponding receipt.

Section 4: All checks must include two signatures, the Treasurer and either the President or the Vice President.

Section 5: The debit card may only be used by the Treasurer, the President, or the three Vice Presidents and its use must be pre-approved by both the Treasurer and the President prior to use.

ARTICLE VIII – MEETINGS

Section 1: A regular meeting of this organization shall be held five (5) or more times during the school year with the May and August meetings being required.

Section 2: The annual schedule of meetings shall be made available to all members by the first meeting of the year.

Section 3: The May meeting shall be the annual meeting where election of officers shall occur and annual reports shall be received.

Section 4: Special meetings may be called by the Executive board.

Section 5: Any motion requiring membership votes shall be done at regular scheduled meetings or via electronic means as presented by the executive board. If voting occurs via electronic means, all members must be given a minimum of two (2) days to respond.

Section 6: A motion shall be deemed passed by a majority of affirmative votes of the members voting, unless otherwise stated in this document.

ARTICLE IX – THE EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of this organization and the Principal of the school.

Section 2: Regular meetings of the Executive Board shall be held as needed during the school year, with the time to be fixed by the Executive Board at its first meeting of the year. At least three (3) days' notice shall be given if there is a change in the regular meeting date. Three (3) Executive Board members, including at least two (2) officers, shall constitute a quorum.

Section 3: The board shall

- a) Review the tentative budget.
- b) Develop a proposed budget for presentation to the general membership.
- c) Transact necessary business in the intervals between regular meetings and such other business as may be referred to by the organization.
- d) Create standing committees.
- e) Approve standing committee work plans.
- f) Present reports and recommendations at regular meetings of this organization.
- g) Approve routine bills within the limits of the budget.
- h) Elect an auditing committee.

Section 4: Special meetings of the board may be called by the president, or by a quorum of the board.

ARTICLE X – CITIZEN'S ADVISORY COUNCIL

The retiring president has the option of serving on the Citizen's Advisory Council as vacancies occur according to the constitution of that organization. If he or she is not willing, a representative will be appointed by the president and/or the board and the principal. Pepper Ridge shall have two (2) representatives.

ARTICLE XI – AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.