

Sycamore Junior High Parent Teacher Organization Bylaws

ARTICLE I: NAME

1. The name of this nonprofit organization is Sycamore Junior High Parent Teacher Organization, also known as SJH PTO.
2. These Bylaws supersede the Bylaws and Constitution previously amended and adopted in May 2016.

ARTICLE II: PURPOSE

The purpose of Sycamore Junior High PTO is to establish a closer relationship between the faculty, parents and students of the school and others interested in the objectives for which the school stands. The organization will not seek to direct the activities or policies of the school, will attempt to keep parents informed as to the school needs and plans, will assist the school staff and the parents of attending students whenever needed and will raise funds which may be necessary to achieve the objectives of the school.

ARTICLE III: POLICIES

1. Said organization is organized exclusively for educational purposes in accordance with section 501(C)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
2. The organization shall be noncommercial, non-sectarian, and non-partisan.
3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these bylaws.
4. SJH PTO may contribute money or volunteer time for lobbying purposes in order to influence voters regarding issues or to influence a local, state or national legislation for educational purposes. SJH PTO may not make any contribution financial or otherwise toward the campaign or any individual running for office.
5. Notwithstanding any other provision in these bylaws, the organization shall not carry on any other activities not permitted either by an organization exempt from Federal income tax under section 501(C)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under section 170(C)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.
6. The fiscal year of this organization shall be July 1 to June 30.
7. Upon the dissolution of SJH PTO, assets shall be distributed to one or more not-for-profit organizations, as defined under section 501(C)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code) or shall be distributed to the federal government or to a state or local government for public purpose.
8. Each officer of the SJH PTO shall be indemnified by the organization to the full extent permitted by law against any liability incurred by him/her in his or her capacity as an officer of SJH PTO. SJH PTO may purchase insurance for this purpose.

ARTICLE IV: MEMBERSHIP

1. Parents or guardians of students attending SJH and SJH staff may become members upon completion of membership form and payment of dues.
2. Annual dues, the amount to be determined by the Executive Board, will be collected annually at the start of the school year. However, members may be accepted at any time during the school year.
3. Only members are eligible to vote with only one vote per paid membership. Furthermore, only members are eligible to serve in elected or appointed positions and to participate in business meetings.
4. Membership will be made available without regard to race, color, creed or national origin.
5. The Corresponding Secretary of SJH PTO will maintain a membership list and supervise the membership committee chair person.

ARTICLE V: MEETINGS

1. This organization shall have at least two (2) general meetings per school year, to be scheduled by the Executive Board. One in the fall at the beginning of the school year and the second in the spring. Monthly meetings are encouraged.
2. Special general meetings may be called by the Executive Board with seven days written notice given to the membership.
3. The Executive Board shall meet regularly at a time to be decided upon by the President(s). Special meetings of the Executive Board may be called by the President(s) or a majority of the Executive Board.
4. The quorum for a general meeting shall be ten (10) members, with Executive Board members representing no more than $\frac{1}{2}$ of those 10 members. One half ($\frac{1}{2}$) of the listed Executive Board members shall constitute a quorum for conducting the business of the Executive Board.

ARTICLE VI: OFFICERS AND THEIR ELECTION

1. The direction of the affairs of this organization shall be carried out by an Executive Board consisting of the officers of this organization. These officers include a President or Co-Presidents, Vice Presidents, Treasurer, Recording Secretary and Corresponding Secretary who are elected by the membership at a spring meeting.
2. Officers are elected for a term of one year, running from May through the following June. No officer may serve more than two terms in the same position unless, after due diligence, the nominating committee is unable to find another candidate for the position.
3. A board member may resign from his/her duties and/or office by submitting a written resignation to the President(s) of the organization.
4. A vacancy in any elected position shall be filled for the unexpired term by a person appointed by the President(s). In case of a vacancy in the office of President, the VP Student Programs shall assume the office. A vacancy may be declared when an officer has missed four consecutive PTO and/or Executive Board meetings or the proposed slate has an open position after presenting the slate at the April meeting.

5. Formation of a nominating committee to fill Executive Board positions for the next year shall begin in January and is the responsibility of the VP Parent/Staff.
6. There shall be a nominating committee composed of at least three members: two from SJH PTO general membership and one from SJH PTO Executive Board. The nominating committee shall elect its own chairperson.
7. Candidates for the offices of President(s), Vice Presidents and Treasurer shall be nominated with at least one year service as an officer of the SJH PTO (or another district organization) or significant involvement within the Sycamore Schools community. The nominating committee shall nominate at least one person for each Executive Board position and report its nominees as a slate to the membership at the March general meeting.
8. Officers shall be presented for election at the March meeting. After the slate has been presented, the President will ask for nominations from the floor. If there are no nominations from the floor the slate is accepted as presented and may be voted upon as a slate at the April general meeting. Election shall be by majority vote.
9. Officers shall be elected annually in the month of April. If there were no nominations from the floor a voice vote for the entire slate is permitted. If there were nominations from the floor, when the slate was presented, the election shall be by written ballot for that office, with a majority vote constituting an election.
10. In the event that the nominating committee is unable to present a full slate at the March meeting, the slate may be presented at the April meeting regardless of whether the slate is full or not, and voted upon at the May meeting.
11. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to office.

ARTICLE VII: DUTIES OF OFFICERS

1. The President/Co-Presidents shall:
 - A. Set the agenda and preside at all meetings of the organization and of the Executive Board.
 - B. Coordinate the work of the officers and committees of the organization in order that its purposes may be promoted.
 - C. Attend or provide a designee to attend the monthly Association of Sycamore Schools Parent Organizations (ASSPO or President's Council) meetings.
 - D. Serve as a member ex-officio of all committees except the nominating committee and audit committee.
 - E. Appoint a member of the Executive Board (who does not have signing authority on bank accounts) to review financial statements each month.
 - F. Appoint a member of the Executive Board to ensure compliance with the organization's Conflict of Interest policy.
 - G. Form an audit committee each fall for the purpose of reviewing the previous year's financial data.
2. There shall be at least two vice President positions. One person shall be able to fulfill the duties of the VP Student Programs and VP Parent/Staff if necessary or appropriate. The Vice Presidents shall:
 - A. Direct student program committees (VP Student Programs).

- B. Direct committees related to parents and staff needs (VP Parents/Staff).
 - C. Direct all fundraising and revenue activities (VP Ways and Means).
 - D. Investigate new fundraising programs for SJH PTO when necessary (VP Ways and Means).
 - E. Form the Nominating Committee (VP Parent/Staff).
 - F. Ensure the formation of the Projects Committee and serve as chairperson if no other chair is found (VP Ways and Means).
 - G. Preside when the President(s) is/are absent or when called upon by the President(s).
Represent the President(s) upon request and act as parliamentarian.
 - H. Act as aides to the President(s).
3. The Recording Secretary shall:
- A. Record the minutes of all the meetings of the Executive Board and the organization.
 - B. Record attendance at the general membership meetings.
 - C. Direct the activities of designated committees.
 - D. Maintain a permanent file of all meeting minutes.
 - E. In the case of Executive Board decisions made by electronic means (i.e. email), keep copies of relevant emails.
4. The Corresponding Secretary shall:
- A. Be responsible for all written correspondence deemed necessary by the Executive Board.
 - B. Maintain a membership list and supervise the Membership Committee chairperson.
 - C. Direct the activities of designated committees.
5. The Treasurer shall:
- A. Have custody of all the funds of the organization.
 - B. Keep a full and accurate account of receipts and expenditures.
 - C. Make disbursements in accordance with the budget approved by the general membership.
 - D. Present a financial statement at each meeting of the general membership.
 - E. Ensure the bank statements are reviewed on a monthly basis by a board member who does not have check signing authority and is appointed by the President.
 - F. Prepare, with input from the outgoing and incoming Executive Boards of the organization, an annual budget and present it for approval to the general membership at the spring annual meeting.
 - G. Submit accounts and full financial reports to be examined annually by an auditor or audit committee. The audit committee, when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact to be presented to the President(s). The Treasurer may not serve or choose members of the audit committee.
 - H. Serve as a member of the project committee.
 - I. Prepare all tax filings as required by law or make arrangements for such filings.
 - J. Maintain liability and bonding insurance for SJH PTO and Executive Board.
 - K. Retain the financial records of the organization for a minimum of 7 years.
6. All members of the Executive Board shall attend all board and general membership meetings and shall support the activities of SJH PTO.
7. All members of the Executive Board are responsible for maintaining all required records and notebooks and passing their records on to their successor.
8. The Executive Board may approve disbursements, on an as needed basis, of non-budgeted expenses of \$750 or less per event, not to exceed \$1500 in any fiscal year. Such non-budgeted expenses must be shared with the general membership at the next general meeting.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

1. Standing committees shall be created by the Executive Board as required to promote the purposes and interests of the organization. The chairpersons of the standing committees shall be appointed by the President(s) with consent of the Executive Board.
2. Special committees may be appointed by the President(s) with approval of the Executive Board.
3. Work undertaken by standing and special committees is subject to the approval of the Executive Board. Committees must seek Board approval before exceeding budget expenses and must have Board approval before signing any contracts.
4. Committee chairs must maintain the committee notebooks and submit an annual committee report. All records and annual reports must be submitted to the board or new committee chair by the end of each school year.
5. Standing Committees
 - A. The Nominating Committee seeks out candidates for positions on the Executive Board and for chairs of SJH PTO committees.
 - 1) There shall be a nominating committee composed of at least three members: two from SJH PTO general membership and one from SJH PTO Executive Board. The nominating committee shall elect its own chairperson.
 - 2) The VP Parent and Staff shall ensure the formation of the nominating committee in January and may choose to be a member of the committee.
 - 3) If nominated for President, a member of the Nominating Committee shall resign and find a replacement.
 - B. The Audit Committee reviews the books and records of the SJH PTO and submits a report of its findings to the Executive Board. The audit committee is convened annually, in the absence of a professional review of the books. Audits are done as soon as possible at the end of the fiscal year, to be completed no later than November 15 of the following fiscal year.
 - 1) When there are Co-Presidents, the President who does not have signing authority on banking accounts is responsible for finding people willing to serve on the Audit Committee. If there is only one President, the VP Programs is responsible for assembling the Audit Committee.
 - 2) No Executive Board member may be a part of an Audit Committee that is reviewing records from a year in which said Board member was a member of the Executive Board.
 - 3) The Treasurer may not be a part of the Audit Committee.
 - 4) No Executive Board member with signing authority on banking accounts may be a member of the Audit Committee.
 - C. The Budget Committee reviews the initial budget prepared by the current Treasurer and amends it as necessary.
 - 1) The Budget Committee consists of all available incoming and outgoing Executive Board members.
 - 2) The budget will be presented to and voted on by the general membership at the May general meeting.
 - D. The Projects Committee reviews requests for project funds. Final approval of project funding rests with the general membership.
 - 1) The VP Ways and Means shall ensure the formation of the Projects Committee and serve as chairperson if no other chair is found.

- 2) The Treasurer is a member of the Projects Committee and can serve as chairperson.
- 3) The Projects Committee shall consist of no more than three Executive Board members and at least two at large general SJH PTO members.
- 4) Applications for projects shall be available in October, due in early November.
- 5) The chairperson of the Projects Committee, SJH PTO Treasurer, VP Ways and Means, SJH Treasurer, and SJH Principal shall meet in November to look through the requests and determine if there are other funds available to cover the requests. At this time they will also determine if any requests are inappropriate or fall outside SJH PTO Projects Guidelines.
- 6) The Projects Committee will meet in November/December to discuss the requests. The committee will make its decisions based on SJH PTO budget and funds available.
- 7) The Projects Committee will make a proposal to be presented at the January general meeting.
- 8) By the end of March all money should be spent with appropriate reimbursements made.
- 9) If additional funds are available, a second Project Request cycle can occur in the spring.
- 10) Details of Project Request Guidelines and the Project Request Form will be available in digital form for future use and will also pass from year to year through the VP Ways and Means.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current addition of Robert's Rules of Order, Revised shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules the organization may adopt.

ARTICLE X: RELATIONSHIP WITH THE ASSOCIATION OF SYCAMORE SCHOOLS PARENT ORGANIZATIONS (ASSPO)

SJH PTO is a member of and maintains its IRS 501(C)(3) status through the Association of Sycamore Schools Parent Organizations (ASSPO). To remain in good standing SJH PTO will complete the following requirements:

1. The President(s) will submit all registrations and reports to state and federal agencies as required to ensure compliance with state and federal law and to maintain IRS 501(C)(3) status.
2. The President(s) will submit documentation on an annual basis to ASSPO per the ASSPO Compliance Checklist.
3. The President(s) will submit all revisions to bylaws to ASSPO upon approval by the general membership.
4. The Executive Board will comply with all Articles as stated in the ASSPO bylaws.

ARTICLE XI: CONFLICT OF INTEREST POLICY

SJH PTO will adopt a policy and procedure to prevent financial conflict of interest and to address situations where a financial conflict of interest may have occurred. The policy and procedure will be reviewed annually with officers and committee chairs and will be available on the organization's website or by request of the membership. The President(s) will appoint a member of the Executive Board to ensure compliance with the organization's Conflict of Interest policy.

ARTICLE XII: AMENDMENT/REVISION OF BYLAWS

1. Other than Article III.1 regarding the nonprofit nature of this organization, these bylaws may be amended by a majority vote of the general membership after presentation of the proposed changes at a prior meeting.
2. Amendments or revisions to these bylaws are in effect immediately upon approval.
3. These bylaws are to be reviewed by the Executive Board at least every other year.

Established November 1986

Revised November 1991, September 1996, September 1997

Amended November 2001, September 2012, April 2013, May 2016

Revised and Amended March 2018