Bylaws Edwin H. Greene Intermediate School PTO

Approved 9/15/2025

I. **Name**

The name of this organization is the Edwin H. Green PTO, Greene PTO, or the E.H. Greene PTO

II. Purpose

The purpose of this organization is to promote a collaborative effort between school and home through which parents, guardians and the staff are enabled to become actively involved in Edwin H. Greene Intermediate School, to provide an opportunity for dialogue between school and families, and to raise funds that may be necessary to achieve the overall objectives of the PTO.

III. Basic Policies

- **A.** The PTO is non-commercial, non-sectarian, and non-partisan.
- **B.** The E.H. Greene PTO is a not-for profit organization as defined by section 501(c)(3) of the Internal Revenue Code, and it must abide by all regulations concerning such organizations.
    1. No part of the net earnings of the PTO shall be used to personally benefit any member or officer of the PTO, or any other person. The PTO may, however, pay reasonable compensation for services rendered.
    2. The PTO will adopt a policy and procedure to prevent financial conflict of interest and to address situations where financial conflict of interest may have occurred. The policy and procedure will be reviewed annually with the Executive Board and committee chairs and will be available on the PTO website or by request of the membership.
    3. The PTO may not contribute money or volunteer time for lobbying purposes, in order to influence voters regarding issues, or to influence local, state or national legislation. The PTO may not make any contribution, financial or otherwise, toward the campaign of any individual running for office.
    4. Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. (Revised 1/4/23 per IRS)
    5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of 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 a public purpose. (Revised 1/4/23 per IRS)
- **C.** The fiscal year of the E.H. Greene PTO shall be July 1 through June 30.

IV. Relationship with Association of Sycamore Schools President's Council

- **A.** The E.H. Greene PTO is a member of and maintains its IRS 501 (c)(3).
    1. The President and/or Treasurer will submit all registrations and reports to the 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 will submit documentation on a monthly basis to the President's

Council

3. The President will submit all revisions to bylaws and any new amendments to the President's Council upon approval.

V. Members and Dues

A. Parents or guardians of students attending E.H. Greene, members of the E.H. Greene administration and staff are members of the PTO when they are included in Directory Spot.

B. Membership in the PTO will be made available without regard to race, color, creed, or national origin.

C. The privilege of voting at meetings, and of serving as board members or committee chairs, is reserved for members of Directory Spot.

VI. Executive Board

A. The Executive Board shall consist of the following officers: President or Co-Presidents; Vice President or Co-Vice Presidents of Programs; Vice President or Co-Vice Presidents of Ways and Means & Gifting; Treasurer; Recording Secretary; Corresponding Secretary; and a representative from the school administration.

B. The duties of the Executive Board are as follows:

1. Approve an annual budget for presentation to the PTO at the first general meeting of the school year.
2. Have discretion over expenditures during the school year, informing the general membership when a line item deviates 50% from budget, or when there is a significant increase or decrease in the overall budgeted net income.
3. To approve non budgeted expenses up to $2,000, but within the limits of the budget. Expenses over $500.00 approved at Board Meeting will be announced to the PTO at the next general meeting.
4. Create/remove standing committees, and oversee the activities of all PTO committees.
5. To support the activities of the organization to the best of their ability with their time and leadership by attending PTO sponsored functions, and by presenting a positive image of the school to the community.
6. Approve all contracts.
7. Attend all general PTO meetings, executive board meetings and any other special meetings called. After four consecutive unexcused absences, a Board member will be considered to have relinquished the position.
8. Respect the confidentiality of Executive Board meetings.
9. Maintain all required records and notebooks, and turn over all records and notebooks in a timely fashion, at the end of their term.
10. To serve a term of one year or until the end of the school year, or until their successor assumes official duties. No Executive Board member may serve more than two consecutive years in the same position, unless a suitable replacement cannot be found.
11. If a Board member has a "gap" year of students attending Greene school the member can maintain their position if a replacement member can't be found. Term limits and provisions are to be voted upon by the PTO members at a general PTO meeting.

C. The President or Co-Presidents shall

1. Preside at all meetings of the PTO and Executive Board;
2. Coordinate the work of the PTO;

3. Direct the activities of designated committees;
4. Appoint committee chairs;
5. Serve as an ex-officio member of all committees
6. Attend or provide a designee to the monthly President's Council meetings;
7. Provide a report of the E.H. Greene PTO.

D. The Vice President or Co-Vice Presidents of Programs shall

1. Preside at meetings in the absence of the President or other designated officer;
2. Direct the activities of designated committees;
3. Serve as liaison between designated committees and the Executive Board;
4. Investigate new programs for the organization;
5. Perform other such duties as may be delegated.

E. The Vice President or Co-Vice Presidents of Ways and Means & Gifting shall

1. Preside at meetings in the absence of the President, VP Programs or other designated officer;
2. Direct the activities of designated committees;
3. Serve as liaison between designated committees and the Executive Board;
4. Investigate new fundraising programs for the organization;
5. Perform other such duties as may be delegated.

F. The Treasurer shall

1. Prepare an annual budget for approval at the first Executive Board meeting of the year;
2. Present the annual budget at the first PTO meeting of the school year, for approval by the membership;
3. Be responsible for all PTO funds, keeping full and accurate records of all receipts and expenditures, and paying all properly submitted bills;
4. Present relevant financial reports at all PTO, Executive Board, and project request meetings;
5. Prepare all tax filings as required by law, or make arrangements for such filings;
6. Arrange for an annual audit of the books;
7. Maintain liability and bonding insurance for the PTO and Executive Board;
8. Submit results of annual audit, copy of the end of year annual report and copy of the IRS 990
9. Ensure bank statements will be reviewed monthly by a Board member, who does not have check signing authority.
10. Perform other such duties as may be delegated.

G. The Recording Secretary shall

1. Record the minutes for all PTO meetings, Executive Board meetings and any other special meetings called;
2. Provide copies of relevant minutes at all meetings;
3. Record attendance at all PTO meetings, Executive Board meetings and any other special meetings called;
4. Retain a current membership list, which shall be available at all meetings;
5. Maintain an updated file of all PTO job descriptions for Executive Board, Committee Chairs and the Committee descriptions;
6. Retain a current copy of the Bylaws, review them annually and make recommendations to the Executive Board;
7. Review bank statements monthly (Executive Board member must not have check signing authority);

8. Direct the activities of designated committees;
9. Perform other such duties as may be delegated.

H. The Corresponding Secretary shall

1. Conduct all correspondence for the PTO;
2. Acknowledge PTO members and staff with appropriate gifts, celebrations and condolences
3. Schedule the rooms for all PTO and Executive Board meetings, and notify all members of the time of PTO meetings;
4. Coordinate annual volunteer luncheon with teacher/staff representative;
5. Share correspondence received at meetings;
6. Keep a file of correspondence and responses;
7. Maintain the PTO bulletin board;
8. Direct the activities of designated committees;
9. Perform other such duties as may be delegated.

I. The Executive Board shall meet regularly, at a time to be decided upon by the Board.

1. Four members of the Board shall constitute a quorum for the transaction of business.
2. The Executive Board is required to read the E.H. Greene PTO Bylaws. The Executive Board members are to require their committee chairs to read the E.H. Greene PTO Bylaws. It is the responsibility of the Executive Board to identify any conflict of interest within our organization and to report on that finding in the minutes of our monthly meetings.

VII. Election of Officers

A. An initial Board meeting to discuss potential nominees shall be held in February. A slate shall be presented in April to Greene PTO members

B. Board shall seek to fill each office.

C. The consent of each candidate must be obtained before placing his/her name in nomination.

D. No chair or Executive Board member may serve more than two consecutive terms in the same office unless a suitable replacement cannot be found. If possible, candidates for the offices of President/Co- Presidents, Vice President Programs/Co-Vice President Programs and Vice President Ways and Means/Co-Vice President Ways and Means should have one year of experience as a PTO chair. Candidates for the remaining Executive Board may be chosen from the general membership.

E. The nominating committee shall make every effort to fill the positions with equal representation from each of the district elementary schools.

F. The slate of officers shall be presented by the nominating committee at the March or April meeting. After the slate has been presented, the President or Co-Presidents 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 on as a slate at the next meeting.

G. Officers shall be elected annually in the month of April or May. 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.

H. A vacancy in any elective position shall be filled for the unexpired term by a person appointed by the President or Co-President. In case of a vacancy in the office of President, if there is not a Co-President, one of the Vice Presidents on the board shall assume the office. In the event of a Co-President, the one remaining will serve as

President. A vacancy may be declared when a board member has missed four un-excused consecutive PTO general and/or Executive Board meetings or the elected slate has an open position.

VIII. General Meetings

- **A.** PTO meetings shall be open to all interested parties.
- **B.** PTO meetings shall be scheduled by the President/Co-President in agreement with the Executive Board. A copy of the schedule for the school year shall be given to the school administration and to all Board members before the start of the school year. Monthly meetings are encouraged.
- **C.** Special general meetings may be called by the Executive Board with seven (7) days notice given to the membership.
- **D.** Ten members, including Executive Board members, shall constitute a quorum for the transaction of business at general PTO meetings.
- **E.** The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization.

IX. Committees

- **A.** Standing Committees shall be created by the Executive Board, as required to carry out the objectives of the PTO.
- **B.** Once the Executive Board is elected, the Committee Chairs shall be appointed by the PTO President or Co-Presidents. Prior to that, the nominating committee can appoint committee chairs. The term of each Committee Chair shall be one year, or until his/her successor is appointed. Committee chairs shall not be eligible to serve more than two consecutive terms, unless approved by the Executive Board.
- **C.** The work of all committees is subject to approval by the Executive Board. Committees must seek Board approval before exceeding budgeted expenses, and must have Board approval before signing any contracts.
- **D.** Committee Chairs must maintain the Committee notebooks, and submit annual committee reports. All records and annual reports must be submitted to the Executive Board by the end of each school year.

X. Conflict of Interest

- **A.** The PTO will adopt a policy and procedure to prevent financial conflict of interest and to address situations where financial conflict of interest may have occurred. The policy and procedure will be reviewed annually with the Executive Board and committee chairs and will be available on the PTO website or by request of the membership.

XI. Amendments

- **A.** The PTO may amend the Bylaws at any regular meeting of the organization, by a majority vote of those members present, provided that notice of the proposed changes are given at the previous meeting and that quorum is met.
- **B.** When substantial changes are needed to reflect the realities of the organization, the Executive Board may appoint a committee to revise the Bylaws. The revised Bylaws may be approved by a majority vote of those members present at a regular PTO meeting, providing that notice of the revision is given at the previous meeting and that quorum is met.
- **C.** Amendments or revisions are in effect immediately upon approval.
- **D.** All approved revisions to Bylaws and any new amendments must be submitted to the Sycamore District Office.
- **E.** Bylaws should be reviewed (and if needed, revised) at least every three years.