

**PROPOSED DRAFT**

**Fox Meadow Elementary School  
PTO Bylaws**

Revised September 2017

**ARTICLE I - NAME, DESCRIPTION, PURPOSE**

**Section 1: Name** - The name of the Parent Teacher Organization will be Fox Meadow PTO, "PTO". The PTO is located at 1275 Jenna Drive, South Elgin, IL 60177.

**Section 2: Description** – The PTO is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: Purpose** – The purpose of the PTO is to enhance and support the educational experience at Fox Meadow Elementary, to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at Fox Meadow Elementary through volunteer and financial support.

**ARTICLE II - MEMBERSHIP**

Membership is open to all parents and guardians of students of Fox Meadow Elementary, plus all school staff and is unrestricted. Each member has voting privileges.

**ARTICLE III - OFFICERS**

**Section 1: Officers and Executive Board**

The officers of this organization may be shared positions and shall be:

- Co-Presidents (2)
- Co-Vice Presidents (2)
- Secretary
- Treasurer

**Section 2: Term of Office**

The term of office for all officers begins on September 1 and ends on August 31 of the following year.

**Section 3: Duties of the Officers**

President: Preside at general PTO meetings, Executive Board meetings and standing meeting committees, except for Nomination Committee; appoint special committees as needed. Prepare agendas for PTO and Executive Board meetings and retain all official records of the PTO. A president shall sign all checks and contracts for the PTO (may designate another officer to sign a contract for the PTO).

Vice President: Act as an aide to the President and shall perform the duties of the President in the absence of that officer. The Vice President shall attend committee meetings. The Vice President shall co-chair the Nominating Committee.

Secretary: Record and distribute minutes of all general PTO meetings and Executive Board meetings.

An Executive Board member shall record minutes in an absence of the Secretary.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO and hold all financial records.

#### **Section 4: Election of Officers**

Officers shall be nominated by voice vote at second to last meeting of the school year. A secret ballot vote will then be taken at the last meeting to determine the newly appointed officers of the PTO.

A vacancy occurring in an office shall be filled by that of PTO Executive Board and PTO members

### **ARTICLE IV - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the President(s), Vice President(s), Secretary, and Treasurer.

**Section 2:** The duties of the Executive Board shall be:

- A. To transact necessary business in between PTO meetings
- B. To create standing committees
- C. To approve the plans of work of the standing committees
- D. The Treasurer shall prepare his/her accounts for annual audit and provide a signed statement that the report is correct and turned in no later than October 15<sup>th</sup>.

**Section 3:** Board Meetings

Executive Board shall meet as needed throughout the year.

### **ARTICLE V- STANDING COMMITTEES**

**Section 1:** Standing committees shall be created and may be required to promote the interests of the PTO. The power to form committees and appoint their members rests with the PTO (unless power is delegated by the PTO to the Executive Board).

**Section 2:** The chairpersons of the standing committees shall present plans of work to the Executive Board. No committee work shall be undertaken without the approval of the Executive Board.

**Section 3:** An Executive Board member shall be a member ex-officio of all committees.

**Section 4:** The Principal shall be informed of any events and/or plans made by the PTO.

**Section 5:** Since a committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and feedback or recap is received.

### **ARTICLE VI- MEETINGS**

#### **Section 1: General PTO Meetings**

Meetings shall be held to conduct the business of the PTO. One meeting per month will be held September through May on the second week each month, unless notice is given otherwise in advance

**Section 2: Voting** - Six members, of whom, two must be officers, shall constitute a quorum.

**Section 3: Quorum** – Seven (7) members of the PTO are present and voting constitute quorum for the purpose of voting.

## **ARTICLE VII – FINANCIAL POLICIES**

**Section 1: Fiscal Year** – The fiscal year of the PTO begins September 1 and ends on August 31 of the following year.

**Section 2: BANKING** – All funds shall be kept in a checking account in the name of “Fox Meadow PTO”, requiring two signatures (President and Treasurer) and held at a local financial institution.

**Section 3: REPORTING** – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. All accounting for the PTO shall be reviewed and approved by a Certified Public Accountant, who is not a board member, at the end of each fiscal year.

**Section 4: ENDING BALANCE** – The PTO shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

**Section 5: CONTRACTS** - Authority to sign contracts is limited to the President or other officer as designated by the President.

**Section 6: NSF CHECKS** – Any individual who submits a check for payment to the PTO will be charged a \$25.00 fee for a returned check due to non-sufficient funds.

**Section 7: INSURANCE/BOND** - The PTO agrees to maintain liability insurance and to protect its finances by regular audits and by obtaining a bond.

## **ARTICLE VIII- BASIC POLICIES/ PROCEDURES**

- A. The Fox Meadow Elementary School Parent Teacher Organization shall be noncommercial, not-for-profit, nonsectarian, and nonpartisan. This organization has a 501(c) IRS designation.
- B. The name of the Fox Meadow PTO or the names of any members in their capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not directly related to the objectives of the PTO.
- C. The PTO shall not directly or indirectly participate or intervene (in any way, including the publishing and distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The PTO agrees to adhere to all School District U-46 Board of Education policies and administrative procedures and recognizes that the school district is not responsible for the organization or conduct of its members.
- E. The PTO may cooperate with other organizations and agencies concerned with child welfare, but person representing The Fox Meadow Parent Teacher Organization in such matters shall make no commitments that bind The Fox Meadow Elementary Parent Teacher Organization.
- F. The PTO agrees to keep its Federal Employer Identification Number (FEIN) on record with the school.

G. The PTO recognizes that, per Board of Education policy, money given to the school cannot be earmarked for any particular expense, though the PTO may make recommendations.

**ARTICLE IX - AMENDMENTS**

These "bylaws" may be amended at any regular meeting of The Fox Meadow PTO by a two-thirds (2/3) vote of the members present and voting. Notice of proposed amendments shall have been given.

**ARTICLE X – DISSOLUTION**

In the event of the dissolution of The Fox Meadow PTO, its Assets shall be distributed for the one or more exempt purposes specified in Section 50(a)(30) of the Internal Revenue Code of 1954 as from time to time amended.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

The authority for this organization shall be Robert’s Rules of Order Newly Revised.

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**Co-President (print name)**

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**President Signature**

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**Co-President (print name)**

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**President Signature**

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**Secretary (print name)**

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**Secretary Signature**

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**Date**