

**KANELAND JOHN SHIELDS
PARENT-TEACHER ORGANIZATION
BYLAWS**

ARTICLE I: NAME

This organization shall be named Kaneland John Shields Parent/Teacher Organization (KSS-PTO), which shall be referred to as PTO throughout the remainder of this document. PTO is our Parent/Teacher Organization.

ARTICLE II: OBJECTIVES

Through the combined efforts of parents, students, faculty, and administration, the objective of the KSS PTO is to enhance our children's educational environment by encouraging a sense of support, pride, and enthusiasm. In conjunction, the KSS PTO will strive to provide an environment and recourses that will help stimulate the growth of our children and maintain the highest advantages in mental, physical, and social education. The KSS PTO will accomplish these goals through the efforts of fundraising and by providing communication between school and home.

ARTICLE III: POLICIES

- Section 1: The KSS PTO shall be non-commercial, non-sectarian, non-partisan and not-for-profit. It shall not endorse a commercial enterprise or a political candidate.
- Section 2: The name of the KSS PTO and 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 any purpose other than the objectives of the KSS PTO.
- Section 3: The KSS PTO shall not seek to direct the administrative activities of the school, the School Board or their policies.
- Section 4: This organization is organized exclusively for educational purposes as a not-for-profit organization.

Section 5: No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that 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 the objective clause hereof. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 6: Upon the dissolution of this organization, assets shall be distributed to Kaneland John Shields Elementary School with the purpose of education in mind. Any assets obtained upon dissolution by Kaneland John Shields Elementary shall only be used to supplement or provide materials to the school for educational purposes.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1: Qualifications and Dues: All parents/legal guardians, administration, faculty and staff of the KSS are PTO members with voting rights. There will be no fees or dues collected by the KSS PTO.

Section 2: Property Rights: No member will have any title or interest in any of the property or assets, including earnings or income of this organization, nor will any of the property or assets, be distributed to any member on its dissolution.

Section 3: Liability of Members: No member of this organization will be personally liable for any of its debts, liabilities, or obligations, nor will any member be subject to any assessment.

ARTICLE V: EXECUTIVE BOARD

- Section 1: The Officers will consist of a President, Vice President(s), Secretary and Treasurer. This shall constitute the Executive Board.
- Section 2: The Executive Board shall transact necessary business between regular meetings, oversee use of the funds raised for the school and fill vacancies in the elective and appointed positions. The Executive Board shall set a tentative budget for the subsequent school year to be voted on in the First Quarter of the fiscal year.

ARTICLE VI: OFFICERS AND ELECTIONS

- Section 1: The Executive Board shall be elected by the PTO Board to serve a one-year term. To become eligible for the elected position of PTO President or Vice-President, you must be an active PTO member
- Section 2: In the event an Executive Board Member position becomes vacant between elections, the vacancy can be filled by appointment of the remaining Executive Board members.
- Section 3: Preliminary elections will be held by ballot in February of the current school year. The elected members will not have any official duties until the end of the current calendar school year. They will be asked to attend monthly meetings. Elected officers shall assume their duties at the end of the calendar school year with the exception of the Treasurer who will assume his/her duties July 31st, or at the time the books are ready for filing end-of-the-fiscal year taxes, whichever comes first. A final election for any remaining open positions will be held by ballot in April of the current school year.

ARTICLE VII: DUTIES AND OFFICERS

- Section 1: **President:** The President shall preside over all KSS-PTO and Executive Board meetings and shall be a non-voting member. In the event of a tie in votes to pass a motion, the President then may make the deciding vote. The President, with consent of the Executive Board, shall appoint committees and their chairpersons as deemed necessary and shall be a non-voting member of these various committees with the exception of the nomination committee.

Section 2: **Vice President(s):** The Vice President(s) shall preside over all KSS PTO Executive Board meetings in the absence of the President. In addition, the Vice-President(s) shall take accurate minutes in the absence of the Secretary. The Vice President(s) should serve as the consultant to all standing committees (providing any previous event information and giving direction for events as needed). The areas of responsibility currently include, but are not limited to, the academic and community committees, the fundraising committee, and the social committee.

Section 3: **Secretary:** The secretary shall maintain an accurate record of the KSS PTO membership, keep accurate transcripts (minutes) of all KSS PTO General and Executive Board meetings and be responsible for taking nominations during the election season. The Secretary shall maintain the Bylaws and have them available at each meeting.

The Secretary shall distribute the previous month's general transcripts to the Executive Board members at least one week prior to the next KSS PTO meeting with the exception of the May minutes, which must be distributed prior to the end-of-term (before the last day of school). The Secretary shall provide the previous month's transcripts to the committee at the start of each general meeting for their review and subsequent approval.

Section 4: **Treasurer:** The Treasurer shall expediently receive and disburse all funds of this organization and shall keep an accurate record of all receipts and expenditures. The treasurer shall present a written reconciliation report at every Executive Board and General PTO meeting listing checks, deposits, fees and interest for each budgeted account. The Treasurer shall be empowered to pay out any funds authorized by the PTO Board as indicated in these Bylaws. Blank checks will not be issued without prior PTO Board approval. The Treasurer shall present the books for audit and turnover in a timely fashion prior to the filing of end-of-fiscal-year taxes (or as noted in Article VI Section 3 of these bylaws).

Section 5: Emergency financial decisions (not to exceed \$500) prior to a board meeting must be approved with the consensus of the Executive Officers. In addition, a member of the Executive Board (elected by the President) shall thoroughly review quarterly, the treasurer documentation to ensure that transactions within each account were explicit and appropriately annotated.

ARTICLE VIII: MEMBERSHIP

Section 1: The KSS PTO General membership shall consist of the Executive Board, the school Principal, registered members (parents and/or legal guardians of KSS student(s)), KSS teachers and KSS staff. A majority vote is required

of the KSS PTO General members present to carry a motion. Each member present is entitled to one vote and absentee ballots will be accepted.

Section 2: A KSS PTO Committee meeting quorum is required to approve all proposed activities. A quorum shall, as a minimum, consist of 2 Executive Board members (noting that all committee presented issues are with the consent of the Executive Board as a whole as defined within these by-laws), a school representative (Principle, teacher and/ or staff) and 3-registered members. In the case of an emergent issue, a representative can be attending by telecom to provide their vote.

ARTICLE IX: COMMITTEES

Section 1: The structure and formation of Committees will vary and be based upon the budget. A committee may only be formed with the consent of the entire board at a General Board Meeting.

Section 2: Any member of the PTO wishing to serve on a committee shall be allowed to do so and should contact any member of the Executive Board to be included.

Section 3: Each committee should have a representative which may include the Vice President in attendance at the KSS PTO General meeting to present the committee's event plans at least one month prior to the event. A follow-up KSS PTO General meeting presentation may also be requested.

Section 4: Each committee should submit an event summary report within a month of their event to the Executive Board that gives details of the event planning, expenditure, and recommendations for future committee chairs. This report should be placed in a committee file folder maintained by Executive Board that can be referenced as needed.

Section 5: Committees are responsible for submitting pertinent information regarding their event to the Newsletter editor for monthly publication.

ARTICLE X: MANAGEMENT

Section 1: The KSS PTO Executive Board shall meet as deemed necessary and these meetings will remain open to the public with the Executive Board having all voting rights.

Section 2: The KSS PTO General meeting times and agendas shall be set accordingly (usually monthly). Special meetings may be called at any time by the

President or at the request of any Executive Board member with no less than three (3) days notice.

Section 3: The KSS PTO Executive Board shall meet in the summer to set a budget and to discuss Bylaws, committees, and events for the upcoming fiscal year.

Section 4: The Executive Board has the ability to make minor decisions outside a meeting. Emergency financial decisions (not to exceed \$500.00) outside a general board meeting must be approved with the consensus of the Executive Officers. The decision must be unanimous, and all such decisions will be reported and recorded at the next KSS PTO general meeting.

Section 5: Reimbursement Request Forms accompanied with original receipt(s) must be submitted to the Treasurer. Expenditure item(s) shall be listed and approved by at least one Executive Board member. If an Executive Board member has expenditure, an officer other than the requester shall sign the approval. Tax-exempt forms must be used for KSS PTO purchases. Sales tax will not be reimbursed to ANY committee member. All receipts should be turned in prior to the last official day of school for reimbursement.

- Expenditures up to \$300 must be approved by the committee's chairperson and must be included in the committee's budget prior to the expenditure. The expenditure shall be submitted to the Treasurer on the proper form with the committee chairperson's signature of approval.
- Expenditures from \$301-\$1000 must be approved by the committee's chairperson and the Treasurer prior to the expenditure. The expenditure form must be signed by both the committee chairperson and the Treasurer upon submission and reported at the next PTO General Board Meeting.
- Expenditures from \$1001- \$2000 must be approved by at least two Executive Board members and the committee chairperson in writing during or outside of a General Board Meeting prior to the expenditure. The expenditure will be reported by the Treasurer at the next General Board Meeting.
- Expenditures from \$2001 and up must be approved at a General Board Meeting with majority vote prior to the expenditure.

Section 6: All items purchased with KSS PTO funds should be stored in a designated area for PTO in the KSS school building or PTO storage facility.

Section 7: The KSS PTO shall file all financial reports with Federal, state, and local government agencies as required:

- a. with the fiscal year August 1st-July 31st, the KSS PTO must file Federal and State 990 forms by December 15th.

- b. An annual State report (with filing fee) and Federal 1099 forms (for non-individuals given \$600.00 or more) are to be filed in January.
- c. Originals of all State and Federal filings, as well as tax certificates and other legal documents shall be maintained in the KSS PTO file cabinet in the teacher's lounge.

Section 8: Executive Board members, in whole, or in part, as designated by the board collectively, will be signers on the KSS PTO checking and savings accounts. Two Executive board members must sign all checks, prior to distribution.

Section 9: KSS PTO will abide by the Bylaws set forth and any issues not stated within said Bylaws shall be executed according to *Roberts Rules of Order*, including published revisions of those rules.

ARTICLE XI: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1: Contracts: The Executive Board may authorize any officer(s), agent(s), of the corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the corporation. This authority may be general, or confined to specific instances. The authorization should be passed by resolution. (i.e. hiring a DJ or catering service)

Section 2: Gifts and contributions: The Executive Board may:

- a. Accept on the behalf of the corporation any contribution, gift, bequest, or devise of any type of property (donations), for the general and charitable purposes of the corporation, on the terms approved by the Executive Board and committee.
- b. Collect and receive the income from funds and property.
- c. Devote the principle and income from donations to charitable purposes designated by the board.

Section 3: Deposits: All funds of the corporation must be deposited to the credit of the corporation in the banks or other depositories selected by the Executive Board.

Section 4: Checks, Drafts, and Orders of Payment: All checks, drafts, and orders for payment of money, notes, or other evidences of indebtedness issued in the name of the corporation will be signed by the officer(s) or authorized agent(s) of the corporation and in the manner determined by resolution of the Executive Board. In the absence of such determination, these instruments will be signed by the Treasurer and countersigned by the President, Vice-President, or Secretary of the corporation. All

expenditures exceeding \$500 must be reported separately by the Treasurer and are to be included in the monthly minutes which will be approved by a vote of the PTO members at a General KSS PTO Board Meeting.

NOTE: All expenditures will be presented at KSS PTO general meetings, however, only those over \$500.00 special acknowledgement.

ARTICLE XII: ADOPTION OF BYLAWS

Section 1: Bylaws may be amended at any KSS PTO Executive Board meeting with a majority vote.

Section 2: *These Bylaws, as written above, have been adopted by the Executive Board on this*

_____ day of _____ in the year of _____.

President

Secretary