

Walker's Grove Elementary PTO Organizational By-Laws

Article I -Name

The organization shall be named the Walker's Grove Elementary Parent-Teacher Organization, or Walker's Grove PTO; herein referred to as the PTO.

Article II – Mission Statement

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the school community by:

1. Providing an organization through which the parents, school, staff and faculty can work cooperatively; and
2. Providing financial support for programs and gifts to school, funded outside of the annual Walker's Grove Elementary School District Budget.

Article III – Policies

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed or national origin.

Section 2: The PTO and its current members and affiliates may not use donations from outside businesses or individuals for personal gain.

Section 3: The name of the PTO and the names of any of its members, in their official capacities, shall not be used in connection with any commercial concern or political interest, or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other Parent Groups within PSD 202 that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Article IV – Fiscal Year

Section 1: The fiscal year of the PTO shall begin on August 1st and end the following July 31st.

Article V – Membership and Dues

Section 1: Membership. Any family or guardian of a student at Walker's Grove Elementary School, the Principal, Assistant Principal, or any teacher/staff currently employed at the School may become a PTO member.

Section 2: Dues. Each member shall pay membership dues to the PTO. Only members in good standing (who have paid annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve on the Executive Board. All Committee Chairs must be paid members of the PTO to serve in a Chair position.

Dues paid shall be good for the current school year, beginning on the first day of school, and ending on the last day of the school year.

Section 3: Vote. Each paid membership is entitled to one vote. Voting may take place by show of hands. A PTO Member in good standing, (having paid membership 14 calendar days prior to the vote), can vote on any business at a general PTO meeting.

Article VI – Executive Board

Duties. The Executive Board shall conduct necessary business in preparation for the general PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership, in good standing, at the first regular PTO meeting of the fiscal year.

Section 1: Board Members. The Executive Board shall consist of an elected President, Vice President, Officer(s) of Family Activities, Officer(s) of Fundraising, Secretary, Treasurer and a Public Relations Officer. In addition; the Principal, Asst. Principal, and a teacher liaison. Board Members are Officers of the PTO.

Section 2: Eligibility. Only Members in good standing (who have paid their dues 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position; with the exception that no two individuals of close, legal relation (i.e. spouses, siblings, parent-child, etc.) shall serve as Officers during the same school year.

Section 3: Nominations & Elections. Nominations for Executive Board positions shall be submitted at the March PTO Meeting. At this meeting, additional nominations may be made from the floor when motioned for, by the Secretary. Voting shall take place at the April PTO Meeting. If a nominee is not in good standing within the Plainfield/Walker's Grove/PTO communities, their nominations will not be accepted to a Board Position. (Good Standing Status includes paid membership in the PTO, activity/event participation and responsible citizenship including social media activity. If any nominee has a history of two or more unfulfilled obligations to the PTO, a nomination will not be accepted to a Board Position.

Section 4: Term of Service. Term of service to begin the next fiscal year beginning August 1st. Officers shall be elected for a term of one PTO fiscal year, by the general PTO Membership. An individual may not serve more than two consecutive years in one Executive Officer Title. A different Officer title may be held for an additional term of service. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees. In addition, an officer may remain in current position for more than the elected two years if there are no volunteers to fill that seat, and continue in that position for no more than one additional year. It is expected that the Vice President becomes President after the term of service expires. No newly elected board member may step into the President position without first serving as Vice President, thus allowing for continuity and ease of board transition from year to year. If the Vice President forgoes their seat and does not wish to become President then another current board member may seek that seat.

Section 5: Etiquette. All Executive Board members shall act in the best interest of the PTO; likewise, shall conduct themselves professionally when representing the PTO.

Section 6: Compensation. No Officer shall be compensated by the PTO for their service.

Section 7: Attendance. Each Officer shall attend the monthly Executive Board and general PTO meetings.

Section 8: Committee Service. Each Officer is expected to attend and serve at PTO functions including, but not limited to: Spring and Fall events, fundraisers and family activities.

Section 9: Contracts & Purchases. No Officer shall secure any contract over \$1,000, in the name of the PTO, without the approval to do so by vote of the PTO Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 10: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote of the Executive Board. Advance notice of the vote shall be given to the PTO Executive Board at least one week prior to vote.

Article VII – Executive Board Member Duties

Section 1: President.

The President Shall:

1. Preside over all meetings of the PTO.
2. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
3. Act as a liaison between the PTO and administration of the school, and school district.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$200 on any one item or combination of related items, not included in the budget, without the consent of 2 Executive Board members.
7. Sign checks, notes, etc., in the absence of the Treasurer and supply a dual signature if needed.
8. Appoint Special Committees as needed.
9. Represent the PTO in a respectable manner.
10. Share duties with the Vice President.

Section 2: Vice President

The Vice President Shall:

1. Assist the President in any of the above duties.
Maintain planning data from committees to pass on to the Chairs the following year.
2. Spend no more than \$200 on any one item or combination of related items, not included in the budget, without the consent of 2 Executive Board members.
3. Maintain volunteer lists for each committee/event. Plan and execute the end of year PTO Parent/Staff Volunteer Thank You.
4. Obtain and manage volunteers for classroom parties.
5. Represent the PTO in a respectable manner.
6. Sign checks, notes, etc., in the absence of the Treasurer and supply a dual signature if needed.

Section 3: Officer(s) of Family Activities:.

The Officers of Family Activities shall:

1. Oversee all Family Activities.
2. Assist Chairperson for Parent/Child events.
3. Assist Chairperson for On Campus events.
4. Represent the PTO in a respectable manner.
5. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of two Executive Board members.

Section 4: Officer(s) of Fundraising:

The Officer(s) of Fundraising shall:

1. Oversee all Fundraising.
2. Plan and execute Fundraising events.
3. Represent the PTO in a respectable manner.
4. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of two Executive Board members.

Section 5: Secretary

The Secretary Shall:

1. Maintain all records of the PTO.
2. Record the minutes of the meetings of the Executive Board and PTO, and forward copies to each Executive Board member within one week of the recorded meeting.
3. Circulate the meeting minutes from the preceding PTO meeting at each monthly PTO meeting, and motion for the general assembly to approve these minutes.
4. Attend to the official correspondence of the PTO; including, but not limited to gestures of appreciation, birthdays, and sympathy on behalf of the PTO.
5. Hold a copy of the PTO Bylaws, Robert's Rules/Parliamentary Procedure, and current Membership list. Make each available upon request at each PTO meeting. Maintain the public disclosure file with assistance from the Treasurer.
6. Represent the PTO in a respectable manner.

Section 4: Treasurer

The Treasurer Shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up to date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to donations, dues and fundraising sales and contributions.
4. Maintain the PTO membership list.
5. Provide a written and oral financial report at each general PTO meeting and at other times at the request of the Executive Board.

6. Audit all invoices and receipts submitted or payment or reimbursement to ensure each request is in compliance with the PTO policies and budget. Pay all bills and distribute funds as authorized by the Executive Board.
7. Prepare and deliver all required documents to the PTO Tax Accountant. In the absence of a Tax Accountant, perform the complete and timely filing of all federal and state tax returns, as well as other financial reports, pertaining to the PTO's 501c3 status, as applicable, and maintain accurate records of such.
8. Complete all financial updates by the close of the fiscal year and provide a full year and report to the Executive Board.
9. Submit records and financial data for Taxes at the end of the fiscal year. Taxes are due on December 15th, for previous years' financials.
10. Represent the PTO in a respectable manner.

Section 5: The Public Relations Officer

The Public Relations Officer Shall:

1. Be responsible for keeping PTO and school population abreast of all PTO business.
2. Announce PTO meetings to the school community at least one week prior to the meeting date.
3. Complete and distribute monthly Wildcat Chat Newsletter to the school community.
4. Submit PTO information to the school administration to be included in the school weekly email.
5. Maintain PTO website.
6. Post PTO information to PTO social media sites.
7. Represent the PTO in a respectable manner.

Article VIII – Meetings

Section 1: Regular Meetings of the PTO. Regular meetings of the general PTO membership shall be held at least seven times per school year. Meetings shall be at the school, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the Secretary at the first meeting of the year. Meetings may also be offered via an online platform if available.

Section 2: Executive Board Meetings: Shall be held monthly during the school year.

Section 3: Special Meetings of the PTO: May be called at any time during the school year by the President or upon written request to the Secretary of at least a quorum of PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to meeting.

Section 4: Quorum: At least 10% of paid PTO memberships shall constitute a quorum. A quorum must be met for any vote to take place at the general PTO meetings. Only members in good standing, (with paid membership 14 days prior to vote) will count towards the quorum total.

Section 5: Newly Elected Board: Shall meet at least once between June 1st and the upcoming fiscal year for purposes of preparing a budget; which shall be presented at the first general PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

Section 6: The final PTO meeting of the school year shall take place in April, prior to the close of school.

Article IX – Funds

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students, staff and families of the School.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 1 week of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO.

Section 5: Reporting. An updated Financial Report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

Section 7: Earmarked Funds. The Executive Board is authorized to open a separate bank account for funds that are being earmarked and carried over for a specific reason that has been approved by the PTO membership.

Section 8: Collection of Funds. A member of the Executive Board shall be present onsite at any event where funds will be collected.

Section 9: 501c3 Status. The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c) 3 of the Internal Revenue Code.

Article X – COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: 5th Grade Celebration, Breakfast with Books ,Birthday Book Project, CAPE, Adult/Child Events,,On Campus Events, Hospitality, Write On!, Passive Fundraising, Spirit Wear, Student Supply Boxes, Staff Appreciation, Yearbook, Homecoming, Philanthropy and Campus Beautification. Additionally, committees may be formed or dissolved at any time either at the request of the President or by a majority vote of the Executive Board.

Section 2: Chairpersons. Chairpersons of Standing Committees will be determined in April/May for the following school year. Volunteer interest forms will be accepted on a first come first serve basis. If any Chairperson volunteer has a history of two or more unfulfilled obligations to the PTO their volunteer interest form will not be accepted. An Officer may also act as a Chairperson of up to two Standing Committees.

Section 3: Record Keeping. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairpersons. These records should be turned over to the Vice President who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by the Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may not serve as the Chairperson of the same committee longer than two consecutive years; unless the seat is vacant for the upcoming school year.

Section 7: Attendance. Committee Chairpersons shall attend monthly PTO meetings to report on the activities of his/her committee.

Article XI – COMMITTEE DUTIES

5th Grade Celebration

The 5th Grade Celebration Chair(s) shall:

1. Meet with 5th Grade teachers to discuss the event.
2. Research options, plans, and expenses and present suggestions to their committee.
3. Solicit volunteers to assist with the event.
4. Report all activities and expenses, at the monthly PTO meeting.
5. Maintain planning records and pass these along to the Vice President for permanent record keeping.
6. Communicate and inform 5th Grade Teachers and Parents of event details.

Breakfast with Books

The Breakfast with Books Chair(s) shall:

1. Research options, plans, and expenses and present suggestions to their committee.
2. Obtain snacks and beverages for the event.
3. Coordinate with the PTO Executive Board and School Reading Specialist for dates of events.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Birthday Book Project

The Birthday Book Project Chair Shall:

1. Purchase new books for each student to receive one on their birthday.
2. Refill book holders in the Principal's office to give students different choices.
3. Maintain an appropriate supply of books to meet student enrollment totals.
4. Work with the office to receive the number of books given each month to report at the PTO meetings.
5. Maintain planning records and pass these along to the Vice President for permanent record keeping.

CAPE Representative

The Primary and Secondary CAPE Rep Chair(s) shall:

1. Attend monthly CAPE meetings at District 202 offices. The Secondary Rep will attend meetings in the absence of the Primary Cape Rep.
2. Report any information to the Executive Board at monthly meetings.
3. Update the Executive Board on any PTO Cape responsibilities.
4. Handle the nominations for CAPE Awards. Attend the awards ceremony.
5. Ideally be an Executive Board member, but not necessary.

Adult/Child Events - Four Separate Events

The Adult/Child Event Chair(s) shall:

1. Research options, plans, and expenses for any projects and present suggestions to their committee and the Family Activities Officer.
2. Solicit for and coordinate volunteers for the event.
3. Work closely with the Family Activities Officer for approval of the budget and event location.
4. Create a flyer for the event and have it approved by the Family Activities Officer.
5. Maintain event registration list. Contact registered families with event confirmation.
6. Maintain planning records and pass these along to the Vice President for permanent record keeping.

On Campus Events - Family Pizza Bingo, Fall/Winter Event, Spring Event

The On Campus Event Chair(s) shall:

1. Research options, plans -and expenses for any projects and present suggestions to their committee and the Family Activities Officer.
2. Solicit for and coordinate volunteers for the event.
3. Work closely with the Family Activities Officer for event type, location and budget approval.
4. Create a flyer for the event and have it approved by the Family Activities Officer.
5. Maintain event registration list. Contact registered families with event confirmation.
6. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Hospitality Chair

The Hospitality Chair shall:

1. Plan and coordinate staff lunches/dinners; including conference dinners, holiday lunch and other dates given by the Executive Board. Excluding Staff Appreciation Week.
2. Work with the Executive Board on allergies, planning and budget.
3. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Write On!

The Write On! Chair(s) shall:

1. Visit each classroom to roll out and explain the program.
2. Coordinate volunteers for in school interview process and at home typists. And, arrange an online schedule for teachers/staff to utilize when signing up students.
3. Coordinate and plan with Teachers for scheduling.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Passive Fundraising

The Passive Fundraising Chair shall:

1. Manage Passive Fundraising Programs including Box Tops for Education, Market Day, Amazon Smiles and Coca Cola Give.
2. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
3. Plan and coordinate collection contests and prizes if applicable.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Spirit Wear

The Spirit Wear Chair shall:

1. Research options-for the best spirit wear company that can meet the needs of the PTO.
2. Receive approval from the Executive Board on designs and vendors.
3. Communicate with the vendor regarding orders and pricing.
4. Develop Order Form and procure orders if not using an online store.
5. Sort and distribute spirit wear.
6. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Student Supply Boxes Chair:

The Student Supply Boxes Chair(s) shall:

1. Research companies that will work best for our families.
2. If needed, plan and coordinate pick up hours with the Principal, and school maintenance staff.
3. Advertise and obtain orders.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Staff Appreciation Chair:

The Staff Appreciation Chair(s) shall:

1. Plan week-long activities to celebrate Staff Appreciation.
2. Work with the Executive Board on allergies, planning and budget.
3. Coordinate committee members and volunteers.
4. Coordinate door decorating with the school.
5. Plan and coordinate staff gifts.
6. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Yearbook Chair:

The Yearbook Chair(s) shall:

1. Procure volunteer photographers for school events.
2. Obtain a calendar from the school secretary or Principal to have coverage for non PTO events.
3. Create the Yearbook with vendor approved software.
4. Promote the order deadline to families.
5. Work with the Public Relations Officer to give them pictures to post on social media.

Homecoming Chair (when applicable)

The Homecoming Chair shall;

1. Research options, plans, and expenses and present suggestions to their committee.
2. Solicit for and coordinate volunteers for the event.
3. Work closely with the Executive Board and CAPE Rep.
4. Plan and execute all aspects of the Homecoming float with a committee and family volunteers.

Philanthropy

The Philanthropy Chair shall:

1. Be responsible for planning at least three community service projects during the school year.
2. Work with the Executive Board for approval of the projects and dates.
3. Plan, execute, and follow through with all aspects of the projects.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Campus Beautification

The Campus Beautification Chair shall:

1. Work with a committee to plan and implement beautification/garden projects and updates around the exterior of the building, including (but not limited to); maintenance of the circle planter and mulch, weeding and decoration of the front entryway into the building.
2. Stay within the budget set forth by the Executive Board.
3. Obtain approval from the building administrator and Executive Board before any permanent plants or structures are removed or planted.
4. Maintain planning records and pass these along to the Vice President for permanent record keeping.

Article XII – PARLIAMENTARY AUTHORITY

Section 1: Meeting Procedure. General PTO Meetings will follow an agenda set forth by the President and Secretary. All agenda items will be addressed, in order. New business, or questions will be entertained at the end of regular business. New business must be documented with the Secretary prior to meeting start time; whether via email, or sign-up sheet before meeting. A meeting can be adjourned at any time by the President.

Section 2: Rules. The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 3: Bylaws Committee. A Special committee may be appointed by the Executive Board to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 4: Bylaws Amendment. These Bylaws may be amended under the following conditions:

1. Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary.
2. At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meetings; and
3. A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
4. All approved amendments shall become effective immediately and recorded by the Secretary.

Article XIII – DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debts and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds will be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.