

## Walker's Grove Elementary PTO Organizational Bylaws

### **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 1<sup>st</sup> and end the following July 31<sup>st</sup>.

### **Article V – Membership & 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. 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, a Vice President, Officer(s) of Family Activities, Officer(s) of Fundraising, a Secretary and a Treasurer and Public Relations. In addition; the Principal, the asst. Principal, and a teacher liaison.

**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 history of two (2) 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. Additional 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 become President after term of service is expired. 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 his/her seat and does not wish to become President; then another current board member 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- 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.
8. Appoint Special Committees as needed.
9. Share duties with the Vice President.

### **Section 2: Vice President**

#### **The Vice President Shall:**

1. Assist the President in any of the above duties.

2. Oversee all committees; which includes, but not limited to conducting a yearly committee meeting, obtaining volunteer lists from each committee, and contact before, during and after events.
3. 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.
4. Work with secretary to develop any press releases, or communications with the community.
5. Plan and execute the end of year PTO Parent Volunteer Dinner.
6. Follow up with Committees and gather information regarding events.
7. Coordinate Room Parent initiative and help obtain volunteers for classroom parties.
8. Sign checks, notes, etc., in the absence of the Treasurer.

### **Section 3: Officer(s) of Family Activities:**

#### **The Officers of Family Activities shall:**

1. Act as a chairperson for all Family Activities
2. Oversee all Family Activities
3. Assist Chairperson for Parent/Child events
4. Manage, obtain, and oversee all volunteers for family events
5. Represent the PTO in a respectable manner
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of 2 EXECUTIVE BOARD members.

### **Section 4: Officer(s) of Fundraising:**

#### **The Officer(s) of Fundraising shall:**

1. Act as a chairperson for all Fundraising
2. Oversee all Fundraising
3. Plan and execute Fundraising 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 2 EXECUTIVE BOARD members.

### **Section 5: Secretary**

#### **The Secretary shall:**

1. Maintain all records of the PTO; including Member Directory, transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the EXECUTIVE BOARD and PTO, and forward copies to each EXECUTIVE BOARD member within 1 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 those 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, Roberts Rules/Parliamentary Procedure, and current Membership list. Make each available upon request at each PTO meeting. Maintain public disclosure filed with assistance from the Treasurer.
6. Announce PTO meetings to school community at least 1 week prior to meeting date.

#### **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. Provide a written and oral financial report at each general PTO meeting and at other times at the request of the EXECUTIVE BOARD.
5. 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.
6. 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.
7. Complete all financial updates by the close of the fiscal year and provide a full year end report to the EXECUTIVE BOARD.
8. Submit records and financial data for Taxes at the end of the fiscal year. Taxes are due on December 15<sup>th</sup>, for previous years' financials.

#### **Section 5: The Public Relations Officer**

##### **The Public Relation Shall:**

1. Responsible for keeping PTO and school population abreast of all PTO business.

#### **Article VIII-Meetings**

**Section 1: Regular Meetings of the PTO.** Regular meetings of the general PTO membership shall be held at least 7 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.

**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 present 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 day prior to vote) will count towards the quorum total.

**Section 5: Newly Elected Board.** Shall meet at least once between June 1<sup>st</sup> 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: 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, CAPE, Classroom Party, Parent/Child Events, Field Day, Hospitality, Write On!, Market Day, Pizza & Bingo, Spirit Wear, Teacher Appreciation, Trash to Treasure, and Yearbook. Additionally, committees may be formed or dissolved at any time either at the request of the President or by a majority votes of the EXECUTIVE BOARD.

**Section 2: Chairpersons.** Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the March PTO meeting. Elections shall take place at the April PTO meeting. An Officer may also act as Chair 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 VP 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 (2) consecutive years; unless seat is vacant for upcoming school year.

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

**Section 8: Nominations.** Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee. If a nominee is not in good standing with the Plainfield/Walker's Grove/PTO communities, their nominations will not be accepted to a Chair position. ( Good Standing Status includes paid PTO membership in the PTO, activity/event participation, and responsible citizenship including social media activity. If any nominee has a history of two (2) or more unfulfilled obligations to the PTO, a nomination will not be accepted.

## **ARTICLE XI - COMMITTEE DUTIES**

### **5th Grade Celebration**

The 5th Grade Celebration Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Solicit volunteers to assist with the event.
3. Report all activities, expenses, and profits at monthly PTO meeting.
4. Maintain planning records of and pass these along to the Secretary for permanent record keeping.
5. Communicate and inform 5th Grade Teachers and Parents.
6. Further, this is an event sponsored with PTO funds; however, 5<sup>th</sup> Grade Celebration is its own entity, separate of the PTO.
7. Fundraise as a grade level to raise extra funds for the event.

### **Breakfast with Books**

The Breakfast with Books Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Obtain snacks and beverages for event.
3. Coordinate with PTO Executive Board and School reading specialist for dates of events

### **CAPE Representative**

The CAPE Rep Chair shall:

1. Attend monthly CAPE meetings at District 202 offices
2. Report any information to Executive PTO Board at Monthly meetings
3. Handle the nominations for CAPE Awards
4. Purchase the Foundation for Excellence raffle item
5. Ideally be an Executive Board member, but not necessary

### **Classroom Party**

The Classroom Party Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Solicit no more than 3 volunteers for each classroom party, including AM Kindergarten.
3. Plan with Executive Board regarding funds for each party
4. Per School request, all classroom parties are food/snack free



### **Parent/Child Events**

The Parent/Child Even Chair shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Solicit for and coordinate volunteers for event.
3. Work closely with Executive Board for clearance of dates and budget

### **Field Day Chair**

The Field Day Chair shall:

1. Assist the PE Staff with obtaining volunteers for the School's Field Day held in May each school year
3. Coordinate with Current spirit wear chair to purchase shirts for Field Day

### **Hospitality Chair**

The Hospitality Chair shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Plan and coordinate all Teacher Lunches/Dinners; including Conference Dinners, Holiday Lunch and other dates given by Executive Board.

### **Write On!**

The Write On! Chair (s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
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

### **Trash to Treasure:**

The Trash to Treasure Chairs shall:

1. Consist of Box Tops, Campbell's Labels for Education, Tyson Labels, TerraCycle, and Pop Tabs.
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.

### **Spirit Wear**

The Spirit Wear Chair shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Communicate with Vendor regarding orders and pricing
3. Develop Order Form and procure orders from students, faculty and parents
4. Spirit Store volunteer coordination and setup

**Supply Kits Chair:**

The Supply Kits chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Plan and coordinate pick up hours with Principal, and school maintenance staff
3. Advertise and obtain orders

**Teacher Appreciation Chair:**

The Teacher Appreciation Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Coordinate volunteers, gifts and events for Teacher Appreciation

**Yearbook Chair:**

The Yearbook Chair(s) shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Plan and coordinate with current yearbook vendor to determine cost, deadlines and obtain contract.
3. Set up an online volunteer system to procure volunteer photographers for school events.
4. Obtain a calendar from School secretary or Principal to have coverage for non PTO events

**Homecoming Chair (when applicable)**

The Homecoming Chair shall:

1. Research options, plans, and anticipated profits and expenses for any projects and present suggestions to their committee.
2. Solicit for and coordinate volunteers for event.
3. Work closely with EXECUTIVE BOARD and CAPE Rep
4. Plan and execute all aspects of Homecoming float with a committee and family volunteers

**Philanthropy**

The Philanthropy Chair shall:

1. Be responsible for 2 charity drives and 1 giving tree event during the school year
2. Work with EXECUTIVE BOARD to determine charities and obtain clearance of dates, etc.
3. Plan, execute, and follow through with all aspects of the drive, including delivery of donations

### **Beautification**

The 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 front entryway into building.
2. Stay within budget set forth by Executive Board.
3. Obtain approval from building administrator and Executive Board before any permanent plants or structures.

## **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 Secretary prior to meeting start time; whether via email, or signup sheet before meeting. A meeting can be adjourned at any time by 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 meeting; 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 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.