

THOMAS JEFFERSON PARENT-TEACHER ORGANIZATION (PTO) BYLAWS

ARTICLE I NAME

The name of this organization is the Thomas Jefferson PTO (Parent Teacher Organization).

ARTICLE II ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members and these bylaws, as from time to time amended, shall be deemed to be its Articles of Organization.

ARTICLE III OBJECTIVES

Section 1. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(C 3) of the Internal Revenue Code or corresponding Section of any future Federal Tax code (hereafter "Internal Revenue Code").

Section 2. The objectives of the organization are:

- A. To promote the welfare of children and youth in the home, school, and community;
- B. To strive to enrich our children's environment;
- C. To support adequate laws for the care and protection of the children;
- D. To bring into closer relations, the home and school, so that parents and teachers may cooperate intelligently in the education of children and youth;
- E. To develop between educators and the general public such united efforts that will secure for all children and youth the highest advantages in physical, mental, social, and moral development.

Section 3. The objectives of this organization are promoted through an educational program directed towards parents, teachers, and the general public that are developed through committees, projects, and programs and are governed and qualified by the basic policies set forth in ARTICLE IV.

ARTICLE IV BASIC POLICIES

The following are basic policies of the organization:

- A. The organization shall be noncommercial, non-sectarian, and nonpartisan;
- B. The name of the organization and the names of any members in their official capacities shall not be used in connection with a commercial concern or with a partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization;
- C. The organization shall not directly or indirectly participate or intervene, in any way, including the publishing and distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office. School Board Elections shall not be considered "political" in order that the organization may sponsor debates between candidates, if so desired;

- D. The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education. However, the organization shall abstain from encroaching on administrative functions of the school;
- E. The organization shall not consider personal grievances against the school administration, teachers, or other staff members or any officers or members of the organization and no member shall use it as a forum to raise such issues;
- F. The organization shall not enter into membership with other organizations except international and national organizations as may be approved by the Executive Board. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization unless authorized to do so by a two-thirds vote of the membership;
- G. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, 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 ARTICLE III hereof;
- H. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization, exempt from Federal Income Tax under Section 501(C 3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(C 3) of the Internal Revenue Code;
- I. The organization shall have a "Policy and Procedure Manual" available to the membership which will have all member approved policies and procedures not stated in the by-laws.

**ARTICLE V
MEMBERSHIP, DUES, AND PRIVILEGES**

Section 1. Membership in this PTO shall be made available without regard to race, color, creed, national origin, gender, religion, or disability.

Section 2. Membership shall be available to all Faculty, Support Staff, Parents, Guardians, and family members of students currently enrolled at Thomas Jefferson Elementary School. Membership shall also be available to any person interested in supporting the Thomas Jefferson Elementary School and the organization.

Section 3. This PTO shall conduct an annual enrollment of members but may admit new members at any time. Those who join during the membership year shall pay full dues for that year.

Section 4. The membership year shall be from July 1 to June 30, inclusive.

Section 5. Each member shall pay such annual dues to said organization as may be prescribed by the organization. Upon receipt of payment, each member will be considered to be in good standing.

Section 6. Only dues paying members may be eligible for election or appointment to office or chairmanship, or hold such office in the organization.

Section 7. Annual dues recommended by the membership committee shall be approved by a two-thirds vote of the membership.

ARTICLE VI MEETINGS

Section 1. General membership meetings shall be held monthly during the school year. The calendar for such meetings shall be distributed to the general membership at the start of the school year.

Section 2. The privilege of making motions and voting shall be limited to dues paying members in good standing.

Section 3. Items for the meeting agenda may be submitted to the secretary no less than one week prior to the monthly general membership meeting.

Section 4. At any general membership meeting, for the transaction of business, a simple majority vote will be taken of the members in good standing present, along with at least two officers.

ARTICLE VII OFFICERS AND THEIR ELECTION

Section 1. Each officer of the organization shall be a dues paying member of the organization.

Section 2. The officers of this organization shall be:

- A. A President or Co-Presidents, Vice-President or Co-Vice-Presidents, Secretary or Co-Secretaries, and Treasurer in succession;
- B. Elected at the May general membership meeting, by a two-thirds majority vote of the membership present;
- C. Officers' term of office shall be for two years, from July 1 to June 30 inclusive;
- D. A person shall not serve more than a two consecutive terms in the same office.
- E. In order to be eligible for a Board position, other than Treasurer, a person should have served and fulfilled as a Chair/Co-Chair of at least one committee for this PTO prior to running for office;
- F. In order to be eligible for Treasurer a person should have served and fulfilled as another officer on the Thomas Jefferson PTO Board prior to running for this office. If no such person is available, a person could be eligible if they had chaired a year-round committee as determined by the Executive Board;
- G. In the event of a resignation or vacancy of an office or an appointed chair of the organization, the President(s) or next highest officer will appoint a replacement for the remaining term of office. Such appointees must be confirmed by a majority of the Executive Board.

Section 3. Nomination of Officers

- A. All nominations must be submitted in writing to the Executive Board by March 15th.
- B. All nominations must be presented on an official nomination form.
- C. Criteria for nominees are set forth in Article VII, Section 2.
- D. The Executive Board shall present a slate of officers at the April general membership meeting.

Section 4. Election of Officers

- A. Voting shall take place at the May general membership meeting. If there is more than one candidate for an office, ballots shall be distributed to the members on good standing. If there is only one candidate for a particular office, a ballot may be foregone and voice count taken;
- B. The Principal and Assistant Principal shall tally the votes.
- C. Newly elected officers shall assume their positions and responsibilities as of July 1.

ARTICLE VIII DUTIES OF OFFICERS

Section 1. In addition to the duties that may be set forth elsewhere in these bylaws, the President/Co-President shall:

- A. Preside at all meetings of the organization, the Executive Board;
- B. Keep an accurate roster of the names and addresses of the respective officers and the names and addresses of the members of the organization's Executive Board;
- C. Must approve and sign all outgoing checks;

Section 2. In addition to the duties that may be set forth elsewhere in these bylaws, the Vice-President/Co-Vice-President shall:

- A. Preside in the absence of the President/Co-Presidents;
- B. Preside in the absence of another officer;
- C. Serve as an aide to the President/Co-Presidents;
- D. In the case that a vacancy occurs in the office of President/Co-Presidents, serve the unexpired term;

Section 3. In addition to the duties that may be set forth elsewhere in these bylaws, the Secretary shall:

- A. Keep minutes of all meetings of the organization and of the Executive Board;
- B. Have charge of all official correspondence, including "Sunshine" duties.

Section 4. In addition to the duties that may be set forth elsewhere in these bylaws, the Treasurer shall:

- A. Oversee all funds belonging to the organization;
- B. Collect and keep accounts of all monies of the organization;
- C. Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Two people shall sign vouchers. Checks shall be signed treasurer and one other duly elected, authorized officer;
- D. Submit a report at each meeting of the organization, or at the request of the Executive Committee;
- E. File for 990EZ as required by the Internal Revenue Service for the term of the office held;

- F. The books of the treasurer shall be turned over immediately upon audit by the accountant to the new treasurer with a statement signed by the accountant that the books are in order. At least \$1,000.00 shall remain in the treasury to start the new year.

Section 5. The treasurer will give the books to the accountant on October 31st for an audit of the books

Section 6. One officer and a parent of this organization will be appointed to represent Thomas Jefferson's PTO on the School District CAPE Committee.

ARTICLE IX FISCAL YEAR

Section 1. The Fiscal Year of the organization shall run from July 1 to June 30, inclusive

ARTICLE X EXECUTIVE BOARD

Section 1. The Executive Board shall consist of:

- A. The officers of the organization;
- B. The school Principal or his/her representative.

Section 2. The Executive Board shall:

- A. Transact the necessary business between organization meetings and such other business as may be referred it by the organization;
- B. Create standing committees;
- C. Approve appointment of special committees;
- D. Approve appointments of committee chairpersons;
- E. Fill vacancies of office;
- F. Approve plans of work of the organization's standing and special committees;
- G. Present reports to the organization;
- H. Approve educational bills within \$750 limit of the budget.

Section 3. Regular Standing Meetings:

- A. Special meetings of the Board may be called by the President/Co-Presidents or by the majority of the members of the Board giving three days notice;
- B. In the event that an Executive Board member shall be absent from two or more regular meetings without due cause shall be, at the discretion of the majority of the Executive Board, considered a resignation from one's position.

Section 4. Members present shall constitute a quorum to transact any business.

Section 5. The Executive Board may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of the organization and/or the Executive Board. Any such action may be repealed by a two-thirds majority of the general membership at the next monthly membership meeting.

Section 6. The Executive Board shall have the authority to award "Certificates of Appreciation and/or Recognition."

ARTICLE XI SPECIAL AND STANDING COMMITTEES

Section 1. Standing Committees

- A. Chairpersons of all special and standing committees shall be members in good standing;
- B. The Executive Board shall prescribe such special and/or standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization. Standing committees may include but are not limited to Membership, Budget, Nominating, Audit and Fundraising Committees;
- C. Chairpersons of special and standing committees shall not serve for more than two (2) consecutive years, unless other volunteers are not forthcoming;
- D. If there is more than one interested party for the duty of committee Chairperson, the Executive Board may either:
 - 1. Hold a simple majority vote of the general membership
 - 2. Appoint two (2) candidates as Co-Chairpersons
- E. Chairpersons of special and standing committees shall present a written plan of work to the Executive Board for approval;
- F. No committee work or expenditures shall be undertaken without the consent of the Executive Board;
- G. Any gifts or donations shall be turned over to the Executive Board to be inventoried and secured in a lock box till the time the Executive Board and/or membership decides where to allocate the gifts or donations;
- H. A final committee report shall be presented to the Executive Board at the conclusion of the school year.

ARTICLE XII RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern this association in all cases to which they are applicable, and in which they are not inconsistent with the rules of order (or bylaws) of this organization.

ARTICLE XIII AMENDMENTS

These bylaws may be amended at any general membership meeting of the organization by a two-thirds majority vote of the membership present provided:

- A. The amendment of amendments shall first be proposed at a general membership meeting at least thirty (30) days prior to the vote and enactment, thus providing thirty (30) days notice;
- B. Full notice shall be given to the membership that the amendment or amendments will be voted upon at the next general membership meeting.

**ARTICLE XIV
AUTHORITY**

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Plainfield Community Consolidated School District 202, they shall be deemed null and void and the decision of the Plainfield Community Consolidated School District 202 shall, in all cases, control.