

MEADOW VIEW ELEMENTARY PTO BYLAWS

ARTICLE I NAME

The name of this organization is the Meadow View Elementary PTO. This PTO is incorporated under the laws of the State of Illinois.

ARTICLE II OBJECTIVES

Section 1. The objectives of the organization are:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To strive to enrich our children's environment.
- c. To secure adequate laws for the care and protection of the children and youth.
- d. To bring into closer relations the home and the school, in which parents and teachers may cooperate intelligently in the education of the child.
- e. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and moral education.

Section 2. The objects of the Meadow View PTO are promoted through an educational program directed toward parents, teachers, and the general public; are developed through committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE III.

Section 3. 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").

ARTICLE III POLICIES

- a. The organization will be noncommercial, non-sectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- c. The organization will not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the school to provide quality education for all children and youth 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 boards of education.
- e. The organization shall not enter into membership with other organizations

except such international or national organizations as may be approved by the Executive Board The Meadow View PTO or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTO representative shall make no commitments that bind the group he represents.

- f. 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.
- g. Notwithstanding any other provision 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) (2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit *funds*, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3).

ARTICLE IV MEMBERSHIP AND DUES

- a. Membership shall be made available without regard to race, color, creed, or national origin.
- b. Membership is available to Faculty, Support Staff, Parents, Guardians and family members of students currently enrolled at Meadow View Elementary School. Membership is also made available to anyone interested in supporting the Meadow View Elementary School and PTO.
- c. The membership year shall be from August 25 to August 24 inclusive. Membership dues are payable at time of enrollment and valid until the next August 24 , regardless of date of enrollment.
 - 1. Membership drives conducted during August/September will be to collect membership dues for the upcoming membership year.
 - 2. Exception shall be made for the 2000/2001 school year in that enrollment prior to September 30,2000 shall be valid until August 24, 2001.
- d. Each member shall pay such annual dues to said organization as may be prescribed by said organization. Upon receipt of payment, each member will be considered in good standing.
- e. Only a dues paying member may be eligible for election or appointment to office or chairmanship, or hold such office in said organization.

ARTICLE V MEETINGS

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

- b. The privilege of making motions and voting shall be limited to dues paying members in good standing.
 - 1. Exception may be made during the course of any meeting by a majority vote of the general membership.
- c. Items for the agenda may be submitted to the secretary no less than one week prior to the monthly general business meeting.
- d. At any general 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 VI ELECTIONS

- a. An ad hoc nominating committee consisting of three (3) parent members and two (2) staff members shall be formed at the February general monthly meeting.
 - 1. One parent member shall be a member of the current Executive Board, selected by a majority vote of the Executive Board.
 - 2. Two parent members shall be elected by the general membership, confirmed by a simple majority vote of the general membership present at the February monthly meeting.
 - 3. One (1) of the two (2) staff members shall be selected by the Principal or his/her designee. The other staff member shall be the 2nd Vice-President, as part of his/her official duties.
 - 4. The Chair of this committee will be selected from its members, by its membership.
- b. The Nominating committee will present a slate of officers at the March meeting. At this meeting, nominations may also be submitted from the floor.
- c. All persons wishing to submit a nomination shall be members in good standing for no less than thirty (30) days. All nominees shall be members in good standing for no less than thirty (30) days.
- d. Voting will take place at the general membership April meeting. If there is more than one candidate for an office, ballots will be distributed to the members in good standing, and tallied. If there is only one candidate for a particular office, a ballot may be foregone.
- e. The final duty of the ad hoc Election Committee will be to tally the votes and announce the new Officers.
- f. Newly elected officers will assume their positions and responsibilities as of June 1.

ARTICLE VII OFFICERS

- a. The officers of this organization shall be two (2) Co-Presidents, one (1) 1st Vice-President, one (1) 2nd Vice-President, one (1) Secretary, one (1) Treasurer.
- b. Officers shall be elected at the April general monthly meeting, by a two-thirds majority vote of all members present.
- c. Officers term of office shall be for one year, from June 1 to May 30,

inclusive.

- d. No person will serve more than two full consecutive terms in the same office.
- e. In the event of a resignation or vacancy of an office or an appointed chair of the PTO, the president 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

ARTICLE VIII DUTIES OF OFFICERS

Section 1. Co - Presidents

- a. The Co-Presidents will be the chief executive officers of the organization, and will preside at all meetings of the membership and all meetings of the executive board at which they may be present.
- b. They will have general charge and supervision of the business and affairs of the organization and will perform the duties usually incident to the office of the president of a tax exempt organization. They will jointly and individually have powers to sign and execute all papers, agreements or other obligations in the name of the organization.
- c. In the case of a dispute between the Co-Presidents, a simple majority of the Executive Board shall decide.
- d. Co-Presidents shall create and appoint members to special committees as necessary.
- e. Co-Presidents shall be ex-officio members of all committees of the organization, except the ad hoc nominating committee.
- f. Serve on the District CAPE committee.
- g. The Co-Presidents shall perform such other duties as may be delegated.

Section 2. 1st Vice-President

- a. The 1st Vice-President shall coordinate fundraising efforts for the organization and act as an aide to the Co-Presidents. * All fund raising events shall require executive board approval.
- b. The 1st Vice-President may perform the duties of the Co- Presidents in their absence or inability to act.
- c. The 1st Vice-President shall perform such other duties as may be delegated.

Section 3. 2nd Vice-President

- a. The 2nd Vice-President will act as a liaison to school administration regarding PTO funded programs and/or assemblies.
- b. The 2nd Vice-President shall also serve on the nominating committee.
- c. The 2nd Vice-President shall perform such other duties as may be delegated.

Section 4. Secretary

- a. The Secretary shall attend all meetings of the organization and executive board and shall act as clerk thereof and record all votes and minutes of all proceedings.

- b. The Secretary shall have a current copy of the bylaws.
- c. The Secretary shall maintain a current membership list.
- d. The Secretary shall perform such other duties as may be delegated.

Section 5. Treasurer

- a. The Treasurer shall receive all monies of this organization and keep an accurate record of receipts and expenditures; deposit or cause to be deposited all monies in a depository approved by the executive board; pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by two persons. Checks shall be signed by the treasurer and one other duly elected and authorized officer. In the event that two members of the same household serve on the executive committee, only one member of the household shall be permitted to sign checks.
- b. The Treasurer will present a written financial statement at each monthly meeting of the organization and at other times as requested by the executive board.
- c. The Treasurer will be an ex-officio member of the Budget Committee of the Executive Board.
- d. The Treasurer shall, as a last official duty of office, present to the incoming Treasurer at the May monthly meeting, the previous year annual report along with all vouchers, documents, bank statements and invoices for all disbursements.

Section 6. Transference of Office

- a. Officers elected at the April meeting will be invested to the office at the close of the May monthly meeting. All books, paper and other items will be transferred to the new officers at the following executive board meeting, the scheduling of which shall be at the close of the May monthly meeting.

ARTICLE IX FISCAL YEAR

- a. The Fiscal Year for this organization shall run from July 1 to June 30, inclusive.

ARTICLE X EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all elected officers and the principal or his/her designee.

Section 2. The Executive Board Shall:

- a. Transact the necessary business between organization meetings and such other business as may be referred to by the organization; review tentative budget from budget and finance committee for recommendation as a proposed budget to the general membership for adoption; create standing committees; approve plans of work of the standing committees; present reports and recommendations to the regular monthly meetings; approve routine bills not in excess of the budget, the amount of which is determined in the budget; elect an auditing committee; fill vacancies in offices, according to guidelines set above.
- b. Executive Board meetings shall be scheduled as needs and events require. A quorum of two thirds of the Executive Board must be present

to conduct business.

- c. In the event that an Executive Board member shall absent oneself from two or more regular meetings without due cause it shall be, at the discretion of the majority of the Executive Board, considered a resignation from one's position.
- d. 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 this organization. Any such action may be repealed by a two-thirds majority of the general membership at the next monthly meeting.

ARTICLE XI SPECIAL AND STANDING COMMITTEES

Section 1. Standing Committees

- a. Only members in good standing shall be eligible to serve in any elective or appointed position.
- b. The Executive Board shall create such standing committees as it may deem necessary to promote the objectives and carry on the work of this organization. Standing committees may include but are not limited to Membership, Budget, Room Parent, and Fundraising Committees.
- c. The Chair of Standing Committees shall serve for not more than two (2) consecutive years, unless other volunteers are not forthcoming. If there is more than one interested party the Executive Board may either:
 - 1. hold a simple majority vote of the general membership
 - 2. appoint two (2) candidates as Co-Chairs
- d. The Chair of the Standing Committee shall present a written plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 2. Auditing Committee

- a. An auditing committee of at least three (3) members shall review the Treasurers books, at least annually, immediately prior to transference to a new executive board. If satisfied, they will sign a statement to that fact.
- b. Board members who are authorized to sign checks may not serve on the Auditing Committee.
- c. By decision of the Executive Board, a professional auditor may be used.
- d. The new Executive Board shall not accept unaudited financial records.
- e. The Co-Presidents, jointly or independently, shall be members ex-officio of all committees except the nominating committee, and if authorized to sign checks, the auditing committee.

ARTICLE XII AMENDMENTS

- a. These Bylaws may be amended at any regular meeting of the Organization by a two-thirds majority vote of the members present provided:
 - 1. thirty (30) days notice of the proposed amendment or amendments has been given
 - 2. quorum has been met both at the meeting when the proposals were made

and at the meeting when the proposals will be voted upon.

Adopted August 2, 2000

Amended October 3, 2000 /

January, 2007