

# Channahon Parent Teacher Organization Bylaws

## **Article I – Name**

The name of the organization shall be the Channahon School District 17 Parent Teacher Organization; herein referred to as the Channahon PTO.

## **Article II – Purpose**

The PTO is organized for the purpose of supporting and enhancing the education of children Pre-K through grade 8 of Channahon School District 17 by:

1. Encouraging Communication and supporting relationships between parents, teachers, and administration.
2. Providing financial support for programs funded outside of the annual school budget.
3. Said corporation is organized exclusively for charitable purposes with the meaning of IRC section 501(c)(3). The sole charitable purpose of the corporation will be supporting the CSD17 public schools through volunteering and fund raising.

## **Article III – Policies**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, nonsectarian, and noncommercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Purpose of the PTO

## **Article IV – Members & Voting**

Any parent, guardian, or other adult standing in loco parentis for a student at the pre-school thru 8<sup>th</sup> grade level of District 17 schools may be a member and shall have voting rights. The principals and any teachers employed at District 17 schools may be a member and have voting rights. The Board, except the President, may have voting rights. Each individual member shall have one vote. Voting may take place by voice at PTO meetings or by written ballot, in the event of an election. The President may vote on a pending issue when the vote would change the outcome; that is to make or break a tie. The President may vote in all cases where the voting is by ballot, but may only vote once.

## **Article V – Fiscal Year**

The fiscal year of this PTO shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **Article VI – Officers**

**Section 1: Officers.** The officers shall be a President, Vice President, Treasurer, Media Secretary, Recording Secretary and Committee Director.

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**Section 2: Nomination & Elections.** Nominations will be held at the second to last meeting of the school year. The board shall select a candidate for each office and present the slate at a meeting held one meeting prior to the election. At that meeting, nominations may also be made from the members. Elections will be held at the last PTO meeting of the year. Voting shall be by voice to approve and second an officer position. If more than one person is running for office, a ballot vote shall be taken.

**Section 3: Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4: Terms of Office.** Officers are elected for a two year term and may serve no more than two years in any one current office. Only in the event that there is no one volunteering to replace an officer, they may serve over the two year term. Each person shall hold only one office during a single time period. President and Vice President will have alternating terms. No two positions of the same description should be vacated in the same year.

**Section 5: Vacancies.** If there is a vacancy for any officer board position, the PTO will notify the members. At the next regular scheduled meeting, a new officer will be elected. The remaining board members will assist in the vacant officer duties until the position is filled.

**Section 6: Removal from Office.** Officers can be removed from office with or without cause by two-thirds vote of those present at a regular meeting where previous notice has been given.

## Article VII – Officers Duties

**Section 1: President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the administrators, represent the organization at meetings outside the organization, create meeting agendas, and coordinate the work of all the officers and committees so that PTO meetings date/location are secured and announced to the school population at least one week in advance of that meeting via media secretary.

**Section 2: Vice President.** The vice president is the subordinate to the president and should assist the president. He or she is to assume the duties of the president when the president is not present or in the event the president resigns.

**Section 3: Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of the receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year, and file any documents required at the end of the fiscal year.

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**Section 4: Media Secretary.** The media secretary shall compile and maintain current information for all communication to parents through PTO Facebook page, PTO Blog, Emails, and Memos. Act as a parent liaison to relay information to the appropriate sources (committee chairs, faculty, and board members). Takes pictures at school events to post on social media, children excluded. The secretary also keeps a copy of the bylaws, rules, and other necessary supplies, and brings them to meetings. In the event that the recording secretary cannot fulfill his/her duties, the media secretary will fill in.

**Section 5: Recording Secretary.** The recording secretary shall take and record minutes and forward a copy to the media secretary within 2 weeks of the recorded meeting to be posted online for public viewing. Assist in gathering information for correspondence that needs to be distributed to parents and parent liaison to relay proper information. The secretary also keeps a copy of the bylaws and any other necessary supplies, and brings them to meetings. In the event the media secretary cannot fulfill his/her duties, the recording secretary shall fill in.

**Section 6: Committee Director.** The committee director shall serve as liaison among the committee chairs, the members, and the community at large. Assist the chairs in the administration of the PTO and in volunteer identification and recruitment.

## Article VIII – Meetings

**Section 1: Regular Meetings.** The regular meetings will be scheduled monthly on the second Thursday of every month during the school year unless other notification is given five days in advance, with the exception of any special circumstance pertaining to weather. Time and location of the meeting will be posted online at least one week prior to the meeting date.

**Section 2: Special Meetings.** Special meetings can be called by the president or, any two members of the executive board. General members can request a special meeting by submitting a written request to the secretary. Previous notice of the special meeting shall be publicized to the members at least 10 days prior to the meeting, by online communication.

**Section 3: Quorum.** The quorum shall be 10 members of the organization.

## Article IX – Executive Board

**Section 1: Membership.** The Executive Board shall consist of the PTO officers, principals, and standing committee chairs.

**Section 2: Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to membership, approve routine bills, and prepare reports and recommendations to the membership.

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**Section 3: Meetings.** Executive meetings shall be held once a month during the school year and are to be determined by the board as needed. Special meetings may be called by any two board members, within 24 hour notice.

## **Article X – Committees & Events**

**Section 1: Membership.** Committees may consist of members and board members, with the presidents acting as ex officio members of all committees. Committee chairs, co-chairs and committee are on a volunteer basis.

**Section 2: Events.** Events are determined over the summer by a meeting of the presidents and principals. Events are determined by success, volunteer support and space availability. Events and chairs will be posted online for members to view.

**Section 3: Committee Chairs.** The chairperson of each committee shall keep a written record of the activities of their committee in a manner that would allow these records to be passed along to future chairs. These records should be turned over to the media secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future chairs. The PTO officers have final approval of committee chairs.

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

**Section 5: Contracts, Purchases & Advertising.** No committee chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions. Any advertisements made for a PTO event must be approved by the PTO Board first.

**Section 6: Attendance.** Committee chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of their committee. If they are unable to attend scheduled meetings, a written update must be submitted to the secretary prior to the meeting.

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## **Article XI – Finances**

**Section 1:** No part of the net earnings of the corporation shall benefit, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose described in section 501 (c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 2:** PTO funds shall be used for programs, events, and items that directly benefit the students, teachers, or principals of School District 17 grades Pre-K through 8.

**Section 3:** Immediately following a PTO sponsored event, two PTO members must count and verify all funds at the location of the event. All funds must be documented and submitted to the PTO Treasurer within 5 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 7 days of receipt by the Treasurer. If depositing multiple event funds, deposits must include separate account numbers and amount details for each event on the deposit form submitted.

**Section 4:** Reimbursements for all expenses shall be made only after signed 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 the three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 5:** No officer shall be compensated by the PTO for their service.

**Section 6:** Board may spend no more than \$350 on any one item or combination of related items, no included in the budget, without the consent of the general membership. Majority officer vote must be obtained for a purchase under \$350. There is to be only one officer vote purchase allowed in between regular scheduled PTO meetings.

**Section 7:** The fiscal year of the PTO consists of one fiscal year starting July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Treasurer will file the appropriate forms regarding state or IRS filings with the district office.

**Section 8:** Upon the dissolution of this organization, assets shall be distributed evenly among the schools in District 17.

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## **Article XII – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

## **Article XIII – Code of Conduct**

All PTO members shall act in the best interest of the PTO. Members should conduct themselves in a courteous, respectful, and professional manner while demonstrating ethical and moral behavior. Adherence to all Channahon PTO Bylaws, rules and polices may never be violated. It is the responsibility of every member to know and understand these rules.

## **Article XIV – Conflict of Interest**

**Section 1: Fundraising.** It is a conflict of interest for a member to professionally and or monetarily benefit from a PTO fundraiser. The PTO is an independent organization and will not support one member’s professional interest over another in order to make a profit, i.e. Thirty-One, Tupperware, Tastefully Simple.

**Section 2: Board Members.** It is a conflict of interest to hold a current position on the PTO Board along with simultaneously holding a position on another board within School District 17, including but not limited to, District 17 School Board of Education.

## **Article XV – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two- thirds vote of those present at the meeting. Upon a vote to dissolve the PTO, the remaining funds shall first be used to pay any outstanding PTO debt. See Article XI Finances section 8.

## **Article XVI – Bylaws Amendments**

**Section 1:** A special committee may be appointed to submit a revised set of bylaws by majority vote at a regular PTO meeting.

**Section 2:** The bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail or e-mail by either the bylaws committee or at least 5 PTO members shall submit the revision request to the Secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. Upon approval amendments will become effective immediately.

# Channahon Parent Teacher Organization Bylaws

ADOPTED BY THE MEMBERSHIP OF THE CHANNAHON PARENT TEACHER ORGANIZATION COMMUNITY  
SCHOOL DISTRICT 17.  
JULY 1, 2015

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Julie Straley, Channahon PTO President

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Mary Kelly, N.B. Galloway Elementary School Principal

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Laura DuBois, Pioneer Path School Principal

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Susan Kavich, Three Rivers School Principal

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Dr. Chad Uphoff, Channahon Jr. High Principal

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Nicholas M. Henkle, Superintendent