

# **Wauconda School District #118 Parent Teacher Organization By-Laws**

## **Article I: Organization**

The name of this organization is the Wauconda School District #118 Parent Teacher Organization , Grades K-8.

## **Article II: Objectives:**

- A. To promote the welfare of the children of Wauconda CUSD # 118, K-8.
- B. To work collectively with parents and teachers to develop goals which enhance and support the learning environment.

## **Article III: Basic Policies**

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization and/or the names of any members in their official capacities shall not be used in any commercial or partisan interest for any purpose not directly connected to the objectives of the organization. No commercial enterprise or political candidate shall be endorsed.
- C. The organization shall work with the schools to provide quality education for all students and shall seek to be informed of the state and local decision-making process establishing school policy, while recognizing the legal responsibility to make decisions has been delegated by the people to the District Board of Education.
- D. The organization may cooperate with the other organizations and agencies concerned with child welfare, but persons representing the organization in such a matter shall make no commitments that bind the organization without prior consent of the general assembly.
- E. In the event of dissolution of the Wauconda School District #118 PTO, its assets shall be turned over to the Wauconda CUSD#118's Business Manager to promote the welfare of the children of Wauconda CUSD#118 Grades K-8
- F. This organization is a non-profit organization. No part of net earnings shall benefit any one individual staff member or student without board approval.
- G. This organization will maintain status as a federally exempt organization as defined under Section 501c(3) of the Internal Revenue Code.
- H. The policies shall be developed through meetings, conferences and committees. They shall not direct or control the administration or the activities of the school.

**Article IV: Fiscal Year**

The fiscal year of Wauconda School District #118 PTO shall begin on August 1<sup>st</sup> and end on the following July 31<sup>st</sup>. **Amended 1/31/11**

**Article V: Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

**Article VI: Membership and Dues**

- A. General members shall be all parents, step-parents, or guardians of students, Wauconda CUSD #118 teachers, administrators, support staff and School Board Members.
- B. Honorary members shall be patrons and community members who take interest in Wauconda CUSD #118 students. Honorary membership status must be renewed every two years and will be done at the discretion of the District PTO Board. **Amended 1/31/11**
- C. An individual who is a member of this organization is entitled to all benefits of such membership.
- D. Any individual who follows the objectives and basic policies of this organization shall comply with the provisions of the By-Laws. Membership in this organization shall be made available without regard to race, color, creed, or national origin.
- E. This organization shall conduct an annual enrollment of members, but may admit persons to the membership at any time. Members of the general assembly must join thirty (30) days prior to an election to be eligible to vote in the same election.
- F. The membership shall be from September 30<sup>th</sup> to September 29<sup>h</sup>, inclusive. Persons who join during the membership year shall pay dues for that year.
- G. Only members who have paid dues for the Current membership year of this organization shall be eligible to participate in its business meetings, or to serve in any of its elective and/ or appointive positions.
- H. The amount of annual dues shall be determined by the Executive Board and assessed accordingly.
- I. The dues shall be used for the maintenance of the organization including publishing membership books. The remaining balance will be deposited into the District #118 PTO Board Account and the betterment of District# 118, Grades K-8.

**Article VII The District PTO Board (DPB)**

The **District PTO Board (DPB)** shall consist of 10 people which include a President, Vice President, Secretary, and Treasurer. The appointed officer shall be Parliamentarian. These positions will be filled by previous District 118 P.T.O. Executive Board Members. The remaining positions consist of the 5 Executive PTO presidents (one from each school). **Amended 1/12/09**

- A. The **DPB** will oversee the Robert Crown School, Cotton Creek School, Wauconda Grade School, Matthews Middle School and Wauconda Middle School Executive PTO Boards.

- B. The **DPB** will meet with the Executive PTO Board officers from Robert Crown School ,Cotton Creek School , Wauconda Grade School, Wauconda Middle School and Matthews Middle School periodically
- C. The **DPB** will host at least two meetings during each school year. **Amended 1/31/11**
- D. The **DPB** will conduct an annual Audit which will be completed by October 1<sup>st</sup>. **Amended 1/31/11**
- E. To submit an annual copy of the PTO year end financial statement to both the Wauconda CUSD#118 Administration and the Wauconda School Board at the end of each fiscal year.
- F. The **DPB** Treasurer and **DPB** President will be on all Executive PTO bank accounts. **Amended 1/31/11**

**Article VIII The Executive PTO Boards**

Cotton Creek School, Robert Crown School , Wauconda Grade School, Wauconda Middle School and Matthews Middle School Executive PTO Boards (**EPB**) shall be made of elective officers of this organization. The elected positions are President, Vice President, Secretary, and Treasurer.

**Article IX: Duties of Officers**

**Section I. The duties of the President shall be as follows:**

- A. To call the meeting to order at the appointed time and if a quorum is present, proceed with necessary business.
- B. To preside over the regular meetings and special meetings in accordance with Robert's Rule of Order and those By-Laws.
- C. Shall maintain a fair and impartial position at all times.
- D. To state and put to vote all questions that legitimately come before the organization and to announce the result of each vote.
- E. To vote when voting is by ballot, to break or to cause a tie vote with the minority and thus cause the motion to fail, per Robert's Rules of Order.
- F. To authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the organization
- G. To delegate to the Vice-President certain administrative duties.
- H. The President shall be a member of all committees, except the nominating committee.
- I. To appoint Co-chair persons to **EPB** positions as well as Committee Chairpersons and Co-Chairpersons to be presented to the Executive PTO Board for ratification with a 2/3rds majority needed.
- J. To appoint special committees as the need arises.
- K. Any/all sponsored fund-raising activities must be submitted to that individual school's principal by the **EPB's** President for approval.

- L. To notify Officers and Committee Members of their election of appointment and to furnish committees with whatever documents are required for the performance of their duties,

**Section II. The duties of the Vice-President shall be as follows:**

- A. To preside at meetings in the absence of the President, or if the President should decide to vacate the chair during the course of a discussion or debate.
- B. To act as an aide to the President and assume responsibilities assigned to him/her by the president.
- C. To review monthly bank reconciliations from all schools per our insurance Fidelity Bond Policy requirements.

**Section III. The duties of the Secretary shall be as follows:**

- A. To record all proceedings of the organization and present them for approval at the next **EPB** meeting
- B. To verify membership of those attending PTO meetings and to maintain a current membership list.
- C. To keep on file all committee reports.
- D. To make the minutes and records available to the members upon request.
- E. To maintain record books contains the By-Laws and the Minutes, with any amendments to these documents, and to have on these items on hand at every meeting.
- F. To prepare prior to each meeting an agenda for the use of the presiding officer.
- G. To preside over the meeting in the absence of the President and Vice-President, until a President pro-tem is elected, which should be done immediately.
- H. To conduct the correspondence of the organization.

**Section IV. The duties of the Treasurer shall be as follows:**

- A. To receive all monies of this organization and keep accurate record of such receipts.
- B. To keep itemized statements of all expenditures.
- C. The Treasurer shall present a written financial statement at each **EPB** meeting making a full report at the meetings, if so conducted or in writing upon request to the membership at large.
- D. The Treasurer will give a written monthly financial statement to the **DPB** and at other times requested by the **DPB**. The **DPB** Treasurer will have authorization to sign checks on all **EPB** accounts.
- E. The Treasurer's records shall be examined annually by a professional auditor between the dates of August 1<sup>st</sup> and July 31<sup>st</sup>, who satisfied that the Treasurer's annual report is correct, shall sign a statement certifying its correctness and presented at the next EPB meeting. **Amended 1/31/11**

**Section V. The duties of the Parliamentarian shall be as follows:**

- A. To advise the President, Officers and members on matters of Parliamentary procedure.
- B. To consult with the presiding officer prior to the meetings on the proper order in which to conduct business relating to Parliamentary procedure.
- C. C. To review By-Laws.

**Section VI. All Officers shall:**

- A. Perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in these By-Laws and those assigned from time to time.
- B. Present in writing their resignations at least two (2) weeks prior to any regular meeting to allow the board to appoint a pro-tem until such time as an election may be held.
- C. Deliver to their successors all official material within thirty (30) days following the meeting at which the successors take office.

**Article X Executive PTO Board (EPB) Meetings**

- A. Regular meetings of this organization shall be held at least twice yearly during the school year Five (5) days notice shall be given of change of date. '
- B. Special meetings may be called by the **EPB** or by the written demand of Members.
- C. Article XII of these By-Laws, if appropriate. At other times reports shall be given to the **EPB** and the election of officers shall be conducted by written ballot to the organization.

**Article XI Executive Committee**

**Section 1. Definition**

The Executive Committee for each individual school's PTO shall consist of the EPB officers of this organization, the chairperson and the co-chairpersons of the standing committees and the principal(s) of the school(s) or his/her representatives(s).

**Section II. Responsibilities**

- A. Transact necessary business in the intervals between organizational meetings and other side business as may be referred to it by this organization.
- B. Approve expenses over \$300.00 when a quorum is present.
- C. Present reports and recommendations to the regular meetings of this organization.
- D. Approve appointments of your individual school PTO nominating committee.

### **Section III. Meetings**

Regular meetings of the Executive Committee shall be held at least twice monthly during the school year and at least one (1) week prior to every meeting of the general assembly. At least three(3) to five (5) days notice shall be given if there is a change of the regular meeting date. Five (5) persons, including at least two (2) Officers, shall constitute a quorum.

### **Article XII Standing and Special Committees**

- A. The **EPB** shall create such Standing and Special Committees as it may be necessary to promote the objectives in order to carry on the work of the organization. The chairperson of each Standing Committee shall be appointed by the **EPB** President and approved by the **EPB** for a term of one (1) year.
- B. The chairperson pro-tem of each standing committee shall present a plan of work prior to executing the plan to their **EPB** for approval.
- C. The chairperson of each committee shall submit to the secretary a completed "Event Form" at the conclusion of each event.
- D. Special committees may be created by the President, **EPB**, or the membership as needed.
- E. The president shall be a member of all committees.
- F. A representative from each **EPB** will serve on each committee.

### **Article XIII Voting**

#### **Section I. Voting Authority**

- A. Each officer of the **EPB** shall have one (1) vote, with the exception of the President, who shall vote only in case of a tie.
- B. Each school Principal and Assistant Principal or their representative cannot make a motion at PTO meetings and they do not have voting privileges. **Amended 6/2/08**
- C. Each Standing Chairperson shall have one vote.
- D. Each Special Chairperson shall have one vote for the duration of that committee.
- E. PTO members can only make motions and/or vote at meetings where their children are currently enrolled and/or the PTO member is currently employed. **Amended 6/2/08**

#### **Section II. Delineation of Voting Privileges**

- A. The Executive Committee as defined in Article XI Section II shall determine all fiscal decisions and policies.
- B. Members of the Executive Committee must attend Executive Committee and /or General Assembly meetings during a school year in order to vote on fiscal decisions.

- C. General Membership, with paid current dues, shall vote annually by ballot for the election of officers. Those members in attendance of an Executive Committee meeting shall vote on the Approval of Minutes and the planning of events.

**Article XIV Election of Officers**

**Section I. Nominating Committee**

- A. There shall be a nominating committee consisting of six (6) members, one (1) of whom shall be elected by the **DPB**, and five (5) appointed by the **EPB** from each school (CC, RCS, WGS, MMS and WMS) at least one (1) month prior to the election. The **DPB** appointee shall serve as the chairperson.
- B. The nominating committee shall report at the election meeting or in written form to the general membership the names of one (1) or more candidates for each office to be filled.
- C. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor, if appropriate.
- D. Only those who have consented to serve if elected, shall be eligible for nomination either by the committee or from the floor. No one may be eligible for nomination who has not been a member of this organization for at least 30 days.

**Section II. Terms and appointments**

- A. Each term will be two years.
- B. A member may only serve in one elected position at a time and this position must reside at a school where their child attends and/or the PTO member is employed during their term.  
**Amended 1/12/09**
- C. In the election process if the elected member is not able to fulfill the position, the position will be filled by the next person with the next highest number of votes and/or appointed by the **EPB** of the individual school with the open position.

**Article XV Dissolution of the Organization as a whole**

**Section I. The method of dissolving this organization shall be as follows.**

- A. Upon receipt of a signed petition of ten(10) percent of the membership, not including the members of the **DPB** and the **EPB** of this organization, recommending dissolution of this organization, the **DPB** shall submit the question of dissolution to a vote at an open meeting of the membership and at that time all monies shall be frozen, except those already budgeted or approved, until the question of dissolution has been decided. The **DPB** shall not submit the question of dissolution on its own motion.
- B. Written notice stating the question of such dissolution shall be given to each member entitled to vote at such meeting.
- C. Only those persons who were members in good standing with this organization on the date of submission of the question of dissolution and who continue to be members in good standing on the date of the meeting shall be entitled to vote on the question of dissolution.
- D. Approval of dissolution of this organization shall require the affirmative vote of at least 2/3rds of the membership.

## **Section II. Dissolution of money**

This organization is to yield up and surrender all its books, records, and all its assets to the Business Manager of Wauconda CUSD #118, to be held until a new organization is formed. All assets, including monies, shall be used to benefit Wauconda CUSD#118, Grades K-8.

## **Article XVI Amendments**

### **Section I. Committee**

These By-Laws may be amended in the following manner: Proposed amendments shall be presented to the **DPB** for approval by the amendment committee. The amendment committee shall consist of the entire **DPB** and a member from each **EPB**. The proposed amendments shall then be presented at any regular/special meeting and shall require 2/3rds vote of approval of the membership present for adoption.

### **Section II. Procedures**

The by-law committee shall review and/or update by-laws every 2 years. Copies of updated by-laws shall be forwarded to the Business Manager of Wauconda CUSD #118.

### **Section III. History of Amendments**

- A. July, 1968; January, 1984; April, 1989; May, 1991; May, 1997
- B. June, 2001; In the event of a District #118, Grades K-8 student or employee death, the Executive Board shall donate a memorial gift, which will benefit the students of District #118.
- C. March, 2004; The Executive Directors Board will oversee the Robert Crown, Cotton Creek, Wauconda Grade School and Wauconda Middle School PTO Boards during the two-year transition period during which Matthews Middle School is being constructed.
- D. August, 2007; Complete update of all Wauconda School District #118 PTO by-laws.
- E. June, 2008; **Article XIII-Voting** – Each school Principal and Assistant Principal or their representative cannot make a motion at PTO meetings and they do not have voting privileges. PTO members can only make motions and/or vote at meetings where their children are currently enrolled and/or the PTO member is currently employed.
- F. January, 2009; **Article VII – The District PTO Board (DPB)** – The District PTO Board shall consist of 10 people which include a President, Vice President, Secretary and Treasurer. The appointed officer will be Parliamentarian. These positions will be filled by previous District 118 PTO Board Members. The remaining positions consist of the 5 Executive PTO Presidents (one from each school). **Article XIV Section II. – Terms and appointments** – A member may only serve in one elected position at a time and this position must reside at a school where their child attends and/or the PTO member is employed during their term.
- G. January, 2011; **Article IV – Fiscal Year** – The fiscal year of Wauconda School District #118 PTO shall begin on August 1<sup>st</sup> and end on the following July 31<sup>st</sup>. **Article VI – Membership and Dues – B** – Honorary membership status must be renewed every two years and will be done at the discretion of the District PTO Board. **Article VII – District PTO Board – C** – The DPB will host at least two meetings during each school year. **D** – The DPB

will conduct an annual Audit which will be completed by October 1<sup>st</sup>. **F-** The DPB Treasurer and DPB President will be on all Executive PTO bank accounts. **Section IV – The Duties of the Treasurer Shall be as follows – E –** The Treasurer’s records shall be examined annually by a professional auditor between the dates of August 1<sup>st</sup> and July 31<sup>st</sup>, who satisfied that the Treasurer’s annual report is correct, shall sign a statement certifying its correctness and be presented at the next EPB meeting.

## **Article XVII Nomination/Election Committee**

There should be at least six (6) members on the nomination committee. One (1) of whom shall be appointed by the **DPB**, and five (5) appointed by the **EPB** from each school (CC, RCS, WGS, MMS, and WMS) at least one (1) month prior to the election. The **DPB** appointee shall serve as the chairperson.

### **Section I. Nominating**

- A. No one from the selected group should be seeking a position on the ballot.
- B. Once the nominating committee is selected, they shall create a nominating ballot that will be distributed via the schools to all current PTO members. The nomination process should take a minimum of one (1) week and a maximum of two (2) weeks.
- C. The nominating committee shall be responsible for collecting, tallying, and contacting those persons nominated for a position on the ballot. The people interested in running in the election must attend the next **DBP** meeting and formally accept their nomination. If they are unable to attend the meeting they may send in writing their acceptance.
- D. No one owing money or property to the PTO organization shall be allowed to be placed on the ballot or vote. Dues and money owed shall be verified by the Treasurer.
- E. After all persons have accepted their nominations and are in financially good standing with the organization; a ballot must be make and distributed via the schools to the general membership.

### **Section II. Election**

- A. The election committee shall be responsible for the collection, tabulation, and the Notification of election results.
- B. All ballots shall be dropped into a PTO locked election box located at each school.
- C. The election process shall take a minimum of one (1) week and a maximum of two (2) weeks, or as stated on the ballot. The election shall end on the date stated on the ballot at the dismissal time of each school.

## **Section XVIII Election Ballot**

- A. The election ballot shall be created on colored paper.
- B. The ballot must include the time frame of the election, and the last date and time with which ballots shall be accepted.
- C. The ballot shall have at least 1 colored stamps imprinted on it to prevent someone from photo copying additional ballots
- D. The names on the ballot shall be listed per "Roberts Rules of Order".

Approved: \_\_\_\_\_  
Date

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**District Board PTO President, Carey McHugh**

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**District Board PTO Vice President, Angela Truesdale**

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**District Board PTO Secretary, Shelly Redensek**

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**District Board PTO Treasurer, Holly Kuhn**

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**District #118 Business Manager, William Harkin**

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**Revisions submitted by PTO Parliamentary Advisory, Steve Diol**