

BY-LAWS OF THE SUNSET RIDGE/MIDDLEFORK PARENT TEACHER ORGANIZATION

ARTICLE I NAME AND OFFICE

SECTION 1. NAME. The name of this organization shall be the Sunset Ridge / Middlefork Parent Teacher Organization. The Organization shall be a private not for profit corporation registered with the State of Illinois. Whenever the term "organization" is used herein, it shall mean the not for profit corporation.

SECTION 2. OFFICES. The Organization shall have a Registered Agent who continuously maintains a registered office in this state as required by the Illinois *General not for Profit Corporation Act of 1986*, as amended.

ARTICLE II OBJECTIVES AND AFFIRMATIVE STATEMENT

SECTION 1. OBJECTIVES.

1. To promote the welfare of children and youth in their home, school and community.
2. To create closer relationships between parent, teachers, school administrators and the School Board so that they may cooperate effectively in the educational development of the student.
3. To assist the school in carrying out its responsibilities to the community.
4. To inform the public with respect to the activities and concerns of the school.
5. To raise funds regularly by private subscription or public benefit to support the Organization's operating expenses and to supplement school expenditures for new or special projects or programs.

SECTION 2. AFFIRMATIVE STATEMENT. The Sunset Ridge / Middlefork Parent Teacher Organization will operate without discrimination as to race, color, creed, sex, or national origin. It will exclude from any and all of its activities the injection of any element of partisan politics or sectarian religious preference.

**ARTICLE III
ORGANIZATION MEMBERSHIP**

SECTION 1. MEMBERSHIP. All parents and/or guardians of children in attendance in Sunset Ridge School District 29 (District 29) are members of this Organization. In addition, the Administrative Staff, the Faculty of District 29 and the School Board shall all be members. (Collectively, referred to herein as “members.”)

SECTION 2. DUES. If the Administrative Staff, the School Board, and the Sunset Ridge Education Association Representatives (on behalf of the faculty) want to vote on any PTO item, they are required to pay dues. Dues for all members shall be assessed at a rate determined by the Budget Committee and approved by the voting members of the Organization. Dues shall be payable on or before November 1 of each year. A member in good standing shall have paid dues.

SECTION 3. CONFLICT OF INTEREST. Organization members shall disclose any conflict of interest he or she may have in the business considered or undertaken by the Board and shall recuse him or herself from participation in any discussion or decision making which presents a conflict, including leaving the room for the period of time such discussion takes place.

**ARTICLE IV
BOARD OF DIRECTORS**

SECTION 1. GENERAL. The Board of Directors (known hereafter as “the Board”) shall be the governing body of the Organization. In addition to managing the business of the Organization, the Board shall authorize and prescribe such rules and regulations or standards for management as it deems appropriate which are not in conflict with these Bylaws. The authority of the Board of Directors to exercise the following powers is conditional upon the approval of the Organization in accordance with the Bylaws:

- A. Any voluntary dissolution, merger, consolidation, sale or transfer of all or substantially all of the Organization’s assets;
- B. Any amendment to the Articles of Incorporation or these Bylaws;
- C. Approval of the annual budget of the Organization.

SECTION 2. MEMBERSHIP. The membership of the Board shall consist of the Executive Committee and the Chair of all Board Positions. Board Members shall serve without compensation.

- A. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, President-elect, Vice President, Secretary, Treasurer, Assistant Treasurer, and Legislative Chair.

- B. BOARD POSITIONS: There shall be the following Board Positions: Author Visit and Programs Chair; Benefit Chair; Bike Safety Week Chair; Book Fair Chair; Communications Chair; Conference Meals MF Chair; Conference Meals SRS Chair; Directory/Kaleidoscope Chair; Eighth Grade Chair; Fall Event Chair; Fun Fair Chair; Great Books Chair; Holiday Projects Chair; Hospitality Chair; House and Grounds Chair; Lunchroom Volunteers MF Chair; Lunchroom Volunteers SRS Chair; Nominating Chair; Parent Connections Chair; Public Relations (PR) Chair; School Supplies Chair; Social Dance Chair; Teacher Appreciation Chair; Welcomers Chair; Alliance for Early Childhood Liaison; FAN Liaisons; NSSED Liaison; Picture Day MF Chair; and Picture Day SRS Chair.

SECTION 3. RESPONSIBILITIES. In furtherance of managing the affairs of the Organization, the Board of Directors shall:

- A. Monitor the performance of the Executive Committee and Board Positions;
- B. Establish and interpret the Organization's mission, purpose, and objectives;
- C. Develop, implement and monitor strategic plans;
- D. Develop policies and update the responsibilities of the Executive Committee and each Board Position;
- E. Engage in fundraising;
- F. Assume fiduciary responsibility;
- G. Advocate for and inform the Organization;
- H. Have a working knowledge of the Organization's Bylaws;
- I. Attend the Organization meetings; and
- J. Shall not bind the Organization in any contractual agreement without the approval of the Board or the co-signature of the President.

SECTION 4. ELECTION. The nomination of the Board, except for the Board Position of Nominating Chair, shall be the responsibility of the Nominating Committee. The Nominating Committee shall prepare a list of candidates and present it at the designated Organization meeting, usually held in March. Nominations may also be made from the floor during the meeting in which candidates are presented, provided the consent of the candidate has been previously obtained and the Chair of the Nominating Committee has been notified in writing at least twenty-four hours in advance of the meeting. If there is more than one candidate for an office, that election shall be by

written ballot. Voting and/or approval of candidates for the Board Positions will occur by the following month's PTO meeting. The Board shall take office after the close of the school year in which the vote is taken, with the exception of Treasurer and Assistant Treasurer who will take office at the close of the fiscal year.

SECTION 5. TERM. The term of each Board member shall be one year, unless otherwise noted in the job description

SECTION 6. VACANCY. A vacancy in any Board Position or the Executive Committee, except for President and Treasurer, shall be filled by appointment of the Nominating Committee and entered into the minutes at the following regular meeting. A Board member appointed to a vacancy shall serve for the unexpired term of the office.

In the event of a vacancy in the President or Treasurer position, the President-elect or Assistant Treasurer shall fill the vacancy. The Nominating Chair shall determine the desire of the President-elect and/or Assistant Treasurer to serve his or her original term of office, and shall present a nomination if that person decides to step down at the end of the unexpired term of office. A new President-elect and Assistant Treasurer may be elected, following the normal procedures for electing Board members, upon recommendation of the Executive Committee or a vote of the Board members present at a Special Meeting called for such purpose.

SECTION 7. RESIGNATION, SUSPENSION, AND REMOVAL.

- A. RESIGNATION: Resignation of a Board member shall be submitted in writing to the President, who will then submit it to the Organization at the next meeting.
- B. SUSPENSION and REMOVAL: A Board member may be suspended or expelled with or without cause by a vote of two-thirds of the Organization members present and voting at any regular or special meeting. This vote shall be taken in written form. Organization members are entitled to 20 days prior written notice of the meeting at which such action is to be taken, and the notice shall state the name of the person(s) to be considered for removal.

ARTICLE V EXECUTIVE COMMITTEE

SECTION 1. EXECUTIVE COMMITTEE. The Executive Committee shall have such authority as shall be delegated by the Board and shall act on behalf of the Board between meetings, exercise general supervision of all of the affairs of the Organization, and be accountable as a body to the Board. In addition, the Executive Committee may act without prior direction of the Board when decisions must be made before a Board meeting can be called in order to preserve an opportunity beneficial to the Organization and in alignment with its purposes. At least five (5) members of the Executive

Committee must be present at any meeting in which such action is taken and at least four (4) members present must affirmatively vote for a motion to carry. Each member of the Executive Committee shall have one vote.

At its next regular meeting, the Board shall consider and ratify any such action that furthers the purpose and objectives of the Organization, was properly voted upon, and does not contradict or conflict with a prior decision of the Board.

SECTION 2. OFFICERS. The Executive Committee shall function as the officers of the Organization. The responsibilities of the Executive Committee members are as follows and as otherwise directed by the Board:

A. The President shall:

1. Preside at all Organization and Executive meetings;
2. Serve as an ex-officio member of all Board Positions and Committees;
3. Assist in the appointment of the Nominating Chair;
4. Appoint such special committees as shall be deemed necessary and define the duties of each committee;
5. Have the power, together with any other Board member authorized by the Organization, to execute or sign all legal and business documents required for the normal functioning of the Organization;
6. Supervise the preparation and submission and/or filing of all required forms pertinent to the Organization's not for profit corporate status;
7. Monitor the Organization's budget on a continuing basis to maintain fiscal responsibility;
8. Maintain continuous contact with the School Board and the Superintendent, and coordinate the attendance by the Executive Committee members at all School Board meetings; and
9. Secure necessary insurance coverage to indemnify and protect the Organization and the Board against liability arising from all suits pertaining to activity undertaken on behalf of and authorized by the Board.

B. The President-elect shall:

1. Assist the President in those duties as stated in Section 2(A);
2. Perform the duties of the President in the absence of or by the request of the President;

3. Appoint the Nominating Chair;
4. Ensure that the PTO Gifts Committee meets no later than November;
5. Succeed the President at the expiration of the term or in the event of a vacancy; and
6. Attend School Board meetings, as determined by the President.

C. The Vice President shall:

1. Appoint the room parents; communicate their responsibilities to them and any follow-up as needed;
2. Organize the Open Houses and collect Organization dues from the room parents to give to the Treasurer; and
3. Attend School Board meetings, as determined by the President.

D. The Secretary shall:

1. Keep and distribute the minutes of all Organization, Executive and Budget Committee meetings;
2. Be responsible for all corporate books, records and files;
3. Conduct the correspondence of the Organization;
4. Notify the membership of all Organization meetings and notify the members of the Executive Committee and Budget Committee of all of their meetings;
5. Be responsible for the purchase, mailing and distribution of invitations, cards, gifts and correspondence for Board and Organization needs or occasions; and
6. Attend School Board meetings, as determined by the President.

E. The Treasurer shall:

1. Maintain the financial records of the Organization, making all deposits and paying all bills;
2. Prepare and present the annual Organization budget, all monthly Treasurer reports and the year-end Financial Statement;
3. Chair the Budget Committee;

4. Complete and file all tax forms and not for profit reports to the government as required by law;
5. Prepare and distribute budget information for each committee;
6. Supervise the collection of funds at Organization functions; and
7. Attend School Board meetings, as determined by the President.

F. The Assistant Treasurer shall:

1. Assist the Treasurer in those duties as stated in Section 2 (E);
2. Perform the duties of the Treasurer in the absence of or by the request of the Treasurer;
3. Assist in the collection of funds at Organization functions;
4. Succeed the Treasurer at the expiration of the term or in the event of a vacancy; and
5. Attend School Board meetings, as determined by the President.

G. The Legislative Chair shall:

1. Review the Bylaws as needed;
2. Have a working knowledge of these Bylaws;
3. Issue and collect Board Position reports;
4. Pass on any Board Position changes regarding budget, schedule or responsibilities to the appropriate committee;
5. Annually update all Board Position responsibilities and submit any changes to the Nominating Chair prior to the nomination process; and
6. Attend School Board meetings, as determined by the President.

ARTICLE VI ADVISORY COMMITTEES

SECTION 1. BUDGET COMMITTEE. The Budget Committee shall be comprised of the Executive Committee, the Superintendent, the Chief School Business Official, the Principal of Sunset Ridge School, the Principal of Middlefork School, and the School Board Representative. There shall be at least two meetings per year. The Budget Committee shall recommend to the Board a proposed budget for the following school year's fiscal year to be presented to the Organization members for approval at the Organization's meeting in May. The Budget Committee also shall advise the Board and its Committees on the objectives, policies and controls relative to the financial operation of the Organization; recommend to the Board any major fiscal policy changes, such as dates of the fiscal year, dispersal of funds should the Organization cease to exist; or any new fiscal procedures; monitor and evaluate the financial performance of the Organization.

SECTION 2. NOMINATING COMMITTEE. The President-elect shall select a Nominating Chair, who shall be part of the slate of the Board to be elected for the following year. The Nominating Chair shall hold a complete description of the responsibilities of the Board Positions. The Nominating Chair shall select a Nominating Committee of between eight and ten Organization members being past, current and presently non-members of the Board. This Committee represents District 29 with regard to grade levels and gender of their children, and demographics. Ideally, members of the Nominating Committee shall not be slated in Board Positions over other interested parties or as Executive Committee positions for the following year. The President shall attend meetings of the Nominating Committee in an advisory capacity.

SECTION 3. AD HOC COMMITTEES. The Board shall have the authority to appoint a temporary committee and its Chair for a special purpose. The President shall appoint at least one Board member to sit on this committee. The committee must report its findings to the Board, in writing or orally, as directed by the Board at the time formed. Should the committee go beyond a temporary basis, the Board has the authority to move it to a permanent Board Position.

SECTION 4. COMMITTEE OPERATIONS. Each Board member may form, as needed, a committee and shall serve as its Chair. The Chair of each committee shall call meetings of the committee at such times as may be required for the prompt and thorough consideration of the matters falling within the purposes for which that committee is established, or as otherwise stated herein. A majority of the whole committee shall constitute a quorum. Each committee member shall have one vote and a majority of the committee members present at the meeting at which a quorum is present shall be the act of the committee. Each committee shall keep a written record of its activity and may adopt rules for its government not inconsistent with these Bylaws or policies adopted by the Board.

**ARTICLE VII
ORGANIZATION MEETINGS**

SECTION 1. REGULAR MEETINGS. Regular meetings shall be held once a month usually on the second Tuesday, except for the months of June, July and August, and shall be open to all members of the Organization.

SECTION 2. SPECIAL MEETINGS. A Special Meeting is a separate session that is held at a different time from the regular meeting. These meetings are called to deal with urgent matters of business that cannot wait until the next regular meeting. Special Meetings shall be called by the President, or, in the absence of the President, by the President-Elect, Vice President, or other Board members, with the approval of the Executive Committee; or by at least one-tenth of the voting members. Written or printed notice of such meetings, stating the place, day, hour, and purpose shall be publicized or otherwise made available to each member entitled to vote at such meeting, not less than three (3) days before the date of the meeting. The agenda of this meeting shall be restricted to the purpose for which it was called.

SECTION 3. ACTION WITHOUT MEETING. Any action requiring immediate attention may be taken without a meeting, provided that the proposed action is submitted in writing, in advance, to all Board members and signed by two thirds of the Board Members. The action will be entered into the minutes at the following Regular Meeting.

**ARTICLE VIII
VOTING**

SECTION 1. VOTING. Each dues-paying household shall have one vote. Members not in good standing may attend meetings, but do not have the privilege of voting. If the Administrative Staff, the School Board, or the Sunset Ridge Education Association Representatives (on behalf of the faculty) want to vote on any PTO issue, they are required to pay dues.

SECTION 2. METHODS OF VOTING. There are four (4) ways to vote: voice, show of hands, ballot, and absentee ballot. It is the privilege of the Board Chair to select the voting method to be used. Two-thirds of those votes cast by the Organization members shall carry the vote, provided a quorum is present or unless specified elsewhere in the Bylaws.

SECTION 3. QUORUM. One-third of the Board of Directors constitutes a quorum.

**ARTICLE IX
FISCAL POLICY**

SECTION 1. FISCAL YEAR. The fiscal year will be August 1 to July 31.

SECTION 2. BANK OF RECORD. The Board shall determine the Bank of Record.

SECTION 3. OPERATING FUNDS. Operating funds of the Organization shall be derived from Organization dues, contributions and any fundraising proceeds.

- A. Dues of the Organization are determined by the Budget Committee and approved by the members of the Organization.
- B. The Organization may accept any contribution, gift, or bequest for any general or specific purpose of the Organization.

SECTION 4. BUDGET. An annual budget, for the following fiscal year, shall be prepared by the Budget Committee and presented to the Organization at the last regular meeting of the current fiscal year for approval.

SECTION 5. EXPENDITURES. If extra expenditures are requested in excess of 10% of the approved Organization budget, a motion shall be made and voted on at an Organization meeting. Extra expenditures less than 10% must be brought before the Executive Committee for approval and entered into the minutes at the next regular meeting.

SECTION 6. FINANCIAL STATEMENT. At the end of each fiscal year, the Treasurer shall issue a complete and accurate Financial Statement. Upon completion, it shall be given to the President, made available to all members and presented to the Organization at the first regular meeting of the fiscal year.

ARTICLE X BOOKS AND RECORDS

The Organization shall keep current and complete books, records and minutes of the proceedings of its members and committees, and shall maintain a record of the names and addresses of the members entitled to vote. Any member of the Organization may inspect all books and records for any appropriate purpose, at any reasonable time. Duplication and distribution of member information is strictly prohibited, except as may be required by law.

ARTICLE XI ADVISERS

The Board shall select business and/or legal advisers to assist in proper functioning of the Organization whenever necessary. Such advisers shall be compensated accordingly. One such adviser shall serve as Registered Agent for the Organization.

ARTICLE XII POLICY

Statements of policy in areas pertinent to the Organization shall be made and reviewed by the Board and approved by the Organization members. These policy statements shall be included in an Appendix to the Bylaws, and shall be made available to all members.

ARTICLE XIII AMENDMENTS

The Bylaws of this Organization may be amended by the members provided that the proposed amendments are presented at one meeting and voted upon at the next. Copies of the proposed amendments shall be made available to all members upon request.

ARTICLE XIV PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically covered in the Bylaws or by special rules adopted by the Organization.

ARTICLE XV DISSOLUTION

SECTION 1. DISSOLUTION. Advance written notice to and approval of the members is required for dissolution of this Organization.

SECTION 2. ASSETS UPON DISSOLUTION. Provided that no debts of the Organization remain unpaid upon cessation of operation, all excess assets remaining will be given to other organization(s) that are tax-exempt under the provisions of I.R.C. 501(c)(3). The final Board of the Organization shall determine the disbursement.

APPENDIX

This Appendix is hereby incorporated by reference and made a part of the By-laws in their entirety and should be read as a singular document. The purpose of the Appendix is to ensure an on-going best practices procedure regarding policies which are followed from year to year unless otherwise amended.

PTO GIFTS

The PTO Gifts Program is intended to provide PTO funding of requested items not met by the District 29 budget, and that benefit the education and growth of District 29 students. The PTO Gifts Committee (hereafter known as “The Committee”) is comprised of the Superintendent, Middlefork Principal, Sunset Ridge Principal, Chief School Business Official, two teacher representatives, the School Board PTO Representative, and members of the PTO Executive Board (at a minimum to include the President, Treasurer, President-elect, and Assistant Treasurer).

The PTO Executive Board decides upon the amount of funds available for PTO Gifts while determining the Budget for the following year. This will then become a Budget line item following the approval of the Budget.

The District 29 Administration will solicit proposals from teachers, staff, parents and students. Administration will then vet those proposals and provide the final submissions to the PTO President-elect. The President-elect will then make the final proposals available to all PTO members and solicit their feedback on said proposals. The feedback will then be shared at the Committee meeting, to be held prior to the end of November. At this meeting, proposals will be reviewed by the Committee and funding determined. It should be firmly established that the PTO Executive Board Representatives shall have final say on the funding of requests should the decision on funding not be unanimous between the Committee members.

Approved proposals will be announced by the following PTO Meeting. All related invoices for approved proposals must be submitted by the end of the school year and paid by the fiscal year end.