

Unity East Elementary School Parent Teacher Organization (PTO) Bylaws

Article I: Name

The name of the organization shall be Unity East Parent Teacher Organization (UE PTO).

Article II: Purpose

The purpose of UE PTO shall be to aid the students, faculty and staff of the Unity East Elementary School in their educational and recreational needs, through fundraising and family activities. We will promote open communication between the administration, faculty, parents and/or legal guardians.

Article III: Membership

- A. Regular Membership: All parents and/or legal guardians of students who currently attend Unity East Elementary School shall be considered members of the UE PTO. They shall have the right to attend and participate in all meetings and activities of the UE PTO, hold office and have the right to vote on issues before the general membership.
- B. Faculty Membership: All faculty and staff who currently are employed full-time and part-time at Unity East Elementary School. Faculty members shall have the right to attend and participate in all meetings and activities of the UE PTO. Faculty members shall have the right to vote on all issues before the general membership.
- C. Dues: There shall be no dues.

Article IV: Meetings

- A. General Meetings: At least one general meeting shall occur during each month that school is in session. All dates shall be established during or before the first meeting of each school year. The first membership meeting shall occur prior to September 30th of each year.
- B. Special Meetings: Special meetings of the UE PTO may be called as needed with appropriate notice.
- C. Voting: At any General Meeting
 - A majority vote of the members present shall be required for business to be passed by the UE PTO.
 - If a new project is proposed that is not in the approved budget, it must be approved by a majority vote at the next General Board meeting.
 - If a budgeted item comes in over budget by \$500, it must be approved by a majority vote as needed with appropriate notice.
- D. Quorum: is by majority of members in attendance.

Article V: Officers

- A. Positions: The officers of the UE PTO shall consist of a President or Co-Presidents, Vice-President, Secretary, and Treasurer.
- B. Relationships: No two people within the same family, such as; husband/wife, brother/sister, mother/daughter, father/son etc. shall occupy positions as officers of the UE PTO during the same term.
- C. President/Co-Presidents:
 - Preside over meetings of the organization and Executive Board.
 - Represent the organization at meetings outside the organization.
 - Serve as an authorized signatory on PTO drafts from checking and savings.
 - Coordinate the work of all the officers and committees so the purpose of UE PTO is served.
 - In the absence of the treasurer, keep possession of all bank account books.
- D. Vice President (if applicable):
 - Assist the president and carry out the president's duties in his/her absence or inability to serve.
- E. Secretary:
 - Prepare the agenda for all General Board meetings.
 - Prepare formal minutes of all General Board meetings. The minutes will include all topics discussed and all actions taken and to be taken.
 - Keep a record of all in attendance at General Board meetings.
 - Distribute minutes for review and approval to Executive Board and UE Principal.
 - Formalize minutes within 14 days of General Board meeting.
 - Shall organize and maintain a master volunteer list.
 - See that current bylaws and approved minutes are available for posting on the UE PTO web page.
- F. Treasurer:

- Serve as an authorized signatory on all UE PTO drafts from checking and savings.
 - Responsible for the funds of the UE PTO.
 - Have possession of UE PTO bank account books and statements.
 - Maintain a full and accurate account of receipts and expenditures of UE PTO.
 - Make disbursements as authorized by the Executive Board in accordance with the budget adopted by the UE PTO.
 - Present a written financial report at each meeting or when requested.
- G. Teacher Representatives:
- There shall be at least one teacher representative.
 - Representative will act as an advisor and liaison between school staff and Executive Board.
- H. Principal:
- The UE Principal acts as an advisor for UE PTO activities and events.
 - The UE Principal does not have a vote on either the Executive Committee or the General Board.

Article VI: Executive Board

- A. Membership: The membership of the Executive Board shall consist of the President/Co-Presidents, Vice –President, Secretary and Treasurer.
- B. 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 the membership, approve routine bills, and prepare reports and recommendations to the membership.

Article VII: Elections

- A. Procedure:
- Nominations will be taken in March during a General UE PTO meeting.
 - Election of officers shall take place during the month of April in each school year.
 - The vote shall be conducted by ballot, and the ballots counted by two (2) persons, immediately following collection of ballots.
 - When there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by a voice vote.
 - A majority vote shall be required for the election.
- B. Term of Office: The term of each officer shall be *one* year, beginning August 1 and ending July 31 of each year.
- C. Vacancies:
- If there is a vacancy in the office of the President, the Co-Presidents or Vice-President will become the President.
 - At the next regularly schedule General meeting, a new Co-President or Vice-President will be elected.
 - If there is a vacancy in any other office, members will fill the vacancy through an election at the next General meeting.
- D. Removal from Office: Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.
- E. Succession: All officers both current and newly elected shall work in tandem to close out and finish the current school year's financial and PTO activities. All officers shall deliver all official materials to their successors in a timely manner.

Article VIII: Committees

Special Committees: May be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first. The Chairperson shall present a plan of work at a general meeting for approval. No committee work shall be undertaken without the consent of the Executive Board.

Article IX: Finances

- A. Budget: The Executive Board shall present a budget of anticipated revenue and expenses for the year to the membership at the first General meeting of the school year. The budget shall be used to guide the activities of the organization during the year. The budget will be formulated no later than July 31 of each academic year.
- B. Fiscal Year End Balance: UE PTO accounts will maintain 15% of the academic year income between fiscal years for the PTO to conduct business prior to obtaining Fall Fundraiser profits.
- C. Signatory Responsibility:
- The Treasurer and/or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the UE PTO.
 - No two members of the same family may be on the signature card for the UE PTO.
 - All accounts shall have two authorized signatories to open and close any UE PTO account.
- D. Bank Deposits:
- The Treasurer and/or President shall make all deposits to the credit of UE PTO.
 - All monies from PTO events will be turned in to the Treasurer within five (5) business days of collection for deposit.
 - All deposit shall be made within a maximum of seven (7) business days.

- All disbursements shall be made within a maximum of thirty (30) days or within customer determined due date.
- E. Dissolution: Upon the dissolution of the organization, any remaining funds will be used to pay any outstanding bills. A special General Membership meeting must be called to determine the final distribution of UE PTO funds. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.
- F. Fiscal Year: The fiscal year shall be August 1 through July 31.
- G. Official Address: The official address for all bank statements will be: UE PTO, c/o Unity East Elementary School, 1638 County Road 1000 North, Philo, IL 61864.

Article X: Basic Policies

- A. The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.
- B. A quorum must authorize any officer(s) to enter into contracts/agreements for the purchase of materials or services on behalf of the UE PTO. The officer(s) shall not have the authority, to enter into such agreements on behalf of Unity East Elementary School or the Unit 7 School District, nor should they hold themselves as having such authority.
- C. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- D. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to the purpose of the PTO.
- E. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way including 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 a insubstantial part of its activities to attempting to influence legislation by propaganda or public office, or devote more than a insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- F. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- G. Executive committee is responsible for choosing all fundraisers.

Article XI: Amendments

These Bylaws may be amended by the members at any General or Special Meeting, by a two-thirds (2/3) vote of the membership present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting, by the Executive Board, by written notice.

Article XII: Dissolution

The organization may be dissolved with the notice of fourteen (14) calendar days and a two-thirds (2/3) vote of those present at a General meeting.

These Bylaws were adopted by the UE PTO General Membership, by a majority vote during a General meeting called on April 7, 2010 and shall take effect immediately.