

Shiloh Schools

Parent Teacher Organization (PTO)

By-laws

Article I: Name

The name of the organization shall be “The Shiloh Schools Parent Teacher Organization”.

Article II: Purpose

The purpose of the Shiloh Schools PTO shall be to aid the students, faculty and staff of Shiloh Schools 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, and the community.

Article III: Membership

- A. Regular Membership: All parents and/or legal guardians of students who currently attend Shiloh Schools shall be considered members of the Shiloh Schools PTO. They shall have the right to attend and participate in all meetings and activities of the Shiloh Schools PTO, hold office and have the right to vote on the Executive Board members.
- B. Faculty Membership: All faculty and staff who currently are employed full-time and part-time at Shiloh Schools. Faculty members shall have the right to attend and participate in all meetings and activities of the Shiloh Schools PTO. Faculty members shall have the right to vote on the Executive Board members.
- 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 Executive Board meeting of each school year. The first membership meeting shall occur prior to September 10th of each year.
- B. Special Meetings: Special meetings of the Shiloh Schools PTO may be called either by vote of the Executive Board, or as needed by Committee Chair Leaders.
- C. Voting: The general membership shall elect the Executive Board who will conduct the business of the organization, votes on this business may be conducted via telephone. However, non-binding advisory votes may be taken of the general membership so that the Executive Board can gauge the positions of the general members.
- D. Annual Meeting: An annual meeting of the general membership will be held each April when a majority of those present will elect the Executive Board for the next year following the steps outlined in the Article on Elections.

Article V: Officers

- A. Positions: The officers of the Shiloh Schools PTO shall consist of a President, Vice President or Co-Presidents, Secretary.
- 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 Shiloh Schools PTO during the same term.
- C. President/Co-Presidents:
- Create the agenda and preside over meetings of the general membership and Executive Board.
 - Represent the organization at meetings outside the organization.
 - Serve as an authorized signatory on PTO drafts from checking and savings.

- Serve as an ex-officio member of all committees.
 - Coordinate with officers and committee members in order that the purpose of Shiloh Schools PTO is served.
 - In the absence of treasurer keep possession of all bank account books.
- D. Vice-President: (position will be filled only if there is a single president)
- In the absence of the President, shall perform the duties of the President.
 - Commit to be President the following year.
 - * Shall organize and maintain a master volunteer list
 - Coordinate volunteers to assist at PTO events or on PTO committees
 - Serve as an ex-officio member of all committees
- E. Secretary:
- Copy and distribute agendas for all General membership and Executive Board meetings.
 - Prepare formal minutes of all General membership and Executive 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 membership and Executive Board meetings.
 - Distribute minutes for review and approval to Executive Board and Shiloh Principal.
 - Formalize minutes within 14 days of General membership and Executive Board meetings.
 - Provide copies of minutes to faculty for distribution to students.
 - See that current by-laws and approved minutes are posted on Shiloh PTO web link.
- F. Treasurer:
- Serve as an authorized signatory on all Shiloh PTO drafts from checking and saving.
 - Have charge of and be responsible for the funds of the Shiloh PTO.
 - Have possession of Shiloh PTO bank account books & statements.
 - Maintain a full and accurate account of receipts and expenditures of Shiloh PTO.
 - Make disbursements as authorized by the President or Executive Board, or the Shiloh PTO in accordance with the budget adopted by the Shiloh PTO.
 - Present a written financial report at each General membership and Executive Board meeting.
 - Be responsible for daily pick up and counting of monies for all fundraisers.

Article VI. Executive Board

- A. Duties. The Executive Board shall transact necessary business during the intervals between the meetings of the general membership. It may create Standing and Special Committees approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, and, in general, conduct the business and activities of the Shiloh PTO.
- B. Summer Obligations: During the summer months while the General Board does not meet, the Executive Board will not obligate the PTO to more than 25% of remaining PTO funds above and beyond the mandatory \$3,500 balance. The Executive Board will continue to execute the budgeted items throughout the summer months.
- C. Membership: The membership of the Executive Board shall consist of the President/CoPresidents or Vice-President, Secretary, Treasurer, Publicity Chair, Event Chair, and Teacher Liaison Chair. The principal will serve as a non-voting ex-officio member.
- D. Executive Board Meetings: Shall be held once a month or as needed to adequately conduct Shiloh PTO business. Decisions made during these meetings will be relayed to the General Membership during the next General meeting and distribution of the minutes through email or posting on the website.
- E. Quorum: A majority of the board members shall constitute a quorum of the Executive Board.
- F. The Principal:
- The Shiloh Principal acts as an advisor for Shiloh PTO activities and events.

- The Shiloh Principal does not have a vote either on the Executive Committee or on the General membership

Article VII. Elections:

A. Procedure:

- Nominations will be taken in March during a General Shiloh PTO meeting.
- Election of officers shall take place during the month of April at the Annual Meeting in each school year
- The vote shall be conducted by ballot, and 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 election may be held by a voice vote.
- A majority vote of those present shall be required for the election.

B. Term of Office:

- The term of each officer shall be *one* year, beginning July 1 and ending on June 30 of each year.
- All officers may serve no more than two consecutive terms in the same office but may serve in another office if elected.

C. Vacancies:

- If there is a vacancy in the office of President, the Co-President or Vice President will become the President.
- At the next regularly scheduled 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: When an officer fails to attend 3 consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purposes, the Executive Board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include, (1) asking for the resignation of the officer (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.

Due Process Procedures: following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days written notice of the hearing to remove the officer from office. (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last known address of the officer shown on the association's records. (3) At the hearing, the officer must be given an opportunity to address the Executive Board, either orally or in writing. (4) Not less than five (5) days following the hearing, the Executive Board shall convene and vote whether the officer will be removed from office. (6) A two-thirds (2/3) vote of the Executive Board shall be sufficient to remove the officer from office. (7) The removal vote shall be recorded in the Executive Board/Committee minutes and shall specify the number of voting in favor of and against such removal.

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 to their successors all official materials in a timely matter.

Article VIII. Committees:

A. Standing Committees: The Executive Board may establish and/or dissolve such Standing Committees, as it deems necessary and advisable. The Executive Board shall appoint the chairpersons of all Standing Committees. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the Executive Board. Standing Committees shall include but are not limited to:

Publicity:

- Be responsible for public relations to keep the community informed of the events sponsored by the Shiloh PTO.

Teacher Liaison:

- Shall not exceed three Committee members, preferably one teacher from Pre-K to 2nd, 3rd to 6th, 7th to 12th.
- Committee will act as advisors and liaison between school staff and the Shiloh PTO and the chair will serve on the Executive Board.
- The chair will participate in the planning of the budget each year.

Event Committee:

- Research and present fundraising ideas to the Executive Board and membership.
- Chair serves on the Executive Board.

B. Special Committees: The Executive Board may create Special Committees which shall 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 Executive Board shall appoint the chairpersons of all Special Committees. The chairperson shall present a plan of work to the Executive Board 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 to the membership at the first General meeting of the school year, a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Executive Board during the year. One teacher representative will participate in the planning of the budget each year.

B. Fiscal Year End Balance: Shiloh PTO accounts will maintain a \$500 balance between fiscal years for the PTO to conduct business prior to obtaining Fall Fundraiser profits.

C. Signatory Responsibility:

- Two people, Treasurer, President, or Vice President, shall sign all checks, drafts, or other orders for the payment of money on behalf of the Shiloh PTO.
- No two members of the same family may be on the signature card for the Shiloh PTO.
- All accounts shall have two authorized signatories to open and close any Shiloh PTO account.

D. Bank Deposits:

- The Treasurer and/or President shall make all deposits to the credit of the PTO.
- All monies from PTO events will be turned in to the Treasurer within two (2) days of collection for deposit.
- All deposits shall be made within a maximum of seven (7) business days
- All disbursements shall be made within a maximum of (30) days or within vendor 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 Shiloh PTO funds.

F. Fiscal Year: The fiscal year shall be July 1st through June 30th.

G. Official Address: The official address for all financial statements will be: Shiloh PTO, c/o Shiloh CUSD #1 Schools, Hume, IL 61932

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. The Executive Board must authorize any officer(s) to enter into contracts/agreements for the purchase of materials or services on behalf of the Shiloh PTO. The officer(s) shall not have the authority, to enter into such agreements on behalf of Shiloh Schools or the Unit 1 School District, nor should they hold themselves out as having such authority.

C. Shiloh Schools PTO does not engage in the door-to-door sale of goods or services

D. The organization shall be noncommercial, nonsectarian, and nonpartisan.

E. 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.

F. 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 otherwise.

G. 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.

H. Executive Board 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, 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.