

WILMINGTON ELEMENTARY
PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS

ARTICLE I – Name

The name of this organization shall be Wilmington Elementary Parent Teacher Organization; herein referred to as WE-PTO. The business address will be 715 S Joliet Street, Wilmington, Illinois 60481.

ARTICLE II – Purposes

The purposes of this organization shall be:

1. To enhance the educational environment provided by the school by promoting communication among teachers, staff, parents and caregivers.
2. To enrich the education of our children by providing financial support for activities funded outside of the annual school budget.
3. To provide an open forum in which ideas and suggestions beneficial to students may be discussed.
4. The Organization is structured exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – Membership

Membership in this organization shall be available regardless of race, creed or national origin.

Section 1. This organization shall conduct an annual enrollment drive but may admit persons to membership at any time.

Section 2. The membership shall be September 1 to August 31 of the following year.

Section 4. Any parent, guardian, or other adult standing in loco parentis for a student at Wilmington School District 209-U may be a member and shall have voting rights. The principals and any teachers employed at Wilmington School District 209-U 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 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 IV – Meetings

Section 1. Regular meetings shall be held every month, beginning in September and ending in May, except the month of December. All meetings shall be the first Tuesday of the month at 4:00 PM. The meeting location will be at Wilmington Middle School during the months of September, October and November; Bruning Elementary during the months of January and February; and L.J. Stevens Intermediate School during the months of March, April and May unless designated otherwise by the President. All changes in meeting times or place will be publicized and announced by the Secretary as soon as possible.

Section 2. Special meetings can be called by the President or by the written request of four members of the organization (including one officer). The purpose of the meeting shall be stated in the call or letter. Unless it is an emergency meeting, the meeting shall be publicized to members at least 3 days prior, by online communication.

Section 3. The Budget meeting will be held in May after the monthly WE-PTO meeting. The time and place will be publicized and announced by the Secretary as soon as possible. Each grade level has the choice to assign one representative for that grade to represent them at the budget meeting. In order to vote, you must meet the voting criteria in of Article III (4).

Section 4. Six members, including at least two officers shall constitute a quorum for the transaction of business at any general meeting, special meeting or budget meeting of this organization.

ARTICLE V – Officers

Section 1. The officers of the organization shall be a President, three Vice Presidents (one representing each school), Treasurer and Secretary.

Section 2. To be eligible for election to an office of the organization, a member must have been a current member for at least one year, attended a minimum of two meetings the previous year and must have agreed to be a candidate for the office. Exceptions will be at the discretion of the current Executive Board. If any unfilled positions after the March meeting, nominations will continue at subsequent meetings.

Section 3. All officers shall be nominated pursuant to ARTICLE VI(3)(b), at the March general meeting. A verbal acceptance of nomination will be acceptable if unable to be present at the March meeting. Officers will be elected by secret ballot at the April meeting if more than one candidate is running. A majority vote is required of the members attending the meeting. A quorum must be present.

Section 4. The tenure of the officers shall be two years. The term shall begin upon the election of the officer and shall end upon the election of the officer's successor. An officer shall not serve more than two consecutive full terms in the same office unless the position is unopposed. The current officer can choose to accept another term or the current Executive Board will assume responsibilities of such position until the position can be filled.

Section 5. All officers shall deliver to their successors all official material within 10 days before the meeting at which time successors take office. The successor will take office at the beginning of the following school year.

Section 6. Vacancies occurring in any office shall be filled by majority vote of the remaining Executive Board members. Notice of the election must be given.

Section 7. The Executive Board shall consist of the President, three Vice Presidents, Treasurer and Secretary, as well as the building principals from each school.

Section 8. The powers and duties of the officers shall be as follows:

- President** The President shall be the principal representative and spokesperson for the organization; preside at all general meetings and Executive Board meetings; help coordinate work of officers, committees, and volunteers to achieve the stated goal; and otherwise carry out duties customarily associated with the office of President.
- Vice President** There shall be three Vice Presidents. Each Vice President shall be charged with representing his or her respective school – Bruning Elementary School, L.J. Stevens Intermediate School and Wilmington Middle School. In the absence of the President, the Vice President of the hosting school shall preside at the general and Executive Board meetings. The Vice President shall assist the President in the duties of that office, as requested by the President. Additional duties will include: collecting/distributing this organization’s mail to the intended recipient every week and attend or select a representative to attend the Open House in order to represent this organization. If there is no chairperson for a fundraiser, a Vice President will need to chair the fundraiser.
- Secretary** The Secretary shall keep an accurate record of the general and Executive Board meetings and shall prepare and submit minutes for approval. The Secretary shall be the custodian of all official records and files of the organization. The Secretary must also maintain a current and accurate membership list and attendance records. The Secretary shall update the bulletin boards at the schools as well as submit information to the school website each month. A monthly newsletter shall be prepared for all parents. Chairpersons shall submit information to the newsletter. Any additional information to be sent home shall be cleared by the President or Principal(s) and a copy shall be kept on record with the Secretary.
- Treasurer** The Treasurer shall be the principal accounting and financial officer of the organization. The Treasurer shall: (a) have charge of and be responsible for the maintenance of adequate financial records for the organization; (b) have charge and custody of all funds of the organization, and be responsible for the receipt and disbursement thereof; and (c) perform all the duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Committee. The Treasurer must submit a written financial statement at each monthly general meeting for membership approval and present all current year records to the Auditor upon request.

Section 9. An Officer may be removed from office only after the following four steps have been completed.

1. A written complaint requesting review of an officer’s misconduct shall be presented to an Executive Board member. The complaint shall include a description and evidence supporting the complaint.
2. The officer in question must be given notice and can appeal to the Executive Board one time.
3. The Executive Board shall meet to review the complaint. Notice of the meeting must be given. A minimum of three principals, two officers and the officer in question must be present (if the officer in question chooses to be present).
4. A vote shall be taken. If three principals and a minimum of two officers vote in favor of the removal, then the officer shall be removed.

Disciplinary action is at the discretion of the Executive Board and shall be placed in writing and signed by the officer in question as well as those in attendance at the meeting. Vacancy of the office shall follow the guidelines set forth in Article V (6).

ARTICLE VI – Committees

Section 1. The Executive Board may appoint Committee Chairpersons to head any committee that the membership deems will promote the goals of the organization.

Section 2. The Chairperson of each committee shall present a plan of work and expenditures to the Executive Board and no committee work shall be undertaken without Board approval. Chairpersons may select their own committee members.

Section 3. The Standing Committees shall be as follows:

- A. Auditing – An audit shall be done when changing office of the treasurer.
- B. Nominations – This committee shall exist if membership is equal to or greater than 50 members or at the discretion of the president. The Nominating Committee shall consist of five members. The Executive Board shall appoint two members and three members will be elected by the membership at the regular March meeting. The nominating committee shall select at least one nominee per office who has consented to serve if elected, and report to the membership at the regular April meeting. Following the nominations made by the committee, the President will open the floor for additional nominations. After nominations have been closed, the election will proceed. See Article V(3).

ARTICLE VI – Finances

Section 1. All checks written for more than \$1,000.00 shall require two signatures; the Treasurer's and the President's.

Section 2. All bank documents must be updated by September 1st to reflect the new officers.

Section 3. Disbursements – Reimbursement requests should be submitted to the Treasurer within 30 days of the incurred expense or three weeks prior to the end of the fiscal year, whichever comes first. An exception will be made for teacher's allocation disbursements which must be submitted prior to April 30th of the current fiscal year. All requests for funds must be accompanied by appropriate receipts or invoices.

Section 4. Request for Funds – Any miscellaneous expenditures of less than \$75.00 can be approved by the President and one other Executive Board Member. If the request for additional funds is greater than \$75.00 and not already allocated in the budget, the requestor must attend the meeting or submit the request in writing to the President prior to the meeting. The request will be submitted at that meeting. The request will then be voted on at the next subsequent regular meeting. Funds might not be available until the end of the school year.

ARTICLE VII – Authority

Section 1. This organization shall be governed by these bylaws and the standing rules of the organization.

Section 2. *'Roberts Rules of Order'* shall be the parliamentary authority for the organization on matters not governed by the bylaws and standing rules.

ARTICLE IX – Amendments

Section 1. Proposed amendments to these bylaws may be submitted by the Executive Board or by written petition signed by at least two current members and the secretary and submitted at a regular meeting.

Section 2. The proposed amendment change will be voted on at the next regular meeting. A two-thirds vote of the members present shall be required for adoption of the proposed amendment.

Section 3. Unless otherwise provided for, the amendment shall take effect immediately upon adoption.

ARTICLE X – Miscellaneous

Section 1. This organization shall be noncommercial, nonsectarian and nonpartisan and shall not directly or indirectly intervene in any way, including the publishing and distribution of statements, in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. This organization shall cooperate with the schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.

Section 3. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

ARTICLE XI – Dissolution

In the event that the Executive Board and the current membership decide to disband the organization, a WRITTEN motion must be read at a regular monthly meeting by the current President. The motion will be voted upon at the NEXT regular monthly meeting. A two-thirds majority must vote in favor of the dissolution. Any funds or assets remaining after all outstanding bills have been paid will be divided in proportion to student enrollment and distributed to Bruning Elementary School, L.J. Stevens Intermediate School and Wilmington Middle School in the care of the current building principal.

Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization(s) organized and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IXX – Indemnification

Indemnification of Officers and/or Agents, the Executive Board may authorize the organization to pay expenses incurred to satisfy a judgment or fine rendered or levied against present or former officer or agent of this organization in an action brought by the third party against such person, whether or both the organization is joined as a party defendant, to impose liability or penalty on such person for an act alleged to have been committed by such person while an officer or agent of the organization, or by the organization, or by both; provided the Executive Board determines in good faith that such person was acting in good faith within what he/she reasonably believed to be in the best interest of the organization. Payments authorized by this article include amounts paid and expenses incurred in settling any such action or threatened action.

Missi Pet, President

Date

Typed and submitted by:

Alesha Boyer, Secretary

Date