

**Center Cass District 66 Parent-Teacher Organization  
Governing Document**

**Article I      *Name***

The name of this organization is the Center Cass District 66 Parent-Teacher Organization (“District PTO”) located in DuPage County, Illinois.

**Article II      *Objectives***

- A. To develop between educators and the community a united effort to secure for all children and youth the highest advantages in physical, mental, and social education.
- B. To promote the home and school relationship through communication and collaboration between parents, teachers, and the community.
- C. To promote the welfare of the children and youth in home, school, and community.
- D. To support and advance the goals and missions of the Center Cass School District #66 Board of Education.

**Article III      *Organization Policies***

- A. The District PTO will work with the schools and the Board of Education to provide quality education for all the district’s children through cooperative participation in the decision making process which establishes school policy, recognizing that the Center Cass School District #66 Board of Education has the ultimate legal responsibility to make such decisions.
- B. The District PTO will be noncommercial, nonsectarian, and nonpartisan.
- C. The name of the District PTO or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the District PTO.
- D. The District PTO will not take a position in a political campaign on behalf of or in opposition to, any candidate for public office.
- E. The District PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the District PTO in such matters will make no commitment that binds the organization without first having secured the approval from the District PTO Board.
- F. All activities sponsored by the District PTO and individual school PTO Boards must be in accordance with Center Cass School District #66 Board of Education policies and the objectives stated in this document.
- G. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

- H. Notwithstanding any other provisions of these articles, the District PTO shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170(c)(1) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- I. Upon the dissolution of the District PTO, the District PTO Board will, after paying or making provisions for the payment of all the liabilities of the PTO, dispose all of the assets of the PTO exclusively for the purposes of the PTO in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law as the District PTO will determine. Any such assets not disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the PTO is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.
- J. Inurement of Income-No part of the net earnings of the District PTO shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons except that the District 66 PTO shall be authorized and empowered to pay reasonable compensation for services rendered.

**Article IV**     **Articles of Organization**

- A.     **Type of Organization**  
The District PTO exists as an unincorporated organization of its members.
- B.     **Membership**  
Any District 66 community member with a student enrolled in a district school and certified employees of the district are general members of the District PTO.
- C.     **Governing Rules**  
This document serves as the Articles of Organization and Bylaws and shall govern the District PTO.
- D.     **Composition of District PTO Board**  
The District PTO will consist of a District President, a District Treasurer, and the individual school PTO organizations. The organizations may coordinate programs/activities deemed appropriate by their respective boards and in accordance with the District PTO objectives stated in Article II.
- E.     **District PTO Board Members**

The District PTO Board will be comprised of the District President, the District Treasurer, the President and Vice-President of the individual school PTO Boards, and the Principal from each school in the district.

**F. Individual School PTO Board**

Each school will maintain its own PTO Board and officers as described under Article VI.

**Article V District PTO Board**

**A. Role of District PTO Board**

1. The District PTO Board will approve all district wide fund raising activities and District PTO sponsored events and appoint an individual school PTO to coordinate each activity.
2. Individual school PTO Boards can hold fund raising activities and events that occur within their own buildings. All fundraisers are to be coordinated with the District PTO Board and placed on the District PTO fundraising calendar prior to October 15<sup>th</sup> of the current year. If an individual school PTO Board would like to add a fundraiser after October 15<sup>th</sup>, approval from the District PTO Board must be obtained prior to the starting date of the activity.
3. The District PTO will distribute funds to the individual school PTO Boards based upon their District PTO Board approved budgets. The District PTO Board will determine allocation of any funds remaining after this distribution. The District PTO Board President, the District PTO Treasurer, and the individual school Treasurer must sign the authorization for the payment of approved district expenditures.

**B. Duties of District PTO Board Officers**

1. President – The District PTO will be chaired by a District President. This District PTO Board elected position will serve for one year, preside at all meetings of the District PTO Board, and coordinate the work of the officers and committees of the District PTO Board. The President will also perform all other duties given in this document or assigned by the District PTO Board. Any school district parent – with previous PTO experience (preferred) - may nominate him/herself by contacting the District PTO Treasurer and then be elected by the current District PTO Board by majority vote to serve. S/he will also have the ability to seek assistance through the use of a chairperson for each district event/fundraiser. In the event there is not a chairperson for the district event/fundraiser, the District President will assume all duties of all district events. The President will be expected to lead the monthly meetings and create the agendas. S/he will also have a working relationship with the District Treasurer as well as three PTOs in

the district. If there is no person nominated/elected for the District President position, the position will be given to the PTO President in the rotation of Lakeview, Prairieview, and Elizabeth Ide respectfully.

2. Secretary – A rotation of individual school PTO Presidents (Lakeview, Prairieview, and Elizabeth Ide respectfully) will act as Secretary of the District PTO Board each month. The secretary will record the minutes of all meetings of the District PTO Board. Every effort should be made to publish the previous months' District PTO Board minutes the Friday before the next District PTO Board meeting. In the event that the President is absent, that school's Vice President will take the minutes.
3. Treasurer – This District PTO Board appointed position will serve for one year. The District Treasurer is responsible for maintaining the District PTO account and for securing a detailed review of financials and internal controls performed on an annual basis. The District Treasurer or a third party will prepare the PTO's tax return – IRS Form 990/990-EZ which is due November 15<sup>th</sup> of each year. If the return will be prepared and filed in-house, the District Treasurer should sign as the preparer and the District President should sign as the Taxpayer. In the event that the decision is made to have a third party prepare the tax return, the third party will sign the return as preparer and the Treasurer or President should sign as the Taxpayer. The District Treasurer will prepare all necessary work papers and will coordinate all information requests with the third party. The Treasurer will keep a copy of the filed return in his/her records. An additional copy will be made available to the Center Cass School District #66 Superintendent to be kept permanently at the Center Cass School District #66 Administrative Office. With the suggestions of the District PTO, the District Treasurer will determine the annual overall District budget for each school and will review the initial budget proposed by each school in May. In addition, the District Treasurer will be responsible for reviewing in detail the District reimbursements made to each of the school's PTOs. This will include confirming that all supporting documentation is attached. S/he will establish due dates for District reimbursements, making sure that all District funds are paid out before the end of the fiscal year – June 30<sup>th</sup>. There will be confirmation with the schools' Treasurers about the disbursement of the individual school's funds raised. In conjunction with the District President and the individual schools' President and Treasurer, s/he will establish guidelines for the timing of the schools' PTO

disbursements. The District Treasurer will oversee all District cash handling events and be responsible for the establishment of all internal controls, policies, and procedures. The District Treasurer should also review such internal controls on an annual basis to ensure adequacy and effectiveness of implementation. The District Treasurer will require a financial background, have a working knowledge of Excel and Quick Books and it is preferred that they have prior PTO Treasurer experience. S/he is expected to attend monthly meetings with the necessary financials or submit proper documentation in lieu of attendance. If there is no person elected for District Treasurer, then a District Treasurer should be appointed from amongst the individual school's Treasurers.

**C. District PTO Board Meetings**

1. Number of Meetings Per Year – The District PTO Board will meet a least two times each school year. The time and place of meetings will be published in advance of each meeting. Meetings will be open to the general membership in a non-voting capacity.
2. Voting – Each member of the District PTO Board will have one vote. A simple majority of the quorum present at the meeting is needed to approve motions. All fiscal matters must be approved by a two-thirds majority of all members present.
3. Quorum – A majority of the 11 members of the District PTO Board will constitute a quorum. The quorum must include at least one member from each individual school PTO Board, one Principal, and one elected officer.

**D. Vacancies on District Board**

A person elected by a majority vote of the District PTO Board will fill a vacancy occurring in any office for the duration of the term. Should a vacancy occur in the office of District President, the District Treasurer will serve notice of the election.

**E. Standing and Special Committees of the District PTO Board**

1. The District PTO Board can create any standing committees they deem necessary to promote the objectives and carry on the work of the organization. The term of the chairperson of a standing committee or special committee will be determined by the District PTO Board.
2. The President of the District PTO Board will be a member ex-officio of all committees.

**Article VI Individual School PTO Boards**

**A. Role of Individual School PTO Boards**

1. Individual school PTO Boards can hold fund raising activities and events that occur within their own buildings. All fundraisers are to be coordinated with the District PTO Board and placed on the District PTO fund raising calendar

prior to October 15th of the current year. If an individual school PTO Board would like to add a fundraiser after October 15th, approval from the District PTO Board must be obtained prior to the starting date of the activity.

2. To organize and carry out any other events or activities that will be held within their building.
3. To work with the school Principal, teachers, and parents to promote a harmonious home and school relationship.
4. To prepare and submit an individual school PTO budget to the District PTO Board prior to April 30th for the expenses which are to be reimbursed by the District PTO.
5. To present a report highlighting upcoming activities and events at the regular meetings of the District PTO Board.
6. To keep a record of what needs to be done to effectively conduct the activity.
7. To transact necessary business in the intervals between school PTO Board meetings.

**B. Membership of Individual School PTO Board**

Each individual school PTO Board will be comprised of a President, Vice President, Secretary, Treasurer, Principal, and two teacher representatives.

**C. Qualification, Term and Duties of Individual School PTO Board Officers**

1. Qualifications

- a. In order to serve on an individual school PTO Board a person must have a child attending the individual school.
- b. Only those persons who have signified their consent will be nominated for or elected to any individual school PTO Board office.

2. Term of Office

- a. All officers will serve for one year and assume their duties July 1st and will deliver to their successors all official material no later than July 10th.
- b. A person will not be eligible to serve more than 2 consecutive terms in the same office.
- c. A person may not serve more than 3 terms on an individual school PTO Board.
- d. A person may not serve on more than one individual school PTO Board simultaneously.
- e. A person will not be eligible for a third term on an individual school PTO Board after serving 2 consecutive terms as the president.
- f. If the individual school PTO Board is unable to find a Candidate for an office, an incumbent may serve until a successor is elected.

3. Duties of Officers

- a. All Officers – All officers will abide the Governing Document of the District PTO.
- b. President – The President will preside at all meetings of the individual school PTO Board and will make a report at each District PTO Board

meeting updating the District PTO Board on building events. The President will also coordinate the work of the officers and committees of their individual school PTO Board in order to promote the objectives of the District PTO. The President will also perform any other duties defined in this document or assigned by the individual school PTO Board.

- c. Vice President – The Vice President will act as an aide to the President and will perform the duties of the President in the event of the absence or inability of the President to act. S/he will attend the District PTO meetings along with the President.
- d. Secretary – The Secretary will record the minutes of all individual school PTO Board meetings and will perform any additional duties assigned to them. Every effort should be made to publish the minutes in a timely manner.
- e. Treasurer – The Treasurer will keep a full and accurate account of receipts and expenditures and will deposit all funds of the individual school PTO Board in a state or federally insured bank. The Treasurer will also make disbursements authorized by the individual school PTO Board and will present a financial statement at individual school PTO Board meetings and at other times when requested by the individual school PTO Board. The Treasurer's accounts will be examined annually by the District Treasurer. The financial report is to be completed prior to August 15<sup>th</sup>. The Treasurer is required to prepare two district reimbursement requests for spending against the district budget, include adequate support to justify the requested reimbursement, and submit such reimbursement request in a timely manner to the District Treasurer.

**D. Nomination and Election Procedure of Individual School PTO Board Officers**

1. Nominating Committee

- a. There will be a two member nominating committee, established by individual school PTO Board at a regular meeting at least one month prior to the election of officers.
- b. The nominating committee will provide information about the individual school PTO Board position openings and will seek eligible people for these positions.
- c. The nominating committee will report the name of the people interested in serving on an individual school PTO Board one week prior to the scheduled election at which time the nominations will be closed.

2. Election Procedure

- a. Each individual school will establish a voting procedure for the election of its officers.
- b. Every person is eligible to vote at the school that his/her child will be attending the next school year.

**E. Individual School Meetings**

1. PTO Board Meetings

- a. At least six regular meetings of the individual school PTO Board will be held during the school year. The date of the meeting will be determined by the individual school PTO Board. Special meetings can be called by the President or by a majority of the individual school PTO Board members.
- b. All regular individual school PTO Board meetings will be announced in advance electronically and open to the general membership.

2. Voting

At individual school PTO Board meetings all officers will have one vote each. The Principal and teacher representatives will also have one vote each. A majority of the individual school PTO Board members will constitute a quorum.

**F. Vacancies on Individual School PTO Boards**

A person elected by a majority vote of the individual school PTO Board will fill a vacancy occurring in any office for the duration of the term. Should a vacancy occur in the office of President, the Vice-President will serve notice of the election.

**G. Standing and Special Committees of Individual School PTO Board**

- 1. An individual school PTO Board may create any standing committee deemed necessary to promote the objectives and carry out the responsibilities that have been determined by the board that created the committee.
- 2. The President will be a member ex-officio of all committees, except the nominating committee.

**Article VII Fiscal Year**

The fiscal year of the District PTO will begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

**Article VIII Parliamentary Authority**

Robert's Rules of Order Newly Revised will govern the District and individual school PTO Boards in all applicable cases.

**Article IX Changes to District Governing Document**

**A. Amendments**

- 1. Proposed amendments to this document must be submitted in writing to the District PTO.
- 2. The District PTO Board will provide written notice of any proposed amendments electronically to the total membership at least 10 days prior to the next school's PTO Board meeting.
- 3. In order to pass a proposed amendment, the amendment must be approved at each individual school by a 2/3 majority of the members present at a PTO Board meeting.

**B. Revisions**

1. Proposed revisions to this document must be submitted in writing to the District PTO.
2. Upon a two-thirds vote of the District PTO Board, Governing Document revisions may be authorized annually by the District PTO Board at one of its April meetings.
3. In order to pass a proposed revision, the revision must be approved at each individual school by a 2/3 majority of the members present at each school's PTO meeting.
4. Beginning in the year 2000 and every five years thereafter, the District PTO Board will form a committee to thoroughly review this document. The Governing Document review committee is to be comprised of two representatives from each individual school. Governing Document committee members are not required to be member of an individual school PTO Board.

**C. Governing Document Review**

The District PTO Board will briefly review the Governing Document annually at the April meeting. A typed revision will be provided for vote at the May District PTO meeting.

Approved as of: 01-16-14

Michelle Brown

President – Center Cass District 66 Parent-Teacher Organization

Daniel Simpson

Treasurer – Center Cass District 66 Parent-Teacher Organization