

# **PARENTS & TEACHERS OF WAYNE SCHOOL BY-LAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the Parents & Teachers of Wayne School and shall be referred to as the PTW and these By-Laws shall be deemed to be part of the Articles of Organization.

## **ARTICLE II: OBJECTIVES**

- a. 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 federal tax code.
- b. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the sections 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization 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.
- c. The purpose of the organization shall be to promote friendship within school community, to cooperate in the educational progress of our children, and to develop and sponsor fund-raising activities. The purpose of this fund-raising is to enhance the educational opportunity of all the students within the school

## **ARTICLE III: BASIC POLICIES**

The objectives of the PTW shall be promoted through a programs directed towards students, parents, teachers, and the school community through committees and projects and shall be governed and qualified by the basic policies set forth in this section.

The name of this organization shall not be used for any purpose not appropriately related to the promotion of the policies of this organization.

This organization shall refrain from being involved in the administration of the school; however, parents and teachers should be encouraged to share ideas concerning school policies.

## **ARTICLE IV: MEMBERSHIP AND ANNUAL DONATION**

Section 1.

Any person who has a child or is a guardian of a child attending Wayne School and is interested in the purpose of the PTW and is willing to uphold its basic policies and subscribe to its by-laws shall be considered a member in good standing.

Section 2.

At the discretion of the Executive Board, an annual donation of no more than \$5 per family may be requested and payable at registration. The donation is not refundable in the event of resignation or moving.

Section 3.

All members may vote on all issues.

**ARTICLE V: MEETINGS**

Section 1.

The PTW may hold general meetings for all membership once per month.

Section 2.

Six members shall constitute a quorum for the transaction of business in any meeting of the organization.

**ARTICLE VI: P.T.W. BOARD**

Section 1. Authority

There shall be a PTW Executive Board in which the power of the PTW shall be vested. The Executive Board shall have charge of the affairs of the PTW and shall have the authority to decide and carry out the activities of the PTW in accordance with these by-laws.

Section 2. Duties

The duties of the Board shall be to transact necessary business in the intervals between organization meetings and other business as may be referred to it by the organization; to approve the plan of work of the standing committees, to present a report at the regular meetings; and to appoint a committee of not less than two members to audit the Treasurer's account after the close of the fiscal year (July 1 – June 30 of the following year).

Section 3. Composition

The PTW Executive Board shall consist of the executive board President(s), 1<sup>st</sup> Vice-President(s) Fundraising, 2<sup>nd</sup> Vice-President Programming(s), Secretary(ies), and Treasurer(s), Teacher Representative(s) and the Principal of Wayne School.

Section 4. Vote

Each Executive Board member shall have one vote.

Section 5. Meetings

The PTW Executive Board will meet quarterly, or as needed. In addition, special meetings of the Executive Board may be called by the President(s), a majority of the members, or school administration. The report of the Executive Board meetings shall be submitted to the organization at its regular meeting. If recommendations are made by the Executive Board, the recommendations are voted on by the general membership in attendance and are adopted, amended or rejected by a majority vote.

**ARTICLE VII: OFFICERS AND THEIR ELECTION**

Section 1.

The officers of this organization shall consist of President(s), Vice President Fundraising(s), Vice President Programming(s), Secretary(ies), and Treasurer(s) shall be referred to as the Executive Board.

Section 2.

These officers shall be elected for one year and no officer may serve more than three consecutive years in the same office. Officers shall assume their duties at the next meeting following the election. Officers at the end of their term of office must give complete reports, and turn finances and documents over to their successors.

Section 3.

Nominations for Executive Board positions will be open to all parents of students attending Wayne Elementary School. The only exception to the nominations rule is that candidates for the office of President/Co-President must have previously held an Executive Board position or served as a standing committee chair for at least one year, but not necessarily the preceding year. Nominations for these positions shall be obtained by the April PTW meeting, to be voted upon at the May meeting.

Section 4.

A majority of the vote is necessary to elect nominees to office.

Election shall be by ballot when there is more than one nominee for an office.

Section 5.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the board. Any person vacating an Executive Board position must notify the President and turn over all existing records and materials within 30 days of leaving office.

## **ARTICLE VIII: DUTIES OF OFFICERS**

Section 1. President(s)

The President(s) plans an agenda and presides at all meetings, shall be a member of all committees ex-officio, and shall perform all other duties usually pertaining to the office.

The President(s) is responsible for the following activities: meeting planning oversees all committees, principal and teacher meetings contact, public relations, teacher appreciation, secretary appreciation, and welcoming new families.

Section 2. 1st Vice-President(s) Fundraising

The 1<sup>st</sup> Vice-President(s) shall act as aide to the President(s) and perform the duties of the President in the absence of that officer. The 1<sup>st</sup> Vice-President(s) in charge of fundraising shall determine fundraising activities for the year and have general supervision. All fundraising activities must have the approval of the Executive board and may initiate and carry out all such projects with the cooperation of the various fund raising committees of the organization.

Section 3. 2nd Vice-President(s) Programming

The 2<sup>nd</sup> Vice-President(s) is in charge of programming activities to benefit the students of Wayne and the Wayne school community. Some of the activities the 2<sup>nd</sup> Vice-President may be responsible for but limited to include assemblies, spiritwear, family nights, Mother/Son event, Father/Daughter event, junior achievement and the Scholastic book fair. All programming activities must have the approval of the Executive board and may initiate and carry out all such projects with the cooperation of the various fund raising committees of the organization.

Section 5. Secretary(ies)

The Secretary(ies) shall keep an accurate record of all meetings of the organization and of the board, conduct the correspondence of the organization, notify Executive Board members of meetings, and record minutes during each meeting of general membership and Executive Board to be read at the following meeting. The Secretary(ies) is also responsible for cards, gifts, calendars, newsletters, and maintenance of PTW website.

Section 6. Treasurer(s)

The Treasurer shall have custody of all funds of the organization, shall keep an accurate account of receipts and expenditures, and shall make disbursements counter-signed by two authorized persons as authorized by the organization and Executive Board. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board. The Treasurer shall be responsible for the maintenance of such books of

account and records. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee appointed by the Executive Board. The Treasurer shall provide information during the budget process shall prepare the annual budget and shall present it to the PTW for approval. The Treasurer is also responsible for filing any necessary forms with the Internal Revenue Service and the Illinois Attorney General's Office.

## **ARTICLE IX: STANDING COMMITTEES**

### Section 1.

There shall be standing committees created by the Executive Board as may be required to promote the purpose and interest of the organization.

### Section 2.

The chairpersons of all standing committees shall be PTW members.

### Section 3.

The chairpersons of all standing committees shall present plans of projects to the PTW for approval. They shall be responsible for presenting to the PTW a written final report including documentation of proceeds and expenses on its yearly activities. A summary of the year's activities and recommendations for future years should be turned over to successors at the end of the chairperson's commitment. Proceeds and expenses must be turned in to PTW Treasurer with two weeks of the conclusion of the event.

## **ARTICLE X: SPECIAL COMMITTEES**

### Section 1. Definition

Special committees will be formed when the need arises and will be dissolved when their functions have been fulfilled and final reports are received.

### Section 2. Budget Committee

The Executive Board shall prepare the annual PTW budget for approval at the last regularly scheduled meeting of the school year.

### Section 3. Auditing Committee

The auditing committee of not less than two members shall prepare an audit of the Treasurer's annual report and shall sign a statement of that fact at the end of the report which shall be due at the first meeting of the new fiscal year. Anyone that is authorized to sign checks cannot serve on this committee. This report shall become a permanent record of the organization.

### Section 4. Additional Special Committees

Additional special committees may be appointed by the President as necessary and shall serve until their specific assignments are completed. The chairperson shall attend meetings as required.

## **ARTICLE XI: AMENDMENT OF BY-LAWS**

### Section 1.

These by-laws may be amended at any meeting of the organization by a two-thirds vote of the members present and voting. Written notice of the proposed amendment shall be distributed to the general membership.

### Section 2.

A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a general meeting of the organization or by a two-thirds vote of the board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Revised Adoption: May 12, 2010