

Parents & Teachers of Wayne School BYLAWS

Revised Adoption: May 20, 2016 (pending vote)

2015-2016 Bylaw Revision Committee:

- Andres, Kristin
- Jendrysik, Tammy
- Stokes, Mike

TABLE OF CONTENTS

ARTICLE, SECTION	PAGE
Article 1: Organization Name	3
Article 2: Objectives	3
Article 3: Basic Policies	3
Section 1: Promotion of Objectives Section 2: Use of Name Section 3: Boundary of Authority	
Article 4: Membership, Fees, and Donations	3
Section 1: Membership Section 2: Fees Section 3: Donations	
Article 5: Executive Board Officers and Their Election	4
Section 1: Executive Board Officers Section 2: Length of Service Section 3: Nominations Section 4: Election Section 5: Vacancies	
Article 6: Duties of Executive Board Officers	5
Section 1: President Section 2: 1 st Vice-President, Fundraising Section 3: 2 nd Vice-President, Programming Section 4: Secretary of Communications Section 5: Treasurer	
Article 7: Executive Committee	6
Section 1: Boundary of Authority Section 2: Composition Section 3: Duties	

ARTICLE, SECTION	PAGE
Article 8: Meetings and Voting	7
Section 1: General Meeting Agenda Section 2: Executive Committee Meetings Section 3: Event or Project Committee Meetings Section 4: Special Meetings Section 5: Notification Section 6: Quorum Section 7: Voting	
Article 9: Event/Project Committees	8
Section 1: Description Section 2: Chairpersons Section 3: Duties	
Article 10: Special Committees	8
Section 1: Description Section 2: Budget Committee Section 3: Auditing Committee Section 4: Additional Special Committees	
Article 11: Amendment or Revision of Bylaws	9
Section 1: Amendments Section 2: Revisions	
Article 12: Dissolution	9
Appendix A: Organizational Chart	10

Article 1: Organization Name

The name of this organization shall be the Parents & Teachers of Wayne Elementary 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 2: Objectives

The PTW is organized exclusively for charitable and educational purposes as an exempt organization under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The PTW is designed to promote friendship within the school community and cooperate in the educational progress of our children by providing support for programs, products, individuals or organizations that further this mission. The sole purpose of PTW fundraising is to enhance and enrich the education, health and social opportunities of all the students within Wayne Elementary School.

Article 3: Basic Policies

3.1 Promotion of Objectives

The objectives of the PTW shall be promoted through programs directed toward 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.

3.2 Use of Name

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

3.3 Boundary of Authority

The PTW 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 4: Membership, Fees, And Donations

4.1 Membership

Any person who has a child or is a guardian of a child attending Wayne Elementary School and is interested in the purpose of the PTW, willing to uphold its basic policies and subscribe to its bylaws shall be considered a member in good standing. All members may vote on all issues.

4.2 Fees

There are no fees required for membership.

4.3 Donations

Donations are made at the sole discretion of the Member, and are completely voluntary.

Article 5: Executive Board Officers And Their Election

5.1 Executive Board Officers

The PTW Executive Board shall consist of the following Officers:

- President
- 1st Vice President, Fundraising
- 2nd Vice President, Programming
- Secretary of Communications
- Treasurer

Each Executive Board position may be held by one (1) elected person, or co-chaired by two (2) elected persons. This group shall be referred to collectively as the Executive Board.

5.2 Length Of Service

Officers shall be elected for a term of two (2) years. No Officer may serve more than two (2) consecutive terms in the same position; however, an exception can be made if the position will be otherwise left vacant.

The term begins July 1st of the year elected, and ends June 30th two (2) calendar years afterward. When a term ends, outgoing Officers must give all pertinent items, such as digital or paper documents and financial records, manuals, keys, and passwords to their successors. Access to finances, such as bank accounts or credit cards, must also be transferred at this time.

5.3 Nominations

Nominations for Executive Committee positions shall be open to all parents/guardians of students attending Wayne Elementary School. Additionally, candidates for President must previously have held an Executive Board position for at least one year, but not necessarily the preceding year. The call for nominations must be given at least thirty (30) days prior to an election.

5.4 Election

An election of Executive Board Officers is held annually toward the end of the academic year, and should occur no later than May. Winners are determined by a simple majority of votes (*see Article 8, Section 7.*)

In an effort to promote cross-training and lessen the learning curve for the newly-elected, Executive Board Officers shall be elected on an offset schedule. If the academic year ends in an even-numbered year, the election is held only for the positions of President and 2nd Vice President, Programming. If the academic year ends in an odd-numbered year, the election is held only for the positions of Treasurer; 1st Vice President, Fundraising; and Secretary of Communications.

<u>Even-Numbered-Year Elections:</u>	<u>Odd-Numbered-Year Elections:</u>
<ul style="list-style-type: none">• President• 2nd Vice President, Programming	<ul style="list-style-type: none">• Treasurer• 1st Vice President, Fundraising• Secretary of Communications

5.5 Vacancies

Any person vacating an Executive Committee position must immediately notify the Executive Committee, and turn over all existing records and materials within seven (7) days of leaving office. If a vacancy occurs during the term, a new Officer shall be elected by a majority vote of the remaining members of the Executive Committee.

Article 6: Duties Of Executive Board Officers

6.1 President

The President performs all duties pertaining to the office, including but not limited to the following: Serves as the PTW's public spokesperson; acts as the primary liason to the principal and teachers, and conducts meetings as needed; plans an agenda for and moderates all PTW meetings; provides general oversight of all committees; works with Vice Presidents of Fundraising and Programming to determine committee chairs for the academic year; welcomes new families; sends cards and gifts for teacher and staff appreciation week; and sends cards or gifts for other relevant occasions, as determined by the Executive Board.

6.2 1st Vice-President, Fundraising

The 1st Vice-President, Fundraising, shall act as aide to the President, and performs the duties of the President in the absence of that Officer. The 1st Vice President is in charge of all fundraising events/projects that have a primary goal of raising funds for the organization. This Officer shall determine the scope of fundraising events for the year, have general supervision over all fundraising committees, and communicate frequently with Committee Chairpersons. Fundraising events/projects may include, but are not limited to: jump-a-thons, coin collections, spring plant sale, concession sales, holiday bazaar & vendor night, Scrip program, dine out days, the Box Tops for Education labels collection program, and AmazonSmile. A fundraising goal and expense budget should be determined for each event before presenting a proposal to the Executive Committee, which then votes to approve or reject each proposal. Each fundraising event must be approved by the Executive Committee prior to execution. Upon completion of a fundraising event, the 1st Vice President shall report results at the next General Meeting.

6.3 2nd Vice-President, Programming

The 2nd Vice-President, Programming, is in charge of all programming events and projects that encourage educational enrichment, socialization, school pride, and fun for the students of Wayne Elementary School. Although some of these events/projects may earn a small profit, financial gain is not the primary objective. Programming events/projects may include, but are not limited to: special school assemblies, spirit wear, kindergarten totes, student calendar & directory, family picnic, family nights, fun fair, book fairs, mother/son event, father/daughter event, holiday plates event, spirit week, and junior achievement. An expense budget should be determined for each event before presenting a proposal to the Executive Committee, which then votes to approve or reject each proposal. Each programming event must be approved by the Executive Committee prior to execution. Upon completion of a programming event, the Vice President of Programming shall report results at the next PTW meeting.

6.4 Secretary of Communications

The Secretary of Communications shall keep an accurate record of all PTW meetings, and present these meeting minutes at the following meeting for review and approval by all in attendance. The Secretary shall be responsible for regular and timely updates and maintenance of the PTW's website, social media accounts, online calendar, printed newsletters, and online file storage; and then utilize these tools to openly communicate with all Wayne Elementary School parents, teachers and staff about upcoming meetings and events. The Secretary shall obtain details about upcoming events and other information from Executive Committee members, event committee chairs, teachers or staff, the school or district websites, and other relevant sources as needed.

6.5 Treasurer

The Treasurer shall have custody of all funds of the organization; keep an accurate account of receipts and expenditures; make disbursements counter-signed by two persons authorized by the organization and Executive Committee; and file all necessary forms, including taxes, with the Internal Revenue Service and the Illinois Attorney General's Office. The Treasurer shall provide a current financial summary, in printed form, at every General Meeting of the organization, and at other times when requested by the Executive Committee. The Treasurer shall be responsible for the maintenance of such books of account and records, which shall be examined annually by an auditor or an auditing committee appointed by the Executive Committee. The Treasurer shall provide information during the budget process, prepare the annual budget, and present it to the PTW for approval.

Article 7: Executive Committee

7.1 Boundary of Authority

There shall be an Executive Committee in which the decisions of the PTW shall be vested. The Executive Committee shall have charge of the affairs of the PTW and shall have the authority to decide and carry out the events and projects of the PTW in accordance with these Bylaws.

7.2 Composition

The Executive Committee shall consist of the following:

- President
- 1st Vice-President, Fundraising
- 2nd Vice-President, Programming
- Secretary of Communications
- Treasurer
- Principal of Wayne Elementary School
- Teacher Representative(s) of Wayne Elementary School

7.3 Duties

The duties of the Executive Committee shall be to handle all necessary business of the organization; to approve detailed plans of Event/Project Committees; to present status reports at all General Meetings; and appoint special committees as needed. These duties must be carried out in accordance with the organization's Bylaws, making it imperative that all Executive Committee Members familiarize themselves with these rules. Executive Committee Members are expected to participate in at least 75% of General Meetings throughout the academic year.

Article 8: Meetings And Voting

8.1 General Meetings

General Meetings, open to all members of the PTW, should be held once per month during the academic year, with the option of exception near holidays and school breaks. General Meetings shall include the following information:

- Call to Order
- Review of Minutes from Previous General Meeting
- Review of Minutes from Executive Committee Meetings, as Needed
- Review of Treasurer's current Financial Summary Report
- Other Officer Reports, as Needed
- Event/Project Committee Reports
- Principal's Report
- Teachers' Report
- Unfinished (Old) Business
- New Business
- Announcements
- Open Floor (for Questions or Comments)
- Adjournment

8.2 Special General Meetings

Additional Special General Meetings may be called, either by vote of the Executive Committee or by petition of a majority of membership.

8.3 Event or Project Committee Meetings

Event or Project Committee Meetings are scheduled as needed by either the Event Chairperson or a member of the Executive Committee, and include only those directly involved in the planning or execution of the event or project. All related documents should be uploaded to the shared drive at the completion of the event or project.

8.4 Executive Committee Meetings

Executive Committee Meetings may be called at the request of any Executive Committee member. The minutes from an Executive Committee meeting shall be submitted to the organization at its next General Meeting. Any recommendations made by the Executive Committee will be voted on by the general membership in attendance at the regular meeting in which it is presented and will be adopted, amended or rejected by a majority vote.

8.5 Notification of Meetings

The date, time and place of all General Meetings and Special Meetings shall be announced at least seven (7) days prior to the meeting date. This information shall be posted in a manner easily accessible to all members, which may include newsletters, the Student Directory & Calendar, PTW website, and social media.

8.6 Quorum Requirement

A quorum is the minimum number of members of an assembly that must be present to make the proceedings of that meeting valid. A majority of the Executive Committee shall constitute a quorum for the transaction of business in any meeting of the organization. A majority vote of all members present at any meeting shall be required for an action to be taken.

8.7 Voting

With the quorum met, each Executive Committee Member shall have one vote, made in person. A Member may vote in absentia by notifying the President in writing prior to the meeting. In the event of a tie vote, the Wayne Elementary School principal shall make the final decision of the issue at hand.

Article 9: Event or Project Committees

9.1 Description

The Executive Board shall create Event Committees and Project Committees as required for regular and ongoing events and projects. Committees are overseen by either the 1st Vice President of Fundraising or the 2nd Vice President of Programming, and also overseen by the President.

9.2 Chairpersons

The chairpersons of all Event/Project Committees shall be current members of the PTW. A member of the Executive Board may serve as an Event/Project Committee Chairperson. Chairpersons shall attend General Meetings while their Event/Project is active, or at the request of the Executive Committee.

9.3 Duties

Starting with an event/project outline provided by the 1st Vice President of Fundraising or the 2nd Vice President of Programming, each Committee shall plan and execute all details for their event/project. Chairpersons shall present plans to the associated Vice President and President for approval. Budgets must be followed and expenses recorded.

Chairpersons share the responsibility of recruiting volunteers for their event/project with the associated Vice President. Upon completion of the event/project, the Chairperson shall submit a written summary, all expense reports, and relevant documentation to the associated Vice President.

Article 10: Special Committees

10.1 Description

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

10.2 Budget Committee

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

10.3 Auditing Committee

The Auditing Committee shall consist of at least two PTW members (Wayne Elementary School parents) or one PTW member and an independent financial professional. Executive Committee members cannot serve on this committee.

When the fiscal year ends on June 30, the Treasurer will prepare an annual report. The Auditing Committee shall examine this report, summarize their findings, and sign a statement of that fact. The audit results are due within fifteen (15) days after receiving the Treasurer's report. The audit results must be reviewed by the Executive Board within fifteen (15) days after receiving the Audit Committee's report. The audit report shall become a permanent record of the organization.

10.4 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 11: Amendment or Revision of Bylaws

11.1 Amendments

Written notice of a proposed amendment of bylaws shall be made available to the general membership at least seven (7) days prior to the meeting. The amendment shall be presented at a General Meeting or Special General Meeting, and approved by a two-thirds vote of the members present.

11.2 Revisions

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

Written notice of a proposed revision of bylaws shall be made available to the general membership at least seven (7) days prior to the meeting. The amendment shall be presented at a General Meeting or Special General Meeting, and approved by a two-thirds vote of the members present.

Article 12: Dissolution

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.

Appendix A: Organizational Chart

