

Bell-Graham Elementary School Parent Teacher Organization Bylaws

Article I Name

The name of this organization shall be the Bell-Graham Elementary School Parent Teacher Organization or the PTO.

Article II Purpose

The purposes of the PTO shall be: to facilitate communications between Bell-Graham teachers, administrators/staff, parents, & guardians; to support the efforts of Bell-Graham teachers in providing quality learning experiences and resources for students; endorse activities that generate school spirit and school pride; raise funds to support PTO and school activities; provide volunteer support for school activities; and, to recognize the organization within the meaning of section 501c3 of the Internal Revenue Code.

Article III Administrative Policies

Section 1: Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest for any purpose other than the regular work or activities of the organization.

Section 2: No part of the net earnings of the PTO shall inure to the benefit of, or be distributed to its members, officers or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 3: The organization may cooperate with other organizations on matters considered to be in the best interest of students.

Section 4: The funds and resources of the organization shall not be appropriated or expended for purposes other than the work and activities of the organization.

Section 5: In the event of the dissolution of the organization, the assets of the organization shall be distributed by the PTO board to one or more of the exempt purposes specified in section 501c3 of the Internal Revenue Code of 1954 as from time to time amended.

Section 6: The fiscal year for the organization will be from July 1 to June 30.

Section 7: The registered office of the corporation in the State of Illinois shall be located at 4N505 Fox Mill Blvd, St. Charles, IL 60175.

Section 8: Record retention requirements are listed below.

3 years:

- Monthly treasurer's reports

7 years:

- Bank statements
- Canceled checks
- Check registers
- IRS Form 990, 990-EZ, 990-N

Permanently:

- Incorporation paperwork
- IRS Form 1023 and documentation
- IRS determination letter for 501(c)(3) tax-exempt status
- Meeting minutes and agendas
- Year-end treasurer reports
- Annual reports from auditor (financial review)

Article IV

Membership and Dues

Section 1: Parents and guardians whose students are attending this school and the faculty and staff of Bell-Graham Elementary School may become members of the PTO upon payment of dues. Parents of past students of Bell-Graham School may continue to be PTO members upon board approval.

Section 2: Annual PTO membership dues shall be established by the PTO Board.

Section 3: Annual dues are payable at the beginning of the new school year, during registration of students, or throughout the school year, and are not tax-deductible.

Article V

PTO Board and Standing Committees

Section 1: The PTO Board consists of a minimum of 4 and a maximum of 8 members. At a minimum, a President, a Vice President, a Treasurer, and a Secretary.

Section 2: Standing Committees vary by year based on the needs of the school and will be determined by the newly elected PTO board beginning in May. The PTO Board and Committees may have designated "Co-Chairs" for individuals wishing to divide the committee chair responsibilities, as long as approved by majority of the PTO Board.

Section 3: All appointed committee chairs shall assume the responsibilities designated by the PTO Board and understand the time and effort needed to fill those roles. Should they

be unable to continue, they must notify the President at the earliest possible time in order to find a replacement from the PTO membership.

Article VI

Elections

Section 1: The PTO Board shall present the name of one or more candidates for each office of the PTO board at the second to last meeting. These candidates shall be voted on during the last meeting via in-person or online vote and will assume their official duties at the beginning of the next fiscal year. They will serve for a period of at least 1 year.

Section 2: Officers shall serve no more than two terms in the same position unless a position is vacant after following the normal nomination and election process. The current board can then vote to extend the two term limit for additional years for the board member wishing to continue in their current role.

Section 3: Any vacancy in the PTO board shall be filled by the president with approval by majority vote of the PTO board and shall be appointed for the remainder of the term.

Article VII

Roles and Responsibilities of the PTO Board

Section 1: The President shall preside at all general and special meetings of the PTO Board, shall prepare an agenda for all meetings (or assign duty), shall be the ex-officio member of all committees and shall, in the absence of the treasurer, pay all bills. The President shall fill any open committee chair positions during the school year and begin filling them for the subsequent year in March.

Section 2: The Vice-President(s) shall act as an aide to the President, shall preside in the absence of the President. Duties may include committee liaison and responsible for communication.

Section 3: The Secretary shall keep an accurate record of all Executive and PTO Board meetings, shall disseminate the minutes within one week, shall be responsible for the official correspondence of the PTO, shall keep current records of all PTO members, and shall prepare and disseminate a current listing of all PTO Board members including name, address, phone and email address.

Section 4: The Treasurer shall receive all moneys of the organization, depositing same in a depository selected by the officers, shall keep an accurate record of receipts and expenditures, shall payout funds only in accordance with the budget authorized by the PTO Board, and shall distribute a written financial statement at every meeting of the organization.

The financial records of the organization shall be closed annually on June 30. The annual financial report shall be available to the membership prior to the start of the school year, available for audit.

Section 5: The PTO Board shall plan and approve overall programs for the year according to the purpose of the organization, shall appoint committees necessary to accomplish the organization's work, shall have the privilege of voting when present at a meeting, and shall assist in volunteer needs of the organization.

PTO Board members or a representative shall attend all regularly scheduled meetings.

PTO Board members may create new committees as needed/determined by the executive board based on the needs of the school as things change.

Section 6: The PTO Board has the authority to approve \$100 or less not authorized in the annual budget. An amount greater than \$100 not authorized in the annual budget must be brought to a vote in a general meeting and get a majority vote from those in attendance.

The PTO Board has the authority to approve operating expenditures of up to \$1000 prior to the first meeting of the fiscal year.

Section 7: An officer or committee chair may be removed from office/their position for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the PTO Board.

The PTO Board shall review the by-Laws annually.

Article VIII

Meetings and Voting

Section 1: The general meetings of the organization shall be held during the official school year at intervals determined by the PTO Board, but not to consist of fewer than three meetings. These meetings may be held in-person or virtually using appropriate platforms.

Section 2: A quorum for the organization at general PTO meetings shall consist of a simple majority of those present but must include at least 5 members and at least 2 PTO Board members; a quorum for the PTO Board shall consist of a simple majority.

Section 3: The Budget committee consisting of the newly elected officers, the outgoing/incoming treasurer and at least one other outgoing officer shall be involved in preparing an annual budget prior to June 30th for the new fiscal year. This budget shall be presented to the PTO membership for approval at its first general meeting of the new fiscal year (generally held in August/September of new school year).

Section 4: Members delinquent in their annual dues as of March 1st shall not be eligible to vote at the annual election for officers of the PTO Board. PTO Board members must pay their PTO dues during their term of office.

Section 5: All PTO members are encouraged and welcome to attend all general PTO meetings. All PTO members are eligible to vote.

Article IX

Amending the Bylaws

Section 1: Any proposed changes in these bylaws must be presented by the PTO Board at least 10 days in advance of a meeting at which time such change is to be voted on by the PTO membership.

Section 2: The bylaws may be amended at any regular PTO general meeting by a majority vote of the PTO membership.

Section 3: The bylaws are adopted pursuant to and shall be governed by the provisions of the State of Illinois General Not for Profit Corporation Act of 1986, as amended.

Article X

Rules of Order

Robert's Rules of Order, as revised, shall be the parliamentary authority in all matters that come before all meetings of the Board or membership, where not inconsistent with the bylaws.

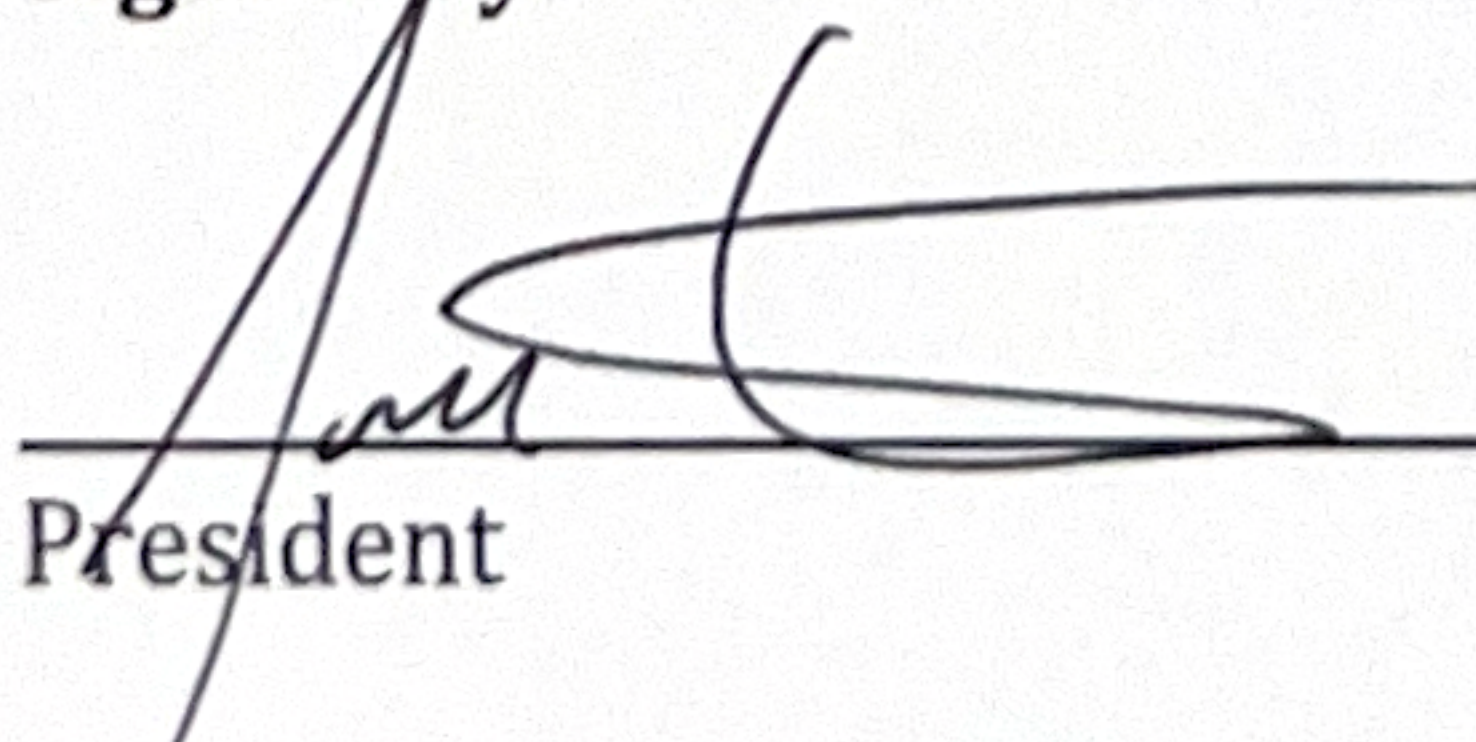
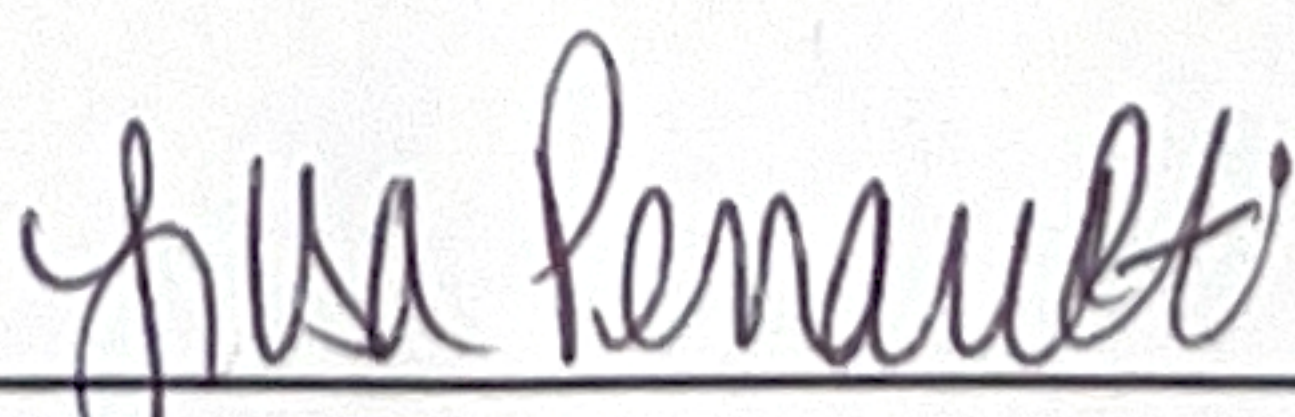
Article XI

Rules of Conduct

Bullying, harassment, intimidation, or threats of any kind is grounds for immediate expulsion and exclusion from the PTO including, but not limited to, any and all Committee and Board positions and/or volunteer positions at PTO events and clubs.

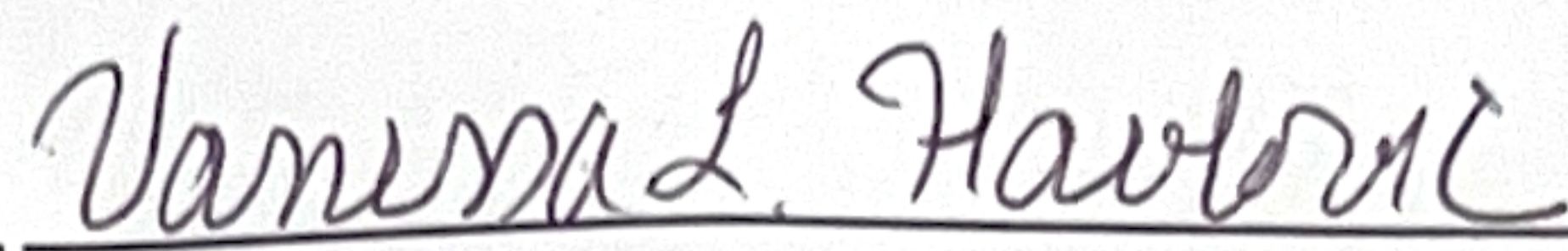
These bylaws were adopted on August 26, 2025

Signed by:

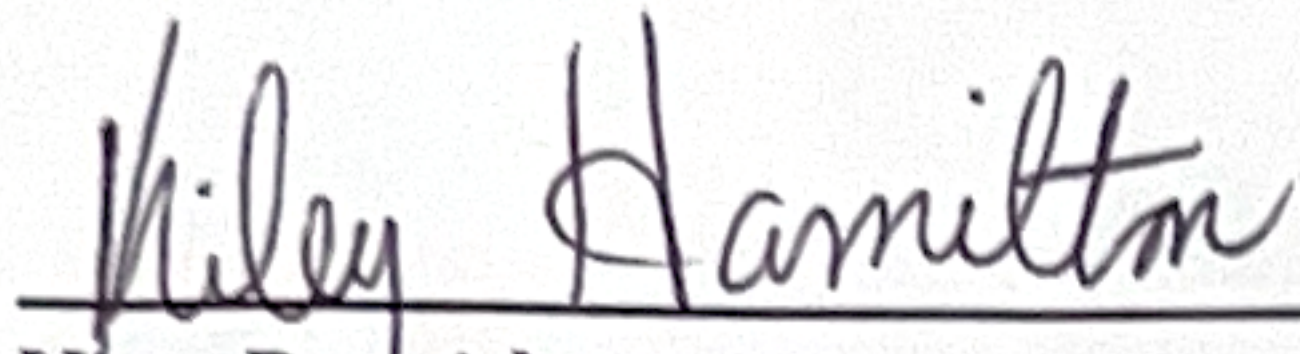
	
_____ President	_____ Secretary



Treasurer



Vice President



Vice President