

BYLAWS OF THE SALT CREEK PARENT TEACHER ORGANIZATION

I. NAME

This organization shall be known as the Salt Creek Parent Teacher Organization.

II. PURPOSE

The organization is originated exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The purpose of the organization shall be two fold: (1) to provide an opportunity for better communication between parents and teachers regarding the programs and policies of the school, the school district, and the community; And (2) to supplement with enriching experiences for the welfare of all students.

III. POLICIES

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization shall cooperate with other organizations and agencies active in child welfare provided they make no commitments that bind the organization.
3. The organization shall seek neither to direct the administration activities of the school nor to control its policies.
4. The organization shall prohibit the use of children as door-to-door solicitors.
5. The organization shall not actively endorse or campaign for any political candidate.

IV. MISSION STATEMENT

The Salt Creek Parent Teacher Organization is a non-for-profit group that supports educational and social experiences through open communication, volunteerism and fundraising.

V. MEMBERSHIP

Membership shall include parent or guardian of all children attending Salt Creek School, as well as all Salt Creek School staff members. A minimum donation for membership agreed on by a majority of the governing committee will be accepted at the beginning of each school year.

VI. SELECTION OF THE GOVERNING COMMITTEE

1. The governing committee shall consist of the elected board of executive officers, co-presidents, vice president, secretary, treasurer, ways and means chairperson, members of the standing committees, the immediate past president, and a staff representative.
2. The selection of the governing committee shall be held at the general meetings. The officers will be elected in June. The members of the standing committees will be presented and approved in June.
3. A member shall be eligible for the office of Co-President if they have served at least one term on the governing committee or have served with good standing on a governing committee from another school. In the event that there are no candidates with committee experience, the Executive Board has the authority to approve nomination.

4. Any officer or committee chairperson elected or appointed may be removed by 2/3 majority of the total members of the governing committee.
5. A Nominating committee shall be established in February. It shall consist of three members of the governing committee, selected by the governing committee, with *a* maximum of two executive officers. The nominating committee shall elect its own chairperson and present a slate of officer candidates in March and a roster of chairperson candidates in June. The nominating committee shall provide printed ballots for the elections, if necessary. Where there is only ONE candidate for an office, election may be by voice vote, as opposed to dispensing a ballot vote.
6. Nomination may be made from the floor at the general meeting, provided the nominee is present and gives consent.
7. In case of vacancy of the office of co-president, it shall be filled by the vice-president.
8. In case of a vacancy of the office of any executive member, exclusive of the president, the position will be filled by presidential appointment with majority approval of the existing governing committee.
9. The treasurer shall appoint an audit committee by April.

VII. GOVERNING COMMITTEE

1. All members shall serve from July 1 through June 30 of the following year. All executive officer terms are two years. Neither the president nor the treasurer MAY serve for more than one term unless approved by 2/3 majority of the total members of the governing committee.
2. The governing committee shall be empowered to transact the general business of the organization.
3. The executive board and/or governing committee and/or general membership shall hold at least one regular meeting per month. The day and time for the monthly meeting shall be adopted for the following year by majority vote of the governing committee at the June meeting. Meetings may be canceled, or additional meetings scheduled, by a majority vote of the executive board. Notice of all changes shall be distributed to the membership before the date of the meeting.
4. DUTIES OF THE OFFICERS
 - a. The CO-PRESIDENTS shall prepare an agenda for and preside over all meetings of the organization. The co-presidents shall be exofficio members of all standing committees. At least one of the co-presidents shall attend the monthly presidents' council meetings. The co-presidents shall file and preserve reports of all offices and committees. The senior co-president shall act as an advisor and work together with the newly appointed co-president in all duties.
 - b. The VICE PRESIDENT shall act as aide to the president and shall perform the duties of president in the absence of that officer. The vice-president shall have charge of all non-fundraising activities.
 - c. The SECRETARY shall keep the minutes of all proceedings and shall have charge of all correspondence. The secretary shall provide printed copies of minutes to the co-presidents prior to distribution to the membership no later than the next regular meeting.

- d. The TREASURER shall receive all monies, pay all approved expenditures, and keep accurate record of all receipts and expenditures, and also will provide record for an end of the year audit. The treasurer shall make a monthly report and prepare a year-end report. All checks shall be signed by the treasurer or the president. In addition, the treasurer will strictly adhere to the following guidelines plus the guidelines for the treasurer's checklist given them by the previous treasurer: IRS Form 990 is due to the IRS November 15th of every year. State of Illinois Form AG990IL is due by December 30 of every year. IRS Form 1099 MISC is due January 31st of every year if necessary (see treasurer's checklist for more detail). All IRS 1099 MISC must be distributed and postmarked by January 31st of every year. All Form 1099 MISC and IRS Form 1096 must be submitted by the last day of February of the following year. The treasurer will abide by these dates and the checklist guidelines. The bank signature card will be updated each year to reflect the currently seated treasurer and co-presidents.
- e. The WAYS AND MEANS CHAIRPERSON shall have charge of all fundraising activities.
- f. EXECUTIVE BOARD
The president, vice-president, secretary, treasurer, ways and means chairperson, and any other standing committee chairperson the president designates shall be referred to as the executive board.
- g. STANDING COMMITTEES
Such standing committees as are deemed necessary to promote the objectives and carry on the work of the organization shall be created by the governing committee. All standing committee activities will have governing committee approval prior to implementation. Each standing committee chairperson shall keep written records of committee work for the year and shall give these records to the president at the end of the year for use of the incoming chairperson.

VIII. THE BUDGET

1. The budget committee shall consist of, but not be limited to the retiring, current and incoming co-presidents, treasurer, ways and means chairperson and any other committee chairperson so designated by the retiring current and/or incoming president(s).
2. The proposed budget will be presented at the March general meeting. The final budget will be approved at the June general meeting.
3. Fundraising and Non-fundraising Committees are required to adhere to the budget set forth by the governing committee. The general committee must approve proposals for expenditures over budget.

IX. QUORUM

A quorum of all committee meetings shall consist of a majority of the members of those committees.

X. PARLIMENTARY AUTHORITY

Simplified parliamentary procedures based on **Roberts Rules of Order**.

XI. AMENDMENTS

1. The constitution and bylaws may be amended by a 2/3 vote of members at a regular meeting provided that the proposed amendments shall have been submitted to the membership at least two weeks prior to the vote.
2. Once the proposed bylaws are amended they are to be signed and dated by the executive board.

XII. REPEAL

All present and existing bylaws of the parent-teacher organization are hereby expressly repealed and superseded by the bylaws.

XIII. DISBANDING OF THE ORGANIZATION

Disbanding of the organization required previous notice to all members and a 2/3 vote at a regular or special meeting of the membership called for that purpose. Upon dissolution of the organization, the organization shall, after paying or making provisions for the payment of the liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such manor, or to such organization or organizations organized and operated exclusively for charitable, education, 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 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the organization shall determine. Any such assets not so dispersed shall be disbursed of by a court in 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.

Bylaws amended September 2, 2011 by unanimous vote of 2/3 majority of the governing committee.

Co-President: Susie Moellenkamp _____

Co-President: Tess Setchell _____

Vice President: Berenice Lagrimas _____

Treasurer: Randy Reid _____

Ways and Means: Gina Knight _____

Secretary: Elaine Beamer _____