

BY-LAW CHANGES

Version Number	Date	Name of author	Description of Change
1.0	11/01/11	Marisol Acevedo	Initial version based on existing by-laws document adopted on 04/18/03.
1.1	02/15/12	Marisol Acevedo	Article IV, Section 1-added "or previous"; Article IV, Section 4-added "for all years in attendance"; Article V, Section 3-modified list of committees; Article VI, Section 2-added "or two" (for co-s); General clean-up of language
1.2	02/01/17	Harland, Sbarbaro, Thomas, Montgomery, Kloberdanz	Art. III, Sec. 2 -changed "inure" to "shall benefit" Art. IV Sec.1 - modified to "or parents of former SCN students" Art. IV Sec.3 - modified to "are requested at the beginning of the new school year but can be accepted anytime." Art. IV Sec.4 - deleted Art. V Sec. 2 - deleted "staff representative" Art. V Sec. 3 - modified the committees listed Art. VI Sec. 4 - added "unless the position cannot be filled and then elected and voted on by current members." Art. VII Sec.1 - changed "shall prepare" to "shall approve" Art. VII Sec. 4 - deleted second paragraph Art. VII Sec. 4 - deleted last sentence of last paragraph and added "These financial reports and records will be made available upon request for public inspection during regular business hours." Art. VII Sec. 5 - changed "\$50" to "\$250" Art. VII Sec 5 - added "A motion must be made to accept the financial reports as presented each month by the Executive Board." Art. VII Sec. 6 - changed "\$50.00" to \$250.00" Art. VII Sec. 6 - changed "\$200.00" to "\$500.00" Art. VII Sec. 6 - deleted the third paragraph and added "The Executive Board shall cause the records and books of account of the Organization to be audited when required per 225 III Compliance Statute and filed accordingly." Art. VII Sec. 6 - changed review the By-Laws from "annually" to "every four years." Art. VIII Sec. 4 - removed "staff"
1.3	03/02/2022	Thomas, Paris, Cassell, Rutishauser	Heading changed from "St. Charles North PTO" to "St. Charles North High School Parent Teacher Organization". Removed "The Parent Teacher Organization of St. Charles North High School" before Article I. Art. I – changed the name to "St. Charles North High School Parent Teacher Organization" Art.III Sec 5 – changed "Executive" to "PTO". Art. III Sec. 6 – added "The Organization shall maintain a current Director & Officers Liability insurance policy." Art. IV Sec. 1 – added "exchange 'host parents'"; deleted "or parents of former SCN students"; added "Faculty, staff and students are exempt from dues in order to become members." Art. IV Sec. 2 – changed "executive" to "PTO". Art. V Changed title to: "PTO Board, PTO Members, and Standing Committees" Art. V. added "Section 1: Parents, guardians, and exchange "host parents" whose student(s) are attending SCNHS are eligible to be PTO Board members. Board members must

			<p>have their PTO membership dues paid as of September 1 of the current fiscal year.”</p> <p>Art V Sec. 2 (formerly Sec. 1): – changed “Executive” to “PTO”.</p> <p>Art. V Sec. 3 (formerly Sec. 2): - changed “The PTO Board shall consist of the Executive Board, Chairpersons of each standing committee, the high school principal, and student representative.” to “The PTO membership at large shall consist of the PTO Board, Chairpersons of each standing committee, the SCNHS Principal, a SCNHS staff representative, a student representative and all paid membership parents, guardians and exchange ‘host parents’.”</p> <p>Art. V Sec 4 (formerly Sec. 3): deleted: “Sunshine”, “Ticket Sales Coordinators”, “Material Pick-up”, “Stargazer Mailings”, “Nominating”, “Sign-Up Genius”, and “(See Committee Description sheet for description of duties.)”; replaced “Dances” with “Homecoming”; added “Individual committee descriptions are available”.</p> <p>Art. VI Sec. 1 – changed “and also includes the President and two other board members.” to “and include the President, Treasurer, and Secretary.”</p> <p>Art. VI Sec 2. – changed “Executive” to “PTO” and “May” to “April”; deleted “and will assume their positions following the vote” to “Newly elected officers will begin transition immediately and assume their position July 1.”; changed “1 year” to “two years”.</p> <p>Art. VI Sec. 3 – changed “Executive” to “PTO”.</p> <p>Art. VI Sec. 4 – changed “terms” to “fiscal years”.</p> <p>Art. VI Sec. 5 – changed “the Executive Board” to “a current member of the Board”.</p> <p>Art. VII – changed the title from “Duties of the Officers, Executive board and PTO Board” to “Duties of the PTO Board”.</p> <p>Art. VII Sec. 1 – added “The PTO Board must consist of a minimum of three Board members at all times in order to maintain compliance with Illinois State Statute and IRS guidelines.”</p> <p>Art. VII Sec. 2 (formerly Sec. 1) – deleted “of the Executive Board and PTO Board”; changed “approve” to “prepare”; added “act in the absence of the Treasurer, shall preside as the school PTO liaison”; added “shall be responsible for the official correspondence of the PTO”; “and shall assist at events as needed. Additional duties may be assigned.”; deleted “and shall, in the absence of the treasurer pay all bills.”</p> <p>Art. VII Sec. 3 (formerly Sec. 2) – added “shall attend all general and special meetings of the PTO Board and PTO community meetings”; “shall assist at events as needed. Additional duties may be assigned.”; deleted “The Vice President will be requested to accept the position of President for the following year.”</p> <p>Art. VII Sec. 4 (formerly Sec. 3) – added “shall attend all general and special meetings of the PTO Board and PTO community meetings”; deleted “Executive and”; changed “within one week” to “in a timely manner”; deleted “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 e-mail address”; added</p>
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			<p>“shall maintain PTO calendar, shall assist with administrative duties as needed, and shall assist at events as needed. Additional duties may be assigned.”</p> <p>Art. VII Sec. 5 (formerly Sec. 4) – added “shall attend all general and special meetings of the PTO Board and PTO community meetings”; added “and deposit”; deleted “depositing same in a depository selected by the officers”; changed “The books of the Treasurer shall be closed annually on June 30. The annual financial reports shall be available to the membership by July 31 of the same year.” to “shall close the books as of June 30, and shall complete all annual reports and file state and federal reports and tax returns prior to due date. Additional duties may be assigned.”</p> <p>Art. VII Sec 6. (formerly Sec. 5) – added “and the needs of SCNHS”; deleted “Expenditures above \$250.00 not authorized in the annual budget shall require approval by the PTO Board.”; changed “A motion must be made to accept the financial reports as presented each month by the Executive Board.” to “PTO Board shall review and motion to accept the financial reports on a monthly basis.”</p> <p>Art. VII Sec. 7 (formerly Sec. 6) – Changed “\$250” to “\$500”; deleted “The Executive Board has the authority to approve expenditures of \$500 or less prior to the first general meeting of the PTO of the fiscal year.”; added “Expenditures above \$500 not authorized in the annual budget shall require approval by the PTO Board and be included in Treasurer’s report at regular membership meetings.”; deleted “The Executive Board shall fill any vacancies on the PTO Board. Any vacancy in the Executive Board shall be filled by the remaining Executive Board Members and shall come from current PTO Board members.”</p> <p>Art. VIII Sec. 1 – changed “organization” to “membership at large”; changed “Executive” to “PTO”</p> <p>Art. VIII Sec. 2 – changed “Executive” to “PTO”; moved “A quorum for the Executive Board shall consist of a simple majority of all four PTO Board members.” to separate Section 3.</p> <p>Art. VIII former Sec 3 – removed “The Budget Committee consisting of the newly elected officers, the outgoing treasurer and at least one other outgoing officer shall prepare an annual budget prior to July 31st for the new fiscal year. This budget shall be presented to the PTO Board for approval at its first general meeting of the new fiscal year.”</p> <p>Art. VIII former Sec. 4 – removed “Members delinquent in their annual dues as of March 1 shall not be eligible to vote at the annual election for officers of the Executive Board. PTO Board members (with the exception of the Principal and student representative) must be paid PTO members during their term of office.”</p> <p>Art. VIII new Sec. 4 – added “Current expenses and revenue will be presented at each regular scheduled membership meeting for review by the membership at large. Any expenditures above \$500 not included in the annual budget shall be included in the Treasurer’s report.”</p> <p>Art. VIII new Sec. 5 – added “The current or outgoing treasurer and the current or outgoing President shall prepare a draft annual budget prior to July 31st for the new fiscal year. This budget shall be presented to the PTO membership at large for comment at its first general meeting</p>
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			<p>of the new fiscal year. The draft budget should be reviewed and approved by the full Board members by October 1 of each fiscal year.”</p> <p>Art. VIII new sec. 6 – added “Meeting participants who are not current PTO members shall not be eligible to vote at the annual election for officers of the PTO Board. PTO Board members must be paid PTO members during their term of office. PTO Committee Chairs must be paid members for the fiscal year they serve as Chair.”</p> <p>Art. VIII former Sec. 5 renumbered to Sec. 7</p> <p>Art. IX Sec. 1 – changed “Board” to “membership”.</p> <p>Art. IX Sec. 2 – deleted “Board”; changed “including officers, committee chairs, principal, and student representative” to “and membership at large.”</p>
<p>When editing change the last modified date and version number in the footer.</p>			

**ST. CHARLES NORTH HIGH SCHOOL PARENT TEACHER ORGANIZATION
BY-LAWS**

**ARTICLE I
Name**

The name of this Organization shall be the St. Charles North High School Parent Teacher Organization. It may be referred to as the "Organization" or "PTO" in further By-Law statements.

**ARTICLE II
Purpose**

The purposes of the PTO shall be to facilitate communication between St. Charles North High School (SCNHS) teachers, administrators/staff, parents, and guardians; to support the efforts of SCNHS teachers in providing quality learning experiences and resources for students; to endorse activities that generate school spirit and school pride; and, to recognize the academic accomplishments of SCNHS students. The PTO is organized exclusively as a not-for-profit organization within the meaning of section 501(c) 3 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 benefit, 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 501(c) 3 of the Internal Revenue Code of 1954 as from time to time amended.
- Section 6: The Organization shall maintain a current Director & Officers Liability insurance policy.
- Section 7: The fiscal year for the Organization will be from July 1 to June 30.

**ARTICLE IV
Membership and Dues**

- Section 1: Parents, guardians, exchange "host parents" whose student(s) are attending SCNHS, the faculty, any staff of SCNHS, and a student representative may become members of the PTO upon payment of dues. Faculty, staff, and students are exempt from dues in order to become members.
- Section 2: Annual PTO membership dues shall be established by the PTO Board.
- Section 3: Annual dues are requested concurrently with school registration but can be accepted anytime.

ARTICLE V
PTO Board, PTO Members, and Standing Committees

- Section 1: Parents, guardians, and exchange “host parents” whose student(s) are attending SCNHS are eligible to be PTO Board members. Board members must have their PTO membership dues paid as of September 1 of the current fiscal year.
- Section 2: The PTO Board shall consist of the elected officers of the organization. These will be President, Vice-President, Secretary and Treasurer. Positions can be shared if needed and as elected.
- Section 3: The PTO membership at large shall consist of the PTO Board, Chairpersons of each standing committee, the SCNHS Principal, a SCNHS staff representative, a student representative and all paid membership parents, guardians, and exchange “host parents”.
- Section 4: Standing Committees include but are not limited to the following list and may change year to year: DPTO, Greater St. Charles Education Foundation, Hospitality, Post Prom, Senior Scholarship, Homecoming, Senior Yard Signs, and Social Media & Web. Individual committee descriptions are available.

ARTICLE VI
Elections

- Section 1: The Nominating Committee shall be chaired by the Vice President and include the President, Treasurer, and Secretary.
- Section 2: The Nominating Committee shall present the name of one candidate for each office of the PTO Board at the April meeting. These candidates shall be voted on at the April meeting. Newly elected officers will begin transition immediately and assume their position July 1. They will serve for a period of two years.
- Section 3: Candidates for the PTO Board shall be sought from the membership-at-large.
- Section 4: Officers shall serve no more than two consecutive fiscal years in the same office unless the position cannot be filled and if they are then elected and voted in office by current members.
- Section 5: Any vacancy in the PTO Board shall be filled by a current member of the PTO Board and shall be appointed for the remainder of the term of his/her predecessor in office.

ARTICLE VII
Duties of the PTO Board

- Section 1: The PTO Board must consist of a minimum of three Board members at all times in order to maintain compliance with Illinois State Statute and IRS guidelines.
- Section 2: The President shall preside at all general and special meetings, shall prepare an agenda for all meetings, act in the absence of the Treasurer, shall preside as the school PTO liaison, shall be the ex-officio member of all committees, shall be responsible for the official correspondence of the PTO shall be a member of the Nominating Committee, and shall assist at events as needed. Additional duties may be assigned.
- Section 3: The Vice President shall attend all general and special meetings of the PTO Board and PTO community meetings, shall aide the President as needed, shall preside in the absence of the President, shall be the chairperson of the Nominating Committee, and shall assist at events as needed. Additional duties may be assigned.
- Section 4: The Secretary shall attend all general and special meetings of the PTO Board and PTO community meetings, shall keep an accurate record of all PTO Board and membership meetings, shall disseminate the minutes in a timely manner, shall maintain PTO calendar; shall assist with

administrative duties as needed, and shall assist at events as needed. Additional duties may be assigned.

Section 5: The Treasurer shall attend all general and special meetings of the PTO Board and PTO community meetings, shall receive, and deposit all monies of the organization, shall keep an accurate record of receipts and expenditures, shall payout funds only in accordance with the budget authorized by the PTO Board, shall prepare and distribute monthly financial statements and reports, shall close the books as of June 30, and shall complete all annual reports and file state and federal reports and tax returns prior to due date. Additional duties may be assigned.

The annual financial reports shall be available to the membership by July 31 of the same year. These financial reports and records will be made available upon request for public inspection during regular business hours.

Section 6: The PTO Board shall plan and approve overall programs for the year according to the purpose of the organization and the needs of SCNHS, 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 shall review and motion to accept the financial reports on a monthly basis.

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

Section 7: The Board has the authority to approve expenditures of \$500 or less not authorized in the annual budget. Expenditures above \$500 not authorized in the annual budget shall require approval by the PTO Board and be included in Treasurer's report at regular membership meetings.

The Board shall cause the records and books of account of the Organization to be audited when required per 225 Ill Compliance Statute and filed accordingly.

The Executive Board shall review the By-Laws every four years.

ARTICLE VIII Meetings and Voting

Section 1: The general meetings of the membership at large shall be held during the official school year at intervals determined by the PTO Board, but not to consist of fewer than three meetings.

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 two PTO Board members.

Section 3: A quorum for the PTO Board shall consist of a simple majority of all four PTO Board members.

Section 4: Current expenses and revenue will be presented at each regularly scheduled membership meeting for review by the membership at large. Any expenditures above \$500 not included in the annual budget shall be included in the Treasurer's report.

Section 5: The current or outgoing treasurer and the current or outgoing President shall prepare a draft annual budget prior to July 31st for the new fiscal year. This budget shall be presented to the PTO membership at large for comment at its first general meeting of the new fiscal year. The draft budget should be reviewed and approved by the full Board members by October 1 of each fiscal year.

Section 6: Meeting participants who are not current PTO members shall not be eligible to vote at the annual election for officers of the PTO Board. PTO Board members must be paid PTO members during their term of office. PTO Committee Chairs must be paid members for the fiscal year they serve as Chair.

Section 7: All PTO members are encouraged and welcome to attend all general PTO meetings. All PTO members are eligible to vote.

**ARTICLE IX
Amending the By-Laws**

Section 1: Any proposed change in these By-Laws must be presented to the PTO membership at least 21 days in advance of a meeting at which time such change is to be voted on by the PTO Board.

Section 2: The By-Laws may be amended at any regular PTO meeting by a majority vote of the PTO Board and membership at large.

Section 3: The By-Laws 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 any meeting of the Board or the membership, where not inconsistent with these By-Laws.