

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION  
BY-LAWS**

ARTICLE I – NAME

The name of this organization shall be the Kildeer Countryside Elementary School Parent Teacher Organization (herein referred to as “Kildeer PTO”) of Kildeer Countryside Community Consolidated School District #96.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote and support the educational, academic, community and social activities of Kildeer Countryside Elementary School and District #96.

ARTICLE III – POLICIES

Section 1. This organization shall operate for charitable, educational, non-commercial, non-sectarian and non-Partisan purposes and shall not discriminate.

Section 2. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any members in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the Purpose of the Kildeer PTO.

Section 3. The business of this organization shall be conducted under Robert’s Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

Section 4. The Fiscal Year of this organization shall be July 1<sup>st</sup> through June 30<sup>th</sup>. The Kildeer PTO shall be incorporated under the laws of the State of Illinois as a non-profit organization.

Section 5. A balance of \$3,000 shall be carried over to begin the new Fiscal Year. Surplus funds shall be defined and voted upon its distribution by the Executive Board of the Kildeer PTO.

Section 6. Upon the dissolution of the Kildeer PTO, the Executive Board shall, after paying or making provision for the payment of all of its liabilities, donate the assets of the PTO to Kildeer Elementary School or as designated by District #96.

Section 7. This organization shall work with the school in support capacity recognizing that the legal responsibility to make decisions of school policy has been delegated by the people to the Board of Education.

- Section 8. Any general member may have their membership revoked by two-thirds majority vote of the Executive Board for any action deemed contrary to the Kildeer PTO's Purpose.
- Section 9. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing these other organizations shall make no commitments that bind the Kildeer PTO.
- Section 10. All issues that need to be voted on at a General Meeting must be brought to the Executive Board before they can be placed on the agenda. General Procedures for handling a motion on an item to be voted on:
- A. A member normally must obtain the floor by being recognized by the President(s). The President(s) can only vote to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot.
  - B. Member makes a motion.
  - C. A motion must normally be seconded by another member before it can be considered.
  - D. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion.
  - E. The maker of the motion can choose to accept or reject the modified wording (does not require a second). If the person who originally stated the motion does not want to change it, a vote must first be taken on the original motion. If that fails, another motion can be called for vote.
  - F. A motion may be made to Postpone Definitely (Postpone to a Certain Time) if additional information is required to assist in the decision on the proposed motion. The tabling motion delays action until a certain time specified in the motion, but may not be beyond the next regular general board meeting.
  - G. If the motion on the table is in order, the chair will restate the motion and open debate (if the motion is debatable).
  - H. The maker of a motion has the right to speak first in debate. Debate is closed when:
    1. Discussion has ended, or
    2. A two-thirds vote closes debate ("Previous Question").
  - I. The President(s) restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
  - J. Voting:
    1. Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (i.e., majority of those

present, or majority of the entire membership).

2. Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to remove an officer or expel a member; or to object to the consideration of a motion.
3. Methods of voting:
  - a. Voice vote method is normally used.
  - b. Show of hands or rising vote is used to verify an inconclusive voice vote or on motions requiring a two-thirds vote.
  - c. Ballot method is normally used for election of officers and when ordered by a majority vote.
  - d. Roll call vote is used when it is desired to have a record of how each member voted. All matters relating to financial discussions require a roll call vote.
- K. The President(s) calls for a vote.
- L. The President(s) announces the result.

Section 11. Minutes are the official public record of the happenings at all Board Meetings.

#### ARTICLE IV – MEMBERSHIP DUES

- Section 1. Any teacher, parent or legal guardian with a student(s) enrolled and attending Kildeer Countryside Elementary School and/or teacher at Kildeer Countryside Elementary School who is interested in the purpose of organization and is willing to subscribe to its By-Laws may become a member upon the payment of annual dues.
- Section 2. Annual dues for all members shall be set each year by the PTO Executive Board, after being certain that they are consistent with other schools in District #96.
- Section 3. The membership year shall be from July 1<sup>st</sup> through June 30<sup>th</sup> and any person joining during the year shall pay full dues for that year.
- Section 4. An annual enrollment drive for members shall be conducted. Additional members shall be accepted at any time.
- Section 5. No General Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. An Annual Dues waiver or alternative payments are granted upon confidential application to the Treasurer and upon confirmation of that need with the Kildeer Countryside Community Consolidated School District 96 Administrative Office.

## ARTICLE V – GENERAL MEMBERSHIP MEETINGS

- Section 1. General Membership Meetings shall be held at any time the Executive Board deems necessary for the transaction of business or a general interest program.
- Section 2. Meetings of the general membership may be called or canceled at the discretion of a majority of members of the Executive Board upon five days written notice to the members.
- Section 3. The members present at any general meeting shall constitute a quorum for the transaction of business.
- Section 4. Any member of the Board of Directors and General Kildeer PTO members may attend a General Board meeting. However, the general meetings shall be closed to non-Kildeer PTO members. Guests may only attend upon the invitation of, or request to, the President(s). The President(s) may approve or deny the request as appropriate based on the agenda for that meeting. Guests may be asked to leave after their presentation is complete.

## ARTICLE VI – EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of a President, Vice President, Treasurer and Secretary (and co-officers for each position, if desired).
- Section 2. Each Officer shall be elected at the May General Membership Meeting and shall hold office from July 1<sup>st</sup> of that year through June 30<sup>th</sup> with the exception of the outgoing Treasurer, Disbursements and Records, who shall continue through August 1 to complete the required Kildeer PTO Financial Statements to be provided to the CFO of the Coordinating Council.
- Each individual may hold the same office for up to two consecutive years, unless the position continues to be vacant, in which case the current member can be considered for nomination. The candidate(s) for President shall have served previously on the Kildeer Executive PTO Board for a minimum of one year; the candidate for Vice President shall have served previously on a District 96 Executive PTO Board.
- Section 3. Whenever possible, Co-President and Co-Vice President terms shall be staggered such that no two President or two Vice-President positions are vacated in the same year.

- Section 4. In the event a mid-term vacancy occurs in any office, such vacancy shall be filled by appointment by the Executive Board. The person appointed shall hold office for the remainder of the term of the predecessor and be eligible for two full years thereafter.
- Section 5. Any member of the Board of Directors may attend an Executive Board meeting upon request to and approval of the President. However, the monthly Executive Board meetings shall be closed to the public.
- Section 6. The Executive Board of the Kildeer PTO shall prepare an annual budget, estimating funds to be earned and spent for all Kildeer PTO events for the upcoming fiscal year. The Executive Board will then approve the reviewed proposed budget prior to it being presented for vote to the General Members for final approval at the first general meeting of the following school year.

#### ARTICLE VII –BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the Executive Board (i.e. the Presidents, Vice Presidents, Treasurers, and Secretaries), and the Chairpersons of all PTO Committees. The principal of Kildeer Countryside Elementary School (or his/her designated representative) shall serve as a non-voting liaison officer.
- Section 2. All members of the Board of Directors must be members of the Kildeer PTO.
- Section 3. Each Board of Director shall hold office from July 1 to June 30 of the current and following year. No individual may serve in the same office for more than a period of two years unless no one steps up and then it becomes a year- to-year commitment with an additional two-year maximum in the same position.
- Section 4. A meeting of the Board of Directors shall be held at the beginning of each school year. If necessary, additional meetings can be called by the Executive Board or by a majority of the members of the Board of Directors.
- Section 5. Any action deemed necessary by the Board of Directors shall be decided by a majority vote of those in attendance.
- Section 6. No member of the Board of Directors shall spend monies in excess of the budget without the approval of the Executive Board.

#### ARTICLE VIII – PTO COMMITTEES

- Section 1. A PTO Committee's function is to promote the objectives of the Kildeer PTO event or fundraiser and to carry on the work of the organization.

- Section 2. The Chairperson of a PTO Committee is a dues paying member of the PTO Board of Directors.
- Section 3. A PTO Committee is created and dissolved by the Executive Board.
- Section 4. Each PTO Committee Chairperson shall submit a written plan of work and expenditures to the Executive Board and no Committee program shall be undertaken without prior approval thereof by the Executive Board.
- Section 5. All flyers or printed materials must be approved by one of the co-presidents prior to distribution.
- Section 6. Each PTO Committee Chairperson shall forward a report (the committee folder) to the President at year-end, to be passed on to the next year's Chairperson. The information shall be as detailed as possible including copies of expenditures, specific tasks in order to complete the event, number of volunteers required, and the time frame needed in order to complete the task, and any other documentation that the committee chair deems as important.
- Section 7. Each PTO Committee shall spend no more than their budgeted allocation without the approval of the Executive Board.

#### ARTICLE IX – AUDIT COMMITTEE

- Section 1. The Audit Committee shall consist of, but be not limited to, the past Treasurer, the current Treasurer and a qualified member of the general membership appointed by the President. This committee shall be formed by March 1.
- Section 2. The Audit shall be completed each year by September 30<sup>th</sup>.

#### ARTICLE X – NOMINATING COMMITTEE

- Section 1. The Nominating Committee shall consist of two members of the Executive Board, to include the out-going president who serves as chairperson, if possible, and three other members appointed by the Executive Board. This committee shall be formed according to the Nominating Committee Timeline. Chair people are to be selected by the Nominating Committee. No person shall serve on the Nominating Committee for two consecutive years.
- Section 2. No person shall serve on the Nominating Committee who wishes to be considered for any Executive Board position, unless they are already in office and wish to serve in the same capacity for another year.

- Section 3. Any member of the Executive Board as well as any Chairpersons of all Kildeer PTO Committees is eligible to run for any office with the exception of the office of the President and Vice President. A candidate for President and Vice President shall have previously served on the Kildeer ~~Countryside~~-Elementary PTO Executive Board for at least one year, if possible.
- Section 4. The Nominating Committee shall request qualified volunteers to fill vacancies to the Executive Board and volunteers to chair each PTO committee by publishing in the newsletter a description of each job. The Nominating Committee will form a single slate with one candidate for each office and fill PTO Chairmanships in accordance with Nominating Committee Guidelines.

## ARTICLE XI – ELECTIONS

- Section 1. The April Executive Board Meeting, after the Nominating Committee presents the slate of candidates, the President will ask if there are any further nominations from the floor. It is at this time, and only at this time, that further nominations will be taken from the floor. If there are no additional nominations from the floor the election of Officers shall take place via voice vote at the May General Meeting. If there are further nominations, there will be a special general meeting announced by public posting to take place within two weeks of the April Executive Board meeting. This election shall be by ballot which consists of the approved slate by the Nominating Committee and line(s) for write-in of the floor-nominated candidate(s).
- Section 2. The Nominating Committee shall be responsible for conducting the election. Its members shall present the slate and call for a vote. Two PTO members not running for office shall be appointed by the Nominating Committee Chairperson at the time of the elections to count ballots, if necessary.
- Section 3. Each individual Kildeer PTO member family will be permitted a maximum of one vote. Each member must be present to vote.

## ARTICLE XII – POLICY HANDBOOK

- Section 1. The Policy Handbook outlines the job descriptions of the PTO Executive Board members.
- Section 2. The Policy Handbook should be reviewed and revised annually by the Vice President(s) and presented to the Board for approval.

## ARTICLE XIII – AMENDMENTS

- Section 1. These By-Laws may be amended at any regular or special General Membership Meeting by a majority vote of the members present, provided five days written notice of the proposed amendment was given. All approved amendments shall become effective immediately and recorded by the Recording Secretary.



ARTICLE XIV – DISSOLUTION

- Section 1. The PTO may be dissolved provided prior written notice with justification is given to the PTO General Membership by the Executive Board, in which three-fourths of the board approved the dissolution, notice is posted at least three days prior to the next scheduled General Membership Meeting, a vote is taken at the next scheduled regular General PTO Membership meeting and the request is approved by a two-thirds of the voting PTO members present.
- Section 2. Remaining Funds: Upon a vote to dissolve the Kildeer PTO, the remaining Kildeer PTO funds shall first be used to pay any outstanding Kildeer PTO debt and then either:
- A. a vote shall be taken by the Kildeer PTO Membership to spend the remaining funds on an item or items that benefit the students; or
  - B. the remaining funds shall revert to the Kildeer Countryside Elementary School and to be used toward the benefit of the students under the discretion of the Principal.

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION  
BY-LAWS**

**Amendment #1**

Membership of Kildeer PTO in the Kildeer Countryside CCSD 96 PTO Coordinating Council

- Section 1. The Kildeer Countryside Elementary School PTO is a member of the Kildeer Countryside CCSD 96 PTO Coordinating Council, a corporation organized in the State of Illinois under the General Not for Profit Corporation Act, also referred to as the central organization. As a member of the central organization, this organization will be required to abide by the By-laws of the Kildeer Countryside CCSD 96 PTO Coordinating Council.
- Section 2. The President(s) of the Kildeer Countryside Elementary School PTO shall serve as members of the voting body of the central organization.
- Section 3. The Kildeer Countryside Elementary School PTO authorizes the Kildeer Countryside CCSD 96 PTO Coordinating Council to include the Kildeer Countryside Elementary School PTO as a subordinate organization in the filing of the group exemption request for consideration to be an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION  
Articles of Association**

The Kildeer Countryside Elementary School PTO has been formed for the purpose(s) of promoting and supporting the educational, community, academic and social activities of Kildeer Elementary School and the Kildeer Countryside CCSD School District #96 as set forth in our By-Laws.

The fiscal year of the organization is from July 1st through June 30th.

Said organization is organized exclusively for charitable, and educational, 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.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in , or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal code.

Upon the dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of section 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 Place of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of \_\_\_\_\_ (Date)

By the PTO Executive Board of Directors.

\_\_\_\_\_  
Co-Presidents Date

\_\_\_\_\_  
Co-President Date

\_\_\_\_\_  
Co-Vice President Date

\_\_\_\_\_  
Co-Vice President Date

Co-Treasurer

Date

Co-Treasurer

Date

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Co-Secretary

Date

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Co-Secretary

Date

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
BY-LAWS  
Amendment #2**

A. Said organization is organized exclusively for charitable, and educational 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. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposed clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal code or (b) by an organization, contributions to which are deductible under sections 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal code.

C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 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 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 or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of \_\_\_\_\_ (Date)

By the PTO Executive Board of Directors.

Co-Presidents	Date	Co-President	Date
Co-Vice President	Date	Co-Vice President	Date
Co-Treasurer	Date	Co-Treasurer	Date
Co-Secretary	Date	Co-Secretary	Date

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
NOMINATING COMMITTEE GUIDELINES**

1. The Nominating Committee shall always have an odd number of members consisting of a balance of former Kildeer Countryside Elementary School PTO Executive Board members and General Members, ensuring the committee has a balanced representation by grade level, and is appointed by the PTO Executive Board.
2. The out-going PTO Executive Board President, if possible, holds position as Chairperson of this committee; otherwise another Executive PTO Board Member elected by the Executive Board shall serve as Chairperson.
3. The Chairperson of the Nominating Committee contacts the eligible Committee Chairs to determine if they wish to return to their position. After the remaining open positions are determined, vacancies are published in the PTO Newsletter including current job descriptions.
4. Form a slate of candidates for the open positions on the Executive Board of Officers (one candidate for each office). Giving heaviest consideration to: previous Kildeer Countryside School Executive Board experience and secondary, previous Committee Chair experience.
5. Fill vacancies on PTO Committees, giving heaviest consideration to previous Kildeer PTO volunteer experience.
6. Maintain confidentiality of all discussions and considerations.
7. Contact all nominees who volunteered for Executive Board and Committee Chairs and inform them of decisions made.
8. Present a single slate of candidates (one for each office) to the April Executive Board Meeting to be approved for the election at the General Meeting.
9. Publish final list of all chair people in PTO Newsletter per Nominating Committee Time-Line guidelines.
10. The above are guidelines only – the final decision on any appointment rests with the Nominating Committee. If there is any disagreement regarding selection procedures or qualifications of a candidate, it should be resolved by a majority vote of the Nominating Committee.

**KILDEER COUNTRYSIDE ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
Nominating Committee Time Line**

Beginning January: Nominating Committee Chairman shall contact current chairpersons eligible to return to confirm intent to return for second year in position. Put notices in newsletter asking for volunteers on the Nominating Committee.

February Executive Board Meeting: As directed in Article X of the PTO By-Laws the Executive Board selects the Nominating Committee.

Second Week of February:

- The newly formed Nominating Committee will hold its first meeting during the week following the February Executive Board meeting. Presidents should give Nominating Committee members lists of Committee Chairs who have served for less than two years. The committee Chairs shall be contacted to determine if they wish to return to their position. Executive Board should discuss which Executive Board members wish to return thus determining all vacancies to publish.
- The public announcement shall take place to consist of a listing of all Committee openings and full explanation of the job descriptions involved for those committees as well as which Executive Board positions are open. The newsletter of the following week will have a second copy of the same announcement included.

Last Day of February: The Nominating Committee shall require that all volunteer forms are submitted no later than the last day of February.

Prior to Spring Break or March 31<sup>st</sup>, whichever occurs first: Deadline date for Nominating Committee to form a slate of candidates for open Executive Board positions (one candidate for each office).

April Executive Board Meeting Date: The Nominating Committee will present the newly formed slate of Executive Board officer candidates to the current Executive Board officers. At this time the President will ask for further nominations from the floor. If there are any, there will be a general meeting announced by public posting per by-law guidelines to take place two weeks after the Executive Board meeting. If there are no further nominations, the floor will be closed and the slate as presented will be approved via voice vote at the May General Membership Meeting.

March – April: During the election process as set forth, utilize the newsletter to continue to solicit candidates for any remaining openings. Give specific information about what is available and what is needed. Thank everyone who has come forward to help out.

Mid to end of May: Finalize all Committee Chair positions and publish in PTO Newsletter.

**KILDEER COUNTRYSIDE SCHOOL  
PARENT-TEACHER ORGANIZATION  
POLICY HANDBOOK**

**PURPOSE**

This Policy Handbook is a governing instrument designed to supplement the PTO By-Laws. It outlines the specific duties of the Executive Board Officers, the PTO Committee Chairpersons and the Teacher Representative. The job descriptions contain the essential facets of the PTO Board positions. Plans for expansion and new ideas are encouraged and should be presented to the Board for approval.

**REVISIONS**

This Handbook should be reviewed annually by the Vice Presidents(s) and revised when necessary. Suggested revisions are to be presented to the PTO Executive Board for review. Revisions require approval by a majority vote of the general membership.

**PTO EXECUTIVE BOARD**

The PTO Executive Board shall consist of the President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary with co-officers for each position, if desired.

The PTO Executive Board shall meet once a month to:

1. Monitor all PTO activities.
2. In cooperation with school administration, develop a plan for the disbursement of monies generated through PTO fund raising.
3. Draw up a budget each year which totals funds expected from fundraising disbursements that same amount to materials and programs provided by the PTO. The proposed budget will be presented to the general membership for approval at the first meeting in September.
4. Work in a planning and advisory capacity to improve the efficiency and effectiveness of the PTO and recommend the formation and/or dissolution of committees, as necessary.



**PTO PRESIDENT**

The PTO President Shall:

1. Preside at all General Membership, Board of Directors and Executive Board Meetings.
2. Be a member ex-officio of all committees other than the Nominating Committee, with the exception of the outgoing President, which may in fact serve on the Nominating Committee.
3. Work with the school, principal, committees and district representatives in preparing the annual school and PTO calendar. Provide event information to committees as necessary.
4. Work with the Treasurer in the development of the annual budget prior to the school year. This typically occurs in late July.
5. Sign off on monthly bank reconciliation.
6. Approve/confirm all online money transfers and deposits.
7. Plan the agenda of the business meetings of all General Membership, Board of Directors and Executive Board meetings.
8. Possess working knowledge of Roberts Rules of Order and a thorough understanding of the PTO By-Laws and Policy Handbook.
9. Act as a liaison to the District #96 Administration and School Board. Consult with Kildeer Countryside School Administration on all new matters and keep them informed and up-to-date on all PTO activities. Actively attend all District 96 PTO President's Meetings.
10. Coordinate the work of the PTO Board and committees.
11. Encourage communication and cooperation among the working units of the PTO.
12. Complete a final report of the PTO's activities for the incoming Executive Board, to be kept as a permanent record.
13. Continue to look for new and improved ways to raise funds for the school.
14. Prepare documents required for each committee chair.
15. Act as a liaison for any PTO Committee or sub-committee as needed.

**PTO PRESIDENT EMERITUS**

The PTO President Emeritus shall:

1. Have been a past President of the Kildeer Countryside Elementary School PTO for at least two (2) years.
2. Not have voting privileges.
3. Serve in an advisory capacity.
4. Must have a student at Kildeer Countryside Elementary School.
5. Have no assigned duties other than those delegated to him/her by the current President(s).
6. Be only one, as designated by the nominating committee, even though more than one person holds the requisite qualifications.

**PTO VICE PRESIDENT**

The PTO Vice President shall:

1. Act as an aide to the President.
2. Assume the responsibilities of the President in the absence of the President.
3. Plan programs of interest for the PTO General Meetings.
4. Prepare job description and present it to incoming Vice President.
5. Review annually the By-Laws and Policy Handbook and revise as necessary.
6. Present all suggested revision of the By-Laws and Policy Handbook first to the Executive Board and then to the general membership following the procedure outlined in Article XIII of the PTO By-Laws.
7. Collect names of volunteers for Head Room Parent for each classroom. Assign Head Room Parent for each class and organize each class party planning meeting.
8. Maintain the library of Red Folders historical information relative to each Committee. Determine which information to maintain and/or discard. Collect the folders after each Committee presents their recap to the Kildeer PTO Board.
9. Work with the representative at Stevenson in establishing a UGIVE relationship for Kildeer PTO.
10. Act as the liaison in identifying and preparing the advertisement for volunteer needs for upcoming PTO events such as Bingo Blast, Family Picnic, Book Fairs and the Ice Cream Social.
11. Onsite contact for the managing of the UGIVE volunteers with the individual committees.
12. Act as a liaison for any PTO Committee or sub-committee as needed.

**PTO RECORDING SECRETARY**

The PTO Recording Secretary shall:

1. Keep a record of all General Membership, Board of Directors and Executive Board meetings.
2. Submit to the President a copy of the minutes one week ~~after~~ following any meeting.
3. Maintain copies of the minutes from the general membership and Board of Directors meetings in the a PTO binder located in the school's front office.
4. Executive Board minutes are distributed to the school principal and Executive Board members only.
5. Maintain records and minutes of all PTO meetings going back four years. Note: back records are to be kept in a secure storage provided by PTO Recording Secretary.
6. Update the PTO Recording Secretary job description and effectively train the incoming PTO Recording Secretary.
7. Provide to the incoming PTO Recording Secretary the minutes for recordkeeping purposes.
8. Maintain the current PTO By-Laws and Policy Statements.
9. On an annual basis at the beginning of the school year, organize and maintain record of all current Chairperson Acknowledgement of Compensation Agreement and Conflict of Interest Policy.
10. Act as a liaison for any PTO Committee or sub-committee as needed.

**PTO CORRESPONDING SECRETARY**

The PTO Corresponding Secretary shall conduct any correspondence of the organization, as required. This includes but is not limited to the following:

1. At least five days in advance, give notice of all meetings and activities to all members.
2. Send all invitations for Chairperson's Coffee/First General Membership meeting in September.
3. Send all thank you notes to all chair people after each event, on going.
4. Purchase and distribute holiday gifts for office and custodial staff – December.
5. Coordinate and send out invitations for Chairpersons' Appreciation Breakfast – April.
6. Purchase gifts for administrative/office staff for Administrative Professional's Day and Nurses Day, in April.
7. Assist in coordinating and purchasing gifts for teachers during Teacher's Appreciation Week, date to be announced each year.
8. Facilitate distribution of year-end gratuity gift for custodial staff.
9. Prepare the weekly online newsletter and submit to the District representative for inclusion on the Kildeer School website, after receiving approval from the school principal and Kildeer PTO Co-Presidents.
10. Work with each committee in identifying potential announcements that should be included in the newsletter.
11. Prepare job description and turn it over along with any/all PTO records to the incoming PTO Corresponding Secretary.
12. Acts as liaison for public relations: facilitates publicity for major Kildeer PTO events to promote community awareness.
13. Establish and maintain Kildeer PTO FaceBook account. Actively update with current and future events.
14. Act as a liaison for any PTO Committee or sub-committee as needed.

**PTO MEMBERSHIP TOOLKIT IT SECRETARY**

The PTO Membership Toolkit IT shall maintain Membership Toolkit and other IT programs. This includes but is not limited to the following:

1. Maintain, update and manage Membership Toolkit system.
2. Keep records of all financial transactions through Membership Toolkit.
3. Manage and record an ongoing Wishlist for donations to as requested by the principal.
4. Assimilate all volunteer forms and provide committee chairs with their volunteers' contact information at start of school year.
5. Oversee and manage Membership Toolkit set up and registration at Meet the Teacher Day.
6. Collect Membership Dues from all Committee Chairpersons.
7. Prepare reports from MTK to chairpeople.
8. Prepare transfer/deposit report for President approval.
9. Maintain PTO PayPal account.
10. Along with Presidents, maintain passwords for online accounts.

**PTO DISBURSEMENTS AND RECORDS TREASURER(S)**

The PTO Disbursements and Records Treasurer(s) shall:

1. Coordinate with the Collections and Deposits Treasurer and/or other authorized signers the co-signing of all checks.
2. Coordinate signature cards completed and filed at the bank for the PTO checking accounts, savings account or any other money fund account. Co-Presidents and Co-Treasurers' names will be on the account.
3. Prepare and present a monthly financial report, at which time the books are to be balanced.
4. Allocate all receipts and disbursements to the appropriate accounts. Secure invoices from anyone requesting reimbursement.
5. Cooperate with all Board members in the prompt payment of all invoices. The validity of invoices should be determined and receipts attached the check stub.
6. Be responsible for preparing proposed budget in July for upcoming fiscal year in conjunction with the Co-Presidents.
7. At the end of each fiscal year prepare the Account Balance Statement and required year-end financials. Work with the Coordinating Council CFO in preparing the Consolidated Financial Statements.
8. Prepare a detailed a job description and all financial record to the incoming Treasurer, which includes the training and complete transition to the new treasurer.
9. Participate in the annual District PTO internal financial audit.
10. Maintain all financial records of the PTO for four previous years.
11. Responsible for communications and collections for any unpaid checks to PTO (NSF, account closings, etc.).
12. Fiscally responsible for managing liquidity of PTO funds and receiving best available interest rate.
13. Act as a liaison for any PTO Committee or sub-committee as needed.

**PTO COLLECTIONS AND DEPOSITS TREASURER**

1. Coordinate with the Disbursements and Records Treasurer and/or other authorized signers the so-signing of all checks.
2. Receive and deposit all funds of the organization in a timely manner. Keep record of the deposits and confirm the accuracy of the information to the individual committee and Disbursements and Records Treasurer.
3. Cooperate with all PTO chairpersons in securing monies for cash boxes when necessary.
4. Verify that all Committee Chairpersons have paid their PTO dues. Act as the liaison in requesting payment.
5. Act as a liaison for any PTO Committee or sub-committee as needed.



**PTO COMMITTEE CHAIRPERSONS**

The PTO Committee Chairperson shall:

1. Perform the duties of your position as described in the respective committee folder.
2. Prepare a plan of work, including cost estimates for your function. This plan may be written or oral and will be submitted to the Kildeer PTO Executive Board in advance of your function.
3. Attend both a pre-event and post-event Kildeer PTO Executive Board meeting as invited by the Co-Presidents.
4. Seek Executive Board approval for any unbudgeted expenditures.
5. Submit a final report summarizing the activities of your committee for the year. The report should contain an evaluation of the year's activities and recommendations of the future.
6. Work with the incoming chairperson and the PTO Treasurer on next year's proposed budget for your committee.

