

**KILDEER COUNTRYSIDE CCSD 96
PTO COORDINATING COUNCIL
BY-LAWS**

ARTICLE I - NAME

The name of this organization shall be **KILDEER COUNTRYSIDE CCSD 96 PTO COORDINATING COUNCIL**.

ARTICLE II – ARTICLES OF ORGANIZATION

The articles of organization of the KILDEER COUNTRYSIDE CCSD 96 PTO COORDINATING COUNCIL shall include the (a) bylaws of the organization and (b) the Articles of Incorporation filed with the State of Illinois under the General Not for Profit Corporation Act of Illinois.

ARTICLE III - PURPOSE

Section 1.

The purpose of this organization shall be to promote and actively support the social, educational and community activities of the PTO's of the schools in the KILDEER COUNTRYSIDE COMMUNITY CONSOLIDATED SCHOOL DISTRICT 96.

Section 2.

This organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV - GENERAL POLICIES

Section 1.

This organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any member in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

Section 2.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities 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 (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 3.

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 4.

The fiscal year of this organization shall be July 1st through June 30th.

ARTICLE V – MEMBERSHIP AND DUES

Section 1.

Only Parent Teacher Organizations (PTO's) of the schools in the KILDEER COUNTRYSIDE COMMUNITY CONSOLIDATED SCHOOL DISTRICT 96 shall be members of this organization.

Section 2.

The dues for membership in this organization shall be determined annually in May for the coming year for each PTO. Dues for payment of the organization's operating expenses (including fees for annual audits and tax return filings and other purposes deemed appropriate by the Board of Directors) will be prorated to each school based on a formula using the total number of children enrolled in their school to the total children enrolled in District 96 as of the 6th day of that school year (payable to this organization within 30 days of the assessment).

Section 3.

No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. Annual Dues waiver or alternative payments are granted upon confidential application to the treasurer and review and determination of that hardship by the Coordinating Council Board.

Section 4.

Additional member units may be accepted if additional schools are formed within the KILDEER COUNTRYSIDE COMMUNITY CONSOLIDATED SCHOOL DISTRICT 96.

ARTICLE VI – VOTING BODY AND MEETINGS

Section 1.

The voting body of this organization shall consist of not more than two Co-Presidents from each member PTO with one vote allocated to each member PTO's school.

Section 2.

Meetings of this organization shall be held at least quarterly prior to the regularly scheduled Kildeer Countryside Community Consolidated School District 96 PTO Presidents Meeting.

Section 3.

The President of the Board of Directors with the approval of all Board of Directors may call special meetings. At least three days notice of such a special meeting shall be given to the voting body.

Section 4.

The voting members present at any monthly meeting shall constitute a quorum for the transaction of business.

ARTICLE VII – BOARD OF DIRECTORS AND THEIR ELECTION

Section 1.

The Board of Directors shall consist of a President, Secretary, and Treasurer elected from the voting body annually at the May PTO President's meeting for the upcoming year.

Section 2.

Each such officer shall hold office for a term of one year from July 1st to June 30th of the upcoming year.

Section 3.

In the event a vacancy occurs in any office, such a vacancy shall be filled by appointment by the voting body and the person so appointed shall hold office for the remainder of the term of their predecessor.

Section 4.

The Registered Agent for the State of Illinois purposes for this organization shall be held by the person holding the position of Superintendent or designee in the District Office of the Kildeer Countryside Community Consolidated School District 96. This is a non-voting position.

ARTICLE VIII - SPECIFIC DUTIES OF THE BOARD OF DIRECTORS

Section 1.

The President shall:

- a. Preside at and plan the agenda for all Board of Director meetings.
- b. Report on the activities of the organization at the first regularly scheduled meeting following a Board of Directors meeting to the PTO Presidents.
- c. Obtain the 6th day enrollment figures for each school and compute the ratio for future allocation of additional membership dues for each member.
- d. Possess a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws.
- e. Act as a liaison to the District 96 Administration and School Board. Consult with School Administration on all new matters and keep them informed and up-to-date on all Coordinating Council activities.
- f. Prepare and propose a budget (along with the Treasurer) for the upcoming year to be voted on at the annual May President's Meeting.
- g. Complete the annual Tax Exempt Group Exemption Letter (required to be filed with the IRS 90 days before the end of our fiscal year, i.e., by March 15th of each year) and file it with the Internal Revenue Service to preserve our Coordinating Council group status.

Section 2.

The Secretary shall:

- a. Keep a record of all Board of Directors meetings.
- b. Submit to the President and Treasurer a copy of the minutes one week after any meeting. Copies of the minutes from the Board of Directors meetings should be distributed to all members at the next regularly scheduled PTO Presidents Meeting.
- c. At least five days in advance, give notice of all meetings and activities to all Board of Directors.
- d. Maintain records and minutes of all Coordinating Council meetings for a seven year period.
- e. Sign along with the President all orders on the treasury of the council.
- f. Conduct any correspondence of the organization, as requested.

Section 3.

The Treasurer shall:

- a. Receive and preserve all funds of the organization.
- b. Secure bills from anyone requesting payment or reimbursement and disburse funds necessary for payment in full as budgeted or as approved by the Board of Directors.
- c. Upon taking office shall arrange for his/her and the members of the Board of Directors authorization to sign checks via signature cards from the bank.
- d. Prepare and propose a budget (along with the President) for the upcoming year to be voted on at the annual May President's Meeting.
- e. Present a financial report monthly.
- f. Present all operational accounts for examination by the voting members when requested.
- g. Be responsible for collecting the year-end financial information from all subordinate PTO members for use by outside accountants in the preparation of the required annual audit and tax return (Form 990) filings. Collect all information by August 1st for the prior year.
- h. Sign all annual tax return forms as an Officer of the Organization.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the voting members of this organization by a majority vote of the members present, provided notice of the proposed amendment was posted five days in advance.

REVISION DATE 11/20/08

BOARD OF DIRECTORS:

PRESIDENT [Signature]

SECRETARY [Signature]

TREASURER [Signature]