

AMENDED AND RESTATED

River View By-Laws

Established September 7, 1999, amended and restated _____, 2021

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Article I NAME

The name of this organization is the River View Elementary PTO. This PTO is incorporated under the laws of State of Illinois. River View Elementary PTO may also be referred to as RV PTO for the remainder of this document.

The organization is organized exclusively for the charitable, scientific, literary for educational purposes within the meaning of section 501(C) (3) of the Internal Revenue Code of corresponding Section of any future Federal Tax code (hereafter “Internal Revenue Code”)

Article II OBJECTIVES

The objectives of the River View PTO are:

- 1) To promote quality education and a safe environment for the children, staff and educators; and
- 2) To enrich the lives of the children; and
- 3) To implement activities that encourage participation by children, parents, teachers and staff; and
- 4) To develop the relationship between educators and families in a united effort to secure every child with the highest advantages in physical, mental, emotional, social and moral education.

Article III POLICIES

A. The RV PTO shall be noncommercial, nonsectarian, and nonpartisan. This organization is organized exclusively for charitable, educational or scientific purposes within the meaning of section 501(c), (3), of the Internal Revenue code.

B. The name RV PTO or names of any members in their official capacities will not be used in any connection with a commercial concern or with a partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

C. The RV PTO shall not directly or indirectly participate or intervene, (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The organization shall not devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise. School Board Elections or referenda shall not be considered “political” in order that the organization may sponsor debate(s), if so desired.

D. The RV PTO shall follow the rules and policies set forth by the Board of Education.

E. No part of the net earnings of the RV PTO shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private person, except that they shall be empowered and authorized to seek competitive bids over \$500 or where otherwise applicable, pay reasonable

compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.

F. The RV PTO shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under section 501(C)(3) on the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under section 170(C)(2) of the Internal Revenue Code.

G. The organization shall not consider personal grievances against the school administration, teachers, or other staff members or any officers or members of the organization and no member shall use it as a forum to raise such issues

H. The RV PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters make no commitments that bind the organization.

I. The RV PTO shall not enter into membership with any other organization(s) without the approval of the Executive Board of the RV PTO.

Article IV MEMBERSHIP AND DUES

A. Membership shall be made available without regard to race, color, creed, national origin, religion, disability, or any other status protected under Federal, State or local law ordinances.

B. Membership with voting rights is available to faculty, support staff and parents, guardians or family members of students currently enrolled at River View Elementary School. One membership per household.

C. Membership year shall be from August 1 to July 31. Persons who join during the membership year shall pay dues for the year. Dues must be paid at time of enrollment.

D. Each member shall pay annual dues to RV PTO, established amount set forth by the executive board of RV PTO. Membership year shall be from August 1 to July 31. The organization may also provide an option to sign-up for membership for the upcoming year early, during the current membership year. The membership will be applied to the next membership year beginning August 1st.

D. A member must have paid their dues at least 14 calendar days before voting occurs to be considered a member in good standing with voting rights.

E. The privilege of making motions, voting, holding positions on committees or serving as an officer of the organization shall be limited to members of the PTO, unless approved by the general membership. Failure to subscribe to the Objectives and Policies set forth above and/or failure to remain current on dues may result in the revocation of these membership privileges.

Article V MEETINGS.

A. A minimum of 4 general member meetings shall be held per school year on dates set forth by the Executive Board and school principal or designee. The RV PTO shall endeavor to hold general membership meetings on a monthly basis during the school year.

B. In the event of restrictions on public gatherings, the Executive Board. A majority of Executive Board officers must be present for each general meeting held and must be present to approve any simple majority vote and/or business. The highest-ranking officer shall preside over the meeting. In the absence of the secretary or the treasurer, the Secretary and Treasurer reports may be read by another board member to be approved.

C. Items for the agenda may be submitted in writing to the Secretary no less than one week prior to the monthly general business meeting. Failure to submit an item for the agenda in this manner may result in the item being tabled until the next general membership meeting. The proposed agenda shall be posted on the school website the Friday before a scheduled meeting.

D. At any general membership meeting, for transaction of business, a simple majority vote will be taken of the members in good standing, in person or virtually, along with at least two officers.

E. Special meetings may be called by the President, any 2 members of the Executive Board, or by 5 general members by submitting a written and signed request to the Secretary with at least a 30 day notice. All written requests must include a proposed agenda. Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email, social media, and/or other means of communication available.

Article VI ELECTIONS

A. The annual Election shall be held at the April meeting each school year.

B. Nominations can be made from the floor at the March Meeting or additionally, Nomination forms shall be made available at and after the March meeting each school year. Nomination forms must be returned by the due date stated on the form in order to take part in the election. Nomination forms must include the name of the person submitting the nominations. Each member may only submit one nomination. Each nominee must be a RV PTO member in good standing at least 30 days prior to the election and attended a minimum of 3 meetings or PTO sponsored events in the least 12 months.

C. All persons wishing to submit a nomination and nominees shall be members in good standing for no less than (30) days prior to the nomination OR prior to the election.

D. Nominees will be reviewed for qualifications and notified of their nomination upon closure of the nomination period and at least 10 days prior to the announced April meeting. Each nominee shall have a period of 10 calendar days from their notification to accept or decline the nomination.

If no response is received within this time frame, it will be considered a decline of the position/nomination. Only one member per household may accept a nomination. In the event that a qualified candidate has not been nominated, the Executive Board may vote to override any necessary requirements as set forth above.

E. Should there be more than one qualified nominee for any position, a ballot vote will be taken. The ballot may be electronic and/or a paper ballot. Ballots will be distributed to all members in good standing through the student body, electronic communication or other means possible 5 days prior to the April Meeting date.

F. At the April meeting, election judges shall be appointed to tally all ballots during the April meeting and announce the new officers. No member shall participate as an election judge if their name appears on the election ballot.

G. If there is only 1 qualified nominee for each position, the election can take via oral vote, or by ballot utilizing the method described above.

H. Newly elected officers will officially assume their positions and responsibilities on June 15. Preceding the new board announcement in the current year, the newly elected board shall be encouraged to attend the Executive Board meetings to ensure a smooth transition into their new roles after position confirmations.

Article VII OFFICERS

A. The officers of the RV PTO shall be: one (1) President; one (1) Vice-President; one (1) 2nd Vice-President; one (1) Secretary; and one (1) Treasurer.

B. Each officer shall serve a term of 1 school year beginning June 15 and ending June 14, with the exception of the Treasurer. The Treasurer term shall run from June 15 to July 31. (Note: During this time the outgoing and newly elected treasurer will work in tandem to ensure that all financial information is complete).

C. No person will serve more than three (3) consecutive terms in the same office. However, in the event no nominations are received or accepted, an incumbent officer may retain their position for another term, if they so choose, with majority board approval.

D. In the event of a resignation or vacancy of an officer or an appointed chair of the RV PTO, a replacement will be sought and must be confirmed by a majority of the Executive Board.

E. In the event an officer had been found to be in violation of the bylaws, a written warning will be issued for the first offense, identifying the violation and any notice to cure same. If an officer has previously received a written warning, an emergency hearing can be called for removal. All board members and school principal are required to attend the hearing and action will be taken with majority vote.

Article VIII EXECUTIVE BOARD

A. The Executive Board of the RV PTO shall consist of all officers, the school principal and a Staff Liaison appointed by the school principal. Only one member of a household may hold a seat on the board during a term.

B. The duties of the Executive Board shall be to:

1. Transact necessary business between organization meetings and such other business as may be referred it by the organization.
2. Uphold the current bylaws.
3. Prepare and submit a budget to the membership.
4. To create standing or special committees.
5. To approve and appoint committee chairperson(s).
6. Approve plans of working committees
7. Fill vacancies in office.
8. Present reports and recommendations to the organization.
9. Approve routine bills within the limits of the set budget.

C. Executive board meetings shall be scheduled as needed and events require. A quorum of two thirds of the Executive Board must be present to conduct business.

D. The Executive Board may, at a meeting of the Executive Board, transact business of the organization in an emergency, as well as approving routine bills, if less than \$500.00. Further the Executive Board may, in the absences of a Budget and Finance Committee, transfer funds within the approved budget from one line item to another up to 20% or a maximum of \$500.00, whichever is greater. Any transfer for funds within the approved budget from one line item to another in an amount greater than that set forth in this paragraph shall require the approval of the membership.

1. An exception to the limits set forth above can only be made when the expense side of the money making line item will exceed budget solely due to greater than expected actual presales of tickets or goods. If the revenue from the event or sale will be increased, the Executive Board can approve the expenditure. Proportional increases to both expenses and revenue line items should be made at the next meeting.

E. In the event an executive board member shall absent oneself from two or more regular meetings without due cause it shall be, at the discretion of the majority of the executive board, considered a resignation from one's position.

- F. All officers are expected to adhere to the policies, goals and principles of the organization and to set examples of civic volunteerism. All officers:
1. Are here to serve all children, families, teachers and staff with quality programs and events;
 2. Welcome comments, concerns and questions at all times. The officers will approach everyone in a positive manner in pursuit of resolutions.
 3. Be ambassadors of good and supportive of all decisions.
 4. Accept responsibility, do their very best, ask for assistance and look for ways to improve.
 5. Work together, communicate and respect all other officers, volunteers, families, teachers and staff.

Article IX DUTIES OF OFFICERS

A. President: The President is the Chief Executive Officer of the organization and will preside at all meetings of the membership and all meetings of the Executive Board at which they may be present. He or she shall perform the duties usually indicative of the office of President of a tax-exempt organization; shall act as ex-officio member of all committees; shall appoint a C.A.P.E representative to serve on the District C.A.P.E. Committee, shall appoint chairperson(s) to any standing or special committees; and keep a current roster of the names and addresses of the respective officers and executive board. The President shall have the power to sign and execute all papers, agreements and other obligations in the name of the organization. The President shall serve as the primary contact to the Principal.

B. Vice-President: The 1st and 2nd Vice-President shall preside over any meetings not attended by the President. In the case the President is unable to fulfill their role, the vice-president will assume the role of President for the remainder of the un-expired term. The Vice-President shall assist and support the executive board as needed and perform any other duties as delegated.

C. Secretary: The Secretary shall keep and maintain minutes of all meetings of the organization, executive board, and committees. The secretary shall create an agenda from the previous month's minutes, which shall be posted no less than 1 week prior to a scheduled meeting. The Secretary shall assist and support the executive board as needed and perform any other duties as delegated.

D. Treasurer: The Treasurer shall have charge of all funds belonging to the organization. The Treasurer shall be responsible for the collection, deposit and report of all monies of the organization. He or She shall provide a written report each month as to the financial status of the organization. He or she shall pay out funds in accordance with the budget as approved by the membership and authorized by properly signed documentation. Vouchers and checks will be required to be signed by 2 authorized officers. The Treasurer shall hold the organization debit card and checkbook. The Treasurer shall manage and ensure that all required tax forms, processes and due dates are met. The Treasurer shall turn over the organization books to any new treasurer with a signed statement by the auditor, of an auditing committee or professional auditor, that the books are in order.

E. Staff Liaison: The Staff Liaison shall serve in an advisory capacity to the Executive Board and represent the Staff members of the school.

Article X SPECIAL AND STANDING COMMITTEES

A. Standing Committees: Members currently in good standing shall be eligible to serve in any elected or appointed position on a standing committee. Standing Committees shall be formed by the Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work. A Committee Chair shall not hold that position for more than 2 years, unless no other volunteers are found and upon approval of the Executive Board. The Committee Chair must adhere to the Code of Conduct set forth above and must be otherwise eligible to serve as committee chair. The Chairperson shall present to the Executive Board a written plan of work at least 90 days prior to an event or activity. A Committee Report shall be given/provided during each meeting. The Committee Chair shall be responsible and accountable to the Executive Board for the committee's responsibilities and plans of work. No committee work shall be undertaken without executive board approval and the plan of work. The Executive Board shall provide the Committee Chair with all information necessary to perform their duties, including, but not limited to a budget, contact information, and any other information necessary to promote, plan or enact an activity or event. If the duties of a Committee Chair are not fulfilled, the Executive Board may remove the chair, upon majority vote of the Executive Board.

B. Special Committees: Special committees may be formed to fill a temporary need. A Special Committee shall create upon majority vote of the Executive Board referencing the specific task and/or need and shall perform as identified above.

C. Auditing Committee: An auditing committee of at least 2 members in good standing and the school principal (or their designee) shall review the Treasurer books, at least annually and immediately prior to the transfer of responsibilities to a new executive board. If satisfied, the members of the committee will sign a statement to that fact. Executive Board members who are authorized to sign checks may not serve on the Auditing Committee. Use of a professional auditor in lieu of the committee can be decided upon majority vote of the Executive Board. Any new Executive Board shall not accept unaudited financial records. The Auditing committee members shall be appointed by the President at least 30 days prior to the last scheduled meeting of the year. The Auditing committee results must be completed prior to June 15 each year.

Article XI AUDITS/FINANCES

A. A tentative budget shall be drafted prior to the start of school each year. The budget shall be presented for a majority vote by the general membership at the first meeting of each year.

B. A minimum of \$1000 and maximum of \$5,000 shall remain in the treasury as a working balance to start the new year. The minimum and maximum may be adjusted by majority vote of the Executive Board to align with any bank requirement account minimums.

C. The fiscal year of the organization shall be August 1st to July 31st.

Article XII COMMUNICATION/SOCIAL MEDIA

A. All Organization communication shall be for the promotion of Organization, River View Elementary School. District 202 or similar community activities. Official Communication from the organization shall be sent via email from rvpto@outlook.com or through the River View Elementary School office.

B. The Executive Board shall have free access to the rvpto@outlook.com email account. Email responsibilities shall be determined by the Executive Board.

C. The Executive Board shall have free access to any social media accounts associated with the organization, including but not limited to the Facebook Business Page. Responsibilities of social media accounts shall be determined by the Executive Board.

D. All members of the organization shall adhere to the following guidelines regarding social media posts on the RV PTO account: If a message or post includes negative opinions or comments, or encourages negativity toward RV staff, the RV PTO Board, RV Elementary or PSD 202, all involved parties shall: 1) receive a warning and 2) the comment will be deleted. Upon a second violation, all parties shall be permanently removed, blocked or other available measures from the official social media page.

E. No social media group should include the names or initials of the River View PTO (RV PTO), River View Elementary School or the Plainfield Community Consolidated School District 202 (PSD 202) unless they are official School or PTO groups and have been given permission by the school's PTO board.

ARTICLE XIII SPONSORSHIPS

1. The organization may obtain sponsorships for events and programs from local businesses or organizations to form a mutually beneficial partnership. As a nonprofit organization the RV PTO gratefully accepts donations from foundations, individuals and businesses. As the RV PTO is also an educational organization, the RV PTO has a responsibility to the students, families, staff members, school and district to present fair and unbiased information. Moreover, as the RV PTO is a nonprofit organization governed by IRS regulations the following sponsorship/donation guidelines are in place:

a. RV PTO reserves the right to decline any sponsorship or donation offer.

b. Due to the educational scope of the organization, the RV PTO shall not accept sponsorship or donation from any foundation, individuals or businesses affiliated with the manufacture or promotion of the following: alcohol; drug and tobacco products; nudity or pornography; and/or political candidates or their affiliates or sponsors.

c. RV PTO does not endorse any of its sponsors, nor does it endorse any sponsor's product, services or ideas.

d. RV PTO members should not receive any benefit from association with sponsors. Any substantial benefit should be brought to the attention of the Executive Board and/or the school principal.

Article XIV AMENDMENTS

A These By-Laws may be amended at any regular or special meetings of the Organization by a two thirds majority of the members present and voting, provided written notice of the proposed amendment shall have been provided to the membership a minimum of thirty (30) days prior to the meeting at which the amendment is scheduled to be voted upon.

B. Amendments may be suggested by any member of the organization in good standing. Any member wishing to amend the Bylaws must complete a Bylaw Amended Form and submit same to the President. The requesting member will be requested to attend an Executive Board Meeting to present the changes requested.

C. A special committee may be created as set forth above to create and submit a revised set of bylaws as a substitute for the existing bylaws. The Bylaws should be reviewed by the Executive Board every other year.

Article XV DISSOLUTION

A. The Organization may be dissolved upon the call of a meeting to which all members shall be notified of at least 10 days prior to said meeting. An affirmative vote of two thirds of those present is necessary to dissolve the organization.

B. In the event of the dissolution of the organization, after paying or providing for the debts and obligations of the organization, any remaining assets of the organization shall be transferred to River View Elementary School.