

# Bylaws of Kaneland John Stewart Elementary School Parent Teacher Network

## **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

Section 1: NAME—The name of the organization shall be Kaneland John Stewart Elementary School Parent Teacher Network, KST PTN. The KST PTN is located at 817 Prairie Valley Street, Elburn IL 60119.

Section 2: DESCRIPTION—The KST PTN is a nonprofit, parent-led organization that exists for charitable and educational purposes including the making of distributions to Kaneland School District organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the KST PTN is to enhance and support the educational experience at Kaneland John Stewart, to encourage parent involvement, and to improve the environment at Kaneland John Stewart through volunteer and financial support.

**ARTICLE II: MEMBERSHIP** Membership shall be automatically granted to all parents/guardians of KST students, plus all staff at John Stewart. There are no membership dues. Members have voting privileges. It is the responsibility of the members to stay informed and knowledgeable in order to vote responsibly.

## **ARTICLE III: OFFICERS**

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

Section 3: QUALIFICATIONS—Any active KST PTN member who has attended at least 50% of the monthly meetings by the nomination deadline.

### Section 4: DUTIES

Executive Board: Develop the KST PTN's annual budget, establish and oversee committees to conduct the work of the KST PTN, establish fundraising programs, and approve by majority vote of the Board expenditures of no more than \$250.

President: Preside at general KST PTN meetings, and Executive Board meetings, serve as the official representative of the KST PTN, and retain all official records of the KST PTN. President prepares board meeting agendas, event calendars and oversees the committee system in partnership with Vice President.

Vice President: Assist the President, and chair meetings in the absence of the President. Vice President is in partnership with President in preparing the board meeting agenda, event calendar and committee system.

Secretary: Record and distribute minutes of all Executive Board meetings and all general KST PTN meetings, and hold historical records for the KST PTN.

Treasurer: Serve as custodian of the KST PTN's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTN, and hold all financial records.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a KST PTN member to fill the vacancy for the remainder of the officer's term.

#### **ARTICLE IV: MEETINGS**

Section 1: GENERAL PTN MEETINGS—General KST PTN meetings shall be held to conduct the business of the PTN. Meetings shall be held monthly during the school year; dates will be published upon approval of the KST PTN calendar. Minutes of the board meetings will be published after approval at the next meeting.

Section 2: VOTING—Each KST PTN member in attendance at a meeting is eligible to vote. Absentee and proxy votes are not allowed. It is the responsibility of each member to stay informed of KST PTN issues before casting an educated vote.

Section 3: QUORUM—Three (3) members of the KST PTN Executive board present and voting constitute a quorum for the purpose of voting.

#### **ARTICLE V: FINANCIAL POLICIES**

Section 1: FISCAL YEAR—The fiscal year of the KST PTN begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Kaneland John Stewart PTN; requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The KST PTN shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$3,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

**ARTICLE VI: BYLAWS AMENDMENTS** Amendments to the bylaws may be proposed by any KST PTN member. Amendments presented at a KST PTN meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

**ARTICLE VII: DISSOLUTION** In the event of dissolution of the KST PTN, any funds remaining shall be donated to Kaneland John Stewart Elementary School.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY** The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (11/02/04); Amended (date): 4/17/18

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer