

ILLINI BLUFFS PARENT-TEACHER ORGANIZATION, INC. CONSTITUTION & BY-LAWS

ARTICLE I: NAME

- A. The name of the association shall be Illini Bluffs Parent-Teacher Organization, Inc.; also known as IB PTO, Inc. with our registered office located at Illini Bluffs Elementary School, 9611 South Hanna City-Glasford Road, Glasford, Illinois 61533.

ARTICLE II: OBJECTIVES

- A. To help develop pride and loyalty to our school.
- B. To serve as an avenue for helping the school:
 - 1. To finance improvements.
 - 2. Communicate with the community at large.
 - 3. Get volunteer help.
- C. To assist in providing quality education for Illini Bluffs Elementary students.
- D. To help foster positive parent to parent and teacher to parent relationships.

ARTICLE III: MEETINGS

- A. The meetings shall be held the last Tuesday of the month at 6:30 pm at the Illini Bluffs Elementary School, unless notified otherwise.

ARTICLE IV: GENERAL POLICIES

- A. Every member of the Illini Bluffs Parent-Teacher Organization shall receive a copy of the constitution and by-laws upon request.
- B. Robert's Rules of Order shall govern the association meetings.
- C. We shall not seek to direct the technical activities of the school nor to control it's policies.
- D. All purchases and allocations for the school must be approved by the Governing Board.
- E. Any use of school facilities for activities must be cleared with the principal of the school involved.
- F. Any donations received become the property of Illini Bluffs Parent-Teacher Organization and will be used as the association sees fit.
- G. The treasurer's books will be internally audited at the end March each year.
- H. The Governing Board has the power to carry out general business as deemed necessary.
- I. The budget shall be completed by the end of January for each school year. This budget shall be used to guide the activities of the board during the year. Any substantial deviation from the budget must be approved by the membership.

ARTICLE V: MEMBERSHIP

- A. Any parent/guardian, teacher, or employee of the Illini Bluffs Elementary School is considered a member of the Illini Bluffs Parent-Teacher Organization.
- B. There is no membership dues required.
- C. Members will elect new officers at the April Meeting.

ARTICLE VI: OFFICERS & ELECTION PROCEDURE

- A. The officers of this association shall be the president, first vice-president, second vice-president, secretary, treasurer, and historian.
- B. Each year members of the association shall elect six of it's members to serve as the organization's officers. Officers shall be elected at the April IB PTO monthly meeting. Officers may be re-elected to consecutive terms.
- C. A vacancy occurring of an officer position shall be filled by a person nominated by a majority of the general membership in attendance.
- D. Election of an officer position shall be filled by a person nominated by the majority of the general membership in attendance.
- E. Election shall be made by ballot when there is more than one nominee for an officer position.
- F. A nominee is elected by receiving a majority of the votes cast by members present at the meeting.
- G. An officer's term shall run from May through April of the following year.

ARTICLE VII: DUTIES OF THE OFFICERS

- A. The president shall preside at all meetings of the association and keep order. The president shall prepare the meeting agenda sheets, oversee all committees and maintain records in the black PTO book.
- B. The first vice-president shall act as an aide to the president and perform the duties of the president during his/her absence.
- C. The second vice-president shall aide the above and performs duties of program chairperson. The duties of program chairperson revolve around enactment of IB PTO sponsored fundraising and educational activities.
- D. The secretary shall keep the minutes of the meetings and prepare them for approval at the following meeting.
- E. The treasurer is to receive all funds and record any expenditures made with the receipts for the term of office. The treasurer is to prepare for the meetings a financial report of the IB PTO. The treasurer is to prepare and file for any reports required by the Internal Revenue Service, State of Illinois, and Peoria County. The treasurer is to present to the IB PTO Board an annual report and the treasurer's books to be internally audited at the end of March each year. The audit is to be completed by an informal audit committee, who, if satisfied that all is correct with report and accounts, shall sign a statement of that fact at the end of the report.
- F. The historian shall take on the role of PTO photographer and journalist. The historian shall promote positive public relations throughout the community by utilizing various communication mediums. The historian shall also retain an accurate record of PTO activities in the form of a scrapbook/photo album.

ARTICLE VIII: AMENDMENT PROCEDURE

- A. Any amendments to this constitution and by-laws must be proposed at a monthly membership meeting.
- B. To be effective, the amendment must be approved by at least 10% of the membership at the next membership meeting.

ARTICLE IX: DISCLOSURES

- A. Illini Bluffs Parent-Teacher Organization, Inc is organized exclusively for the charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue code.
- B. No part of the net earnings of the Illini Bluffs Parent-Teacher Organization, Inc. shall inure to the benefit of, or be distributed to it's members, trustees, officers, or other private persons except that the Illini Bluffs Parent-Teacher Organization, Inc. shall be authorized and empowered to pay reasonable compensation for services rendered.
- C. Notwithstanding any other provisions of these articles, Illini Bluffs Parent-Teacher Organization, shall not carry on any other activities not permitted to be carried on:
 - 1. By an association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue law) , or
 - 2. By an association, contributions to which are deductible under section 107(c) (2) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue law).
- E. Upon the dissolution of Illini Bluffs Parent-Teacher Organization, Inc., shall after paying or making provisions for the payment of all the liabilities of IB PTO, Inc., dispose of all the assets of IB PTO, Inc., the remaining assets shall be distributed to Illini Bluffs Elementary School. If Illini Bluffs Elementary School ceases to exist, remaining assets shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the board of Trustees shall determine. Any such assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of Illini Bluffs Parent-Teacher Organization, Inc., is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ADOPTED by the Governing Board of Illini Bluffs Parent-Teacher Organization, Inc., on the 24th day of June, 1987; AMENDED on this the 25th day of February, 2003.