

**Constitution of the Parent Teacher Organization of John H. Wredling Middle School**  
(By-Laws as of November 2014)

**Article I**  
**Name**

The name of this Organization shall be the Wredling Middle School P.T.O., Inc.

**Article II**  
**Purpose**

- Section 1. To increase home-school communication and interest at John H. Wredling Middle School.
- Section 2. To develop closer cooperation between parents (and/or) legal guardians, faculty, and school.
- Section 3. To enhance parental awareness of resources at John H. Wredling Middle School.
- Section 4. To provide volunteer support for activities in the school when needed and appropriate.
- Section 5. To provide services and donations to Wredling Middle School and its community of students, parents, and faculty through funds raised by this Organization in accordance with section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

**Article III**

**Administrative Concerns**

- Section 1. Neither the name of this Organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, nor with any partisan interest, nor for any purpose other than the regular work of the Organization.
- Section 2. The Organization may cooperate with other for-profit and non-profit organizations on matters considered by this Organization to be in the best interest of the students.
- Section 3. The funds and resources of this Organization shall not be appropriated or expended for the purposes other than the work and programs of the Organization.
- Section 4. In the event of dissolution of the Organization, the assets of this Organization shall be distributed by this Organization's Board for one (1) or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Article IV**

**Membership and Dues**

- Section 1. Membership- Parents and/or legal guardians whose children are attending Wredling Middle School and the faculty of this school are members.
- Section 2. The Board shall establish the voluntary annual dues for the membership in this Organization before the publication of the school's student registration materials.
- Section 3. Voluntary annual dues are payable at the time of the student registration or upon enrollment.

**Article V**

**Elections and Board Description**

- Section 1. The Board shall consist of four Officers- (President, Vice-President, Secretary, and Treasurer) and the Principal of the school (or other designated faculty representative). It may also include any other additional positions deemed necessary by the current Board to effectively conduct its business.
  - a. No person shall serve in any one Officer position more than two consecutive years without Board discussion and approval.

**Section 2.** Nominations for Officers of the board shall be made by a committee on nominations, consisting of at least three (3) members appointed by the President after consultation with the Board. Nominations may also be made during a public board meeting allowing for public comment and discussion. If current Organization members are unable to be identified to assume board positions, new members to the Organization will be considered.

**Section 3.** Elections/Vacancies

- a. Elections of the representatives will be conducted at the annual meeting of this Organization by the membership present.
- b. Nominating committee will present the slate.
- c. Additional nominations shall be allowed from the floor.
- d. If there is but one candidate for each Office, a unanimous ballot may be case by motion.
- e. If there is more than one candidate for an Office, a simple majority vote of all members present will prevail for deciding the winner of the office.
- f. Vacancies occurring on the board during the school year may be filled by the Officers with a vote taken during a public board meeting.

**Article VI**  
**Duties of Officers and Board Members**

**Section 1.** The Board shall:

- a. Establish dues and meeting times.
- b. Plan and approve overall programs for the year according to the purpose of this Organization.
- c. Appoint committees necessary to accomplish the work of the Organization.
- d. Appoint a nominating committee (refer to Article V, Section 2) if necessary.

**Section 2.** Officers Duties:

- a. The President shall preside at all meetings of this Organization and of the Board. He/she shall appoint the special members/committees as necessary.
- b. The Vice President shall act as an aide to the President and shall preside in the absence of the President. He/she will also organize volunteers for Material Pickup Day, organize and tabulate all parent volunteer sheets from Material Pickup Day, and distribute these lists to the other committees.
- c. The Secretary shall keep an accurate record of this Organization and of the board activities. He/she shall prepare and mail correspondence as directed by the Board.
- d. The Treasurer shall receive all monies, pay all bills, and keep accurate record of the funds of the PTO. He/she shall submit a record whenever called for by this Organization. The Treasurer shall submit monthly bank statements at each PTO meeting. The Treasurer must see that an annual audit of the funds be conducted by someone designated by the Officers.
- e. The Board may designate additional duties for any Officer.

**Section 3.** Duties of Committee Members:

- a. The Board will set duties of the committees.
- b. Submit written reports of activities and suggestions for the following year to the President and to the person elected for the position of the President for the following year.
- c. Additional duties may be assigned to any committee position and to any other Organization member designated by the Board as deemed necessary for that school year.

**Article VII**  
**Meetings**

**Section 1.** The general meetings of this Organization shall be held during the official school year at intervals determined by the board.

Section 2. The last meeting of the regular school year (May) shall be the Annual Meeting at which time annual reports shall be received and the Officers Board Members shall be elected and installed.

Section 3. A quorum for the Board meetings shall be a majority of the members of the board physically present. Board members may attend electronically, however without a quorum being physically present, no business of the Organization may be voted upon for approval or denial.

**Article VIII  
Amendments**

Section 1. These By-Laws may be amended at any general meeting of this Organization by a two-thirds (2/3) vote of the Organization's members present, provided the written notice of the suggested amendments has been made available to all members at least two weeks prior to the vote. The notice could include but is not limited to a notice in the Wredling Daily Announcements, the Wredling Friday Forecast, or other means, and that the suggested amendments are available for review in a suitable public place in the school building during regular school hours.

Section 2. These By-Laws shall have the full force and effect on and after November 20, 2014 and replace and supersede any existing By-Laws enacted prior to that date.

Section 3. These By-Laws are adopted pursuant to and shall be governed by the provisions of the State of Illinois General Not for Profit Corporation Act of 1986, as amended.

**Article IX  
Rules of Order**

Section 1. The rules contained in the Robert Rules of Order, Revised, govern this Organization in all cases in which they are applicable.

Adopted by the Wredling Middle School P.T.O., Inc. Board

President Signature *Lidia A. Sanchez* President Printed Name LIDIA A. SANCHEZ Date 09/04/2019

Vice President Signature *Katie Stan* Vice President Printed Name Katie Stan Date 9/4/19

Secretary Signature *Jennifer Brosnan-Flores* Secretary Printed Name Jennifer Brosnan-Flores Date 9/4/19

Treasurer Signature *Roberta Lee* Treasurer Printed Name Roberta Lee Date 9/4/19