

PTO General Calendar of Events

(The dates and timing below are approximate dates, subject to change at the discretion of the PTO Executive Board)

Every month – All **Meeting Minutes** should be posted to the school website within two weeks following the meeting. An email from the Secretary containing the minutes should be sent to the PTO Executive Board and the Principal within a week of the meeting, allowing the week for them to review before website uploading. If no concerns or edits, same can be relayed to Communications Chair in the second week. Minutes for the prior month should be approved at each PTO meeting, with a Nomination to Approve followed by a Second.

August

- **[PTO General]** Set up booth/table at registration to promote PTO and to lend support to new families at Fairview.

September

- **[PTO General]** First PTO meeting of the new school year. Establish (or Affirm if schedule is unchanged from “2nd Monday @ 6:30 PM) the meeting schedule for the current school year.
- **[PTO General]** Officers shall appoint Committee Chairpersons as needed.
- **[PTO General]** Announce dates for school activities where PTO presence will be required – particularly in regard to signing people up for E-Scripts and the Unraiser.
- **[Fund-raising Committee]** Choose date(s) for the Spirit Wear fundraiser.
- **[Special Events/Multicultural Committee]** Make sure *Fall Festival/Spirit Day* event co-hosts are in place, begin event planning and preparations.

October

- **[PTO General]** Set up booth at Parent Teacher Conferences
- **[Special Events/Multicultural Committee]** Host *Fall Festival/Spirit Day* for Fairview students and teachers.

November

- **[Fund-raising Committee]** Butter Braid fundraiser (orders window)

December

- **[Special Events/Multicultural Committee]** Make sure *Family Fun Night* event co-hosts are in place
- **[Fund-raising Committee]** Butter Braid fundraiser (pick-up window)

January

- **[Special Events/Multicultural Committee]** Book concessions, big inflatables, etc. for *Family Fun Night*.
- **[Scholarship Committee]** Prepare scholarship letter and distribute to schools

February

- **[Elections]** Establish Nominating committee for next school year's officers
- **[Scholarship Committee]** Send scholarship information to PTOs and principals of local high schools

March

- **[Elections]** Ballot preparation for elections
- **[Scholarship Committee]** Scholarship applications due
- **[Fund-raising Committee]** *Family Fun Night* Raffle announcements/preparations
- **[Treasurer]** Secure/renew PTO insurance policy

Documents of the **Fairview Elementary School Parent Teacher Organization** / AKA **Fairview PTO** / AKA **FES/PTO**, Including **ByLaws**.

April

- **[Scholarship Committee]** Award scholarship
- **[Elections]** Members' vote on ballot (or Secretary casts PTO vote for ballot positions with one name, uncontested)
- **[Treasurer]** Presentation of the Annual Financial Report
- **[Fund-raising Committee]** Begin setting fund-raising goals for next year
- **[Hospitality Committee]** Administrative Professionals Day (also known as Secretaries Day) is the Wednesday of the last full week of April

May

- **[Hospitality Committee]** Teacher Appreciation Week; also National Nurses Day, also known as National RN Recognition Day (which is always May 6th).
- **[Elections]** New Officers, except Treasurer, take over after May PTO meeting
- **[Scholarship Committee]** Recognize scholarship recipients at the final PTO meeting of the year
- **[Fund-raising Committee]** Choose fund-raising goals for the next year
- **[PTO General]** Make assignments for PTO booth/table at registration in August?
- **[President]** Appoints the specific Audit Committee representatives
- **[Secretary]** Presents recommended ByLaws for Executive Board Ratification, and then Membership vote to Amend.
- **[Special Events/Multicultural Committee]** Host *Family Fun Night* for the Fairview students and parents.

June

- **[Audit Committee]** Reviews the PTO's books and the Treasurer's financial records.
- **[Elections/Treasurer]** New Treasurer prepares to assume duties at the start of the new fiscal year (July 1), with assistance on the transition from the outgoing Treasurer.

Fairview Elementary School Parent Teacher Organization

- Description of Positions

At Fairview, there are many opportunities to serve. Here is a brief description of each of our positions. Each Committee Chair needs members to work with, so if you don't want to lead a committee, there are also opportunities to help someone else. Thanks for considering volunteering!! Your time and effort helps create a great atmosphere for our teachers, staff, and our students.

-- Elected Positions --

THE PRESIDENT shall (Estimated monthly time commitment for this position= ## hours per month):

- 1) Preside at all meetings of this organization and the Executive Board.
- 2) Serve as the speaker-representative of the Fairview PTO at all applicable functions.
- 3) Be a member ex-officio of all committees except the Nominating Committee.
- 4) Appoint special committees
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

THE 1ST VICE PRESIDENT shall (Est. monthly time commitment for this position= ## hours per month):

- 1) Act as an aide to the President
- 2) Perform the duties of the President in the absence or inability of that Officer to serve.
- 3) Preside over the annual fund-raising events of the organization including the selection and appointment of the various committees utilized for fund-raising
- 4) Keep accurate and detailed description of the Fund-raising activities.
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

THE 2ND VICE PRESIDENT shall (Est. monthly time commitment for this position= ## hours per month):

- 1) Serve as the Chairperson of the Membership Committee
- 2) Serve as the Chairperson of the Nominating Committee
- 3) Maintain a list of the current members and have it available at all meetings of the membership and the Executive Board.
- 4) Perform the duties of the 1st VP in the absence or inability of that officer to serve.
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

THE SECRETARY shall (Est. monthly time commitment for this position= ## hours per month):

- 1) Record the Minutes of all meetings of the PTO
- 2) Distribute Minutes to all Executive Board members prior to the next scheduled meeting.
- 3) Provide approved Minutes to the Unit 5 webmaster for publication.
- 4) Secure and maintain a current copy of the bylaws; additionally the Secretary captures proposed amendments into the electronic version for organizational consideration & vote. The Secretary also maintains other documents of organizational significance, such as the *PTO General Calendar of Events*.
- 5) Conduct all correspondence of the association as directed.
- 6) See "Election of Officers. #1. Secretary casts organizational vote on the election ballot, if there is but one nominee for a position.
- 7) Perform such other duties as may be assigned by the organization and the Executive Board.

THE TREASURER shall (Est. monthly time commitment for this position= ## hours per month):

- 1) Receive all monies for the membership, give a receipt upon request, and deposit them in the name of the membership in a bank account approved by the membership.
- 2) Keep an accurate record of receipts and expenditures.
- 3) Shall pay out funds in accordance with the approval of the Executive Board.
 1. Disbursements of \$500.00 or more shall require a second signature from one of the following –
PRESIDENT; SECRETARY
- 4) Keep such permanent books of account open to inspection, and records as such, sufficient to establish the items of gross income, receipts, and disbursements of the membership.
- 5) Reconcile monthly bank statements.
- 6) Present a statement of account at every meeting of the membership and at other times as requested by the Executive Board, informing them of expenditures as they relate to the budget.
- 7) Participate in the development of the annual budget.
- 8) Be responsible for preparing information for filing of all tax returns and other forms required by government agencies and financial institutions.
- 9) Make an annual financial report to the membership that includes gross receipts and disbursements for the year.
- 10) The Treasurer is responsible for securing an insurance policy as outlined in Article 10, Section 4.
- 11) Be responsible for preparing information for review by the Audit Committee who shall be appointed by the President at the end of the fiscal year.
- 12) Perform such other duties as may be assigned by the organization and the Executive Board.

-- Appointed Positions --

THE TREASURER-ELECT [Appointed Fall term, not Elected Spring term] shall:

- 1) Learns the financial duties of Treasurer and prepares to take over once the Treasurer's term is complete.
- 2) Serves one year before beginning term as Treasurer.

HOSPITALITY COMMITTEE CHAIR – Organizes Teacher Appreciation Week events (May), commemorates teacher/staff birthdays, retirements, new babies, marriages, Secretaries Day, Nurses Day, Lunch Lady Day, etc., once a month teacher lunch or breakfast, Parent-Teacher Conference week lunch, implement any other ideas to help honor and appreciate teachers and school staff.

TEAM PARENTS/ROOM PARENTS' COORDINATOR – This Chair makes sure each classroom teacher has one Room Parent and one Assistant Room Parent (at least), more are welcome. The Room Parent Coordinator checks in with the Room Parents prior to the classroom parties to make sure they have been in touch with the teachers. Room Parent Coordinator also informs Room Parents of their responsibilities (check-in with teacher, Winter Party, Valentines Party, possible end-of-year activities, field trips – whenever a teacher needs help from parents).

FUND-RAISING COMMITTEE CHAIR – The Fund-raising committee is responsible for choosing the fundraisers for the school year. Each committee member will be responsible for work on the fundraiser with assistance from other members of the PTO and the committee. The Chair oversees the event hosts of each fundraiser and provides assistance as needed.

Fund-raising Sub-Committees and/or Events include: Unraiser, Butter Braids, Box Tops, Escrips & Scrip, Restaurant/Spirit Nights, Spring Raffle, Basket Raffle, Spirit Wear.

SPECIAL EVENTS/MULTICULTURAL CHAIR – This committee has a special event at least once each term. Keystone events include “Fall Festival/Spirit Day” in October and then every May, Fairview PTO hosts a “Family Fun Night.” Fall Festival/Spirit Day replaces Halloween and provides the students and faculty an afternoon of activities in groups. Family Fun Night includes games, food, face painting, balloon artists, etc. It also is the event for our Basket Raffle and larger Spring Raffle (these are organized by the Fund-raising Committee). The Committee’s sub-group on Family Fun Night (recommended two Family Fun Night co-hosts) needs to prepare/plan beginning in the fall, reserve larger games in the winter, then work in the spring to put everything in place.

COMMUNICATIONS CHAIR – Makes sure that any PTO-related announcements are posted on the school website, including the PTO Minutes. Looks for opportunities to strengthen PTO membership and participation in activities through the website and other online mediums that the Executive Board may deem appropriate for the organization.

MEMBERSHIP CHAIR – *No additional leadership person is needed for the Membership Committee, as the 2nd Vice President serves as the Chairperson in their normal duties.*

AUDIT COMMITTEE (2 - 3 people; recommended 3) – President appoints at the end of the fiscal year, this Committee reviews the financial information of the closing fiscal year.

NOMINATION/ELECTION COMMITTEE (3 people) – *No additional leadership person is needed for the Nomination Committee, as the 2nd Vice President serves as Chairperson in their normal duties.* Two additional people besides the Chair are recommended.

SCHOLARSHIP COMMITTEE (3-4 people) – This Committee oversees the execution of the Fairview Family PTO Legacy Scholarship. Each year this Committee sends out letters of explanation and applications to McLean County high schools. They also contact Unit 5 Principals and PTO Presidents to publicize this scholarship. The Committee reads the applications that are received and selects recipients. The recipient then appears before the student body (coordinate with Principal). Members of this committee organize any presentations either at PTO meetings or the student body. They would also represent the PTO at any public presentation of the scholarship. They also make sure the Treasurer receives the necessary information to forward the money to the recipient(s) college or vocational program.

[*Position sunsetted 2012-2013 school year. Event hosts, such as for Fall Festival and Family Fun Night, will administer SUG for each event*] ~~**VOLUNTEER CHAIR** – Using electronic sign-up websites (such as Sign-Up-Genius/”SUG”), or via PTO parent email directory, the Volunteer Chair gathers volunteers for Fall Festival and Family Fun Night. Volunteer Chair may also be called upon to organize volunteers for other events as needed.~~

ByLaws of the Fairview Elementary School Parent Teacher Organization

Article I – Name

The name of the organization shall be: **FAIRVIEW ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION**. On occasion, as needed to facilitate communication and simplify transactions, the abbreviated names: “Fairview PTO” and/or “FES/PTO” will be used.

Article II – Basic Policies

The following are the basic policies of this organization:

- 1) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 2) The name of the organization, or the names of any members in their official capacities shall not be used in any connection with a commercial concern, except as authorized in writing by the organization in return for goods and services to further the purposes of the organization.
- 3) This organization shall neither seek to direct the administrative activities of the school nor control its policies.
- 4) This organization may make suggestions to the administration concerning activities of the school, if such suggestions are made towards the betterment of conditions for all concerned (I.E., students, teachers, administrators and parents).
- 5) The organization shall endeavor to maintain communication with other schools to support the improvement of education
- 6) The organization may cooperate with other organizations and agencies concerned with the best interests of the students and community, but persons representing the organization in such matters may make no commitments that bind the organization without the prior written approval of the organization.

Article III – Purpose

The purpose of the organization shall be to aid the students and staff of Fairview Elementary School by providing support for their education and recreational needs and to promote open communication between the administration, teachers, parents, and guardians.

Article IV – Membership and Dues

Any individual who subscribes to the purposes and basic policies of this organization may become a member, subject only to compliance with the provisions of these bylaws.

- 1) Membership in this organization shall be available without regard to race, creed, national origin, marital status, sex, or sexual orientation to any parent or legal guardian with a student enrolled and attending Fairview Elementary School.
- 2) Each member of the staff working in the Fairview Elementary School who is willing to uphold the guidelines established by these bylaws may become an active, voting member.
- 3) The Principal of Fairview Elementary School shall be considered as a sitting adviser and a member of the Executive Board.
- 4) Any faculty or staff member may be asked to serve in an advisory capacity to the organization. If a faculty or staff member has a child in Fairview Elementary School, their status as a parent supersedes their status as a faculty or staff member.
- 5) Only members attending the business meeting shall be eligible to participate in its business meetings, have

the privilege of making motions, serve in any of its elective or appointed positions, and serve on committees.

- 6) The membership year shall be from August 1st of the current year through July 31st of the following year.

Article V – Executive Board

The duties of the Executive Board shall be to transact necessary business between meetings of the organization and such other business as may be referred to it by the organization.

This includes approving routine bills within the limit of the budget.

The Executive Board shall consist of:

- 1) The Officers of the organizations
- 2) The Chairpersons of Standing Committees
- 3) The Principal or their representatives.

Article VI – Officers and Their Election

- *Section I – Officers and Their Duties*

The Officers of this organization shall be President, Vice President (no more than two), Secretary, and Treasurer.

The President shall:

- 1) Preside at all meetings of this organization and the Executive Board.
- 2) Serve as the speaker-representative of the Fairview PTO at all applicable functions.
- 3) Be a member ex-officio of all committees except the Nominating Committee.
- 4) Appoint special committees
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

The 1st Vice President shall:

- 1) Act as an aide to the President
- 2) Perform the duties of the President in the absence or inability of that Officer to serve.
- 3) Preside over the annual fund-raising events of the organization including the selection and appointment of the various committees utilized for fund-raising
- 4) Keep accurate and detailed description of the Fund-raising activities.
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

The 2nd Vice President shall:

- 1) Serve as the Chairperson of the Membership Committee
- 2) Serve as the Chairperson of the Nominating Committee
- 3) Maintain a list of the current members and have it available at all meetings of the membership and the Executive Board.
- 4) Perform the duties of the 1st VP in the absence or inability of that officer to serve.
- 5) Perform such other duties as may be assigned by the organization and the Executive Board.

The Secretary shall:

- 1) Record the Minutes of all meetings of the PTO
- 2) Distribute Minutes to all Executive Board members prior to the next scheduled meeting.
- 3) Provide approved Minutes to the Unit 5 webmaster for publication.

Documents of the Fairview Elementary School Parent Teacher Organization / AKA Fairview PTO / AKA FES/PTO, Including **ByLaws**.

- 4) Secure and maintain a current copy of the bylaws; additionally the Secretary captures proposed amendments into the electronic version for organizational consideration & vote. The Secretary also maintains other documents of organizational significance, such as the *PTO General Calendar of Events*.
- 5) Conduct all correspondence of the association as directed.
- 6) See "Election of Officers. #1. Secretary casts organizational vote on the election ballot, if there is but one nominee for a position.
- 7) Perform such other duties as may be assigned by the organization and the Executive Board.

The Treasurer shall:

- 1) Receive all monies for the membership, give a receipt upon request, and deposit them in the name of the membership in a bank account approved by the membership.
- 2) Keep an accurate record of receipts and expenditures.
- 3) Shall pay out funds in accordance with the approval of the Executive Board.
 - a. Disbursements of \$500.00 or more shall require a second signature from one of the following –
PRESIDENT; SECRETARY
- 4) Keep such permanent books of account open to inspection, and records as such, sufficient to establish the items of gross income, receipts, and disbursements of the membership.
- 5) Reconcile monthly bank statements.
- 6) Present a statement of account at every meeting of the membership and at other times as requested by the Executive Board, informing them of expenditures as they relate to the budget.
- 7) Participate in the development of the annual budget.
- 8) Be responsible for preparing information for filing of all tax returns and other forms required by government agencies and financial institutions.
- 9) Make an annual financial report to the membership that includes gross receipts and disbursements for the year.
- 10) The Treasurer is responsible for securing an insurance policy as outlined in Article 10, Section 4.
- 11) Be responsible for preparing information for review by the Audit Committee who shall be appointed by the President at the end of the fiscal year.
- 12) Perform such other duties as may be assigned by the organization and the Executive Board.

The Treasurer-Elect shall:

- 1) Appointed in the Fall, and not an Elected ballot position in the Spring.
- 2) Learns the financial duties of Treasurer and prepares to take over once the Treasurer's term is complete.
- 3) Serves one year before beginning term as Treasurer.

• *Section III – Election of Officers*

- 1) Officers shall be elected by ballot annually in April at a general membership meeting. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
- 2) There shall be a Nominating Committee consisting of three (3) members. The Principal shall serve as an ex-officio member.
- 3) The Nominating Committee shall make a selection of nominees for each office to be filled and report those selections at the March meeting.
- 4) Solicitation for members interested in holding office shall be done at least one month prior to the presentation of nominees at the March meeting.

- 5) Officers, with the exception of the Treasurer, shall assume their official duties **at the close of the May meeting** and shall serve for a term of one (1) year.
- 6) The newly elected Treasurer shall assume official duties **at the beginning of the new fiscal year** and shall serve for a term of one (1) year.
- 7) No person shall serve more than two (2) consecutive terms in the same office without separate approval by the Executive Board.
- 8) A vacancy occurring in an office other than that of the President shall be filled by a majority vote at the next regular meeting. The President has the power to nominate a candidate to fill the vacancy and present that candidate to the Executive Board at the next meeting. If a vacancy occurs in the office of the President, the 1st Vice President shall serve as President with the successor to the 1st Vice President being filled as provided above.

Article VII – Standing Committees

The Officers shall create standing committees as deemed necessary to promote the purpose and carry on the work of the organization. The Officers of the organization shall appoint the Chairperson of each standing committee. No person shall serve more than two (2) consecutive terms as chairperson of the same committee unless approved by the Executive Board.

The current standing committees are:

- 1) Hospitality
- 2) Team Parents/Room Parents
- 3) *Fund-raising // 1st VP*
- 4) Special Events/Multicultural
- 5) Communications
- 6) *Membership // 2nd VP*
- 7) *Audit Committee (per Article VI. Treasurer 11) // President*
- 8) *Nomination/Election // 2nd VP [Spring term item]*
- 9) *Scholarship [Spring term item]*

// An Officer's duties include oversight of this committee, therefore an additional Exec. Board attendee is not required.

Prior committees no longer in service:

- 1) Volunteers
- 2) Spirit/Student Incentives
- 3) Newsletter

Article VIII – Meetings

- *Section I – Meetings of General Membership*
 - 1) Regular meetings of the Fairview PTO, open to all members shall be held during the year, the time to be established at the first meeting of the year.
 - 2) All members attending the meeting shall be entitled to vote on matters before the body.
 - 3) Special meetings may be called by the President, by the School Principal, or by a majority of the Executive Board.

- 4) Adequate notice of all meetings shall be given to all members and, in the absence of an emergency, at least fourteen (14) days in advance.
- 5) When possible, notice of the meetings should be announced to all regular members of the organization.

- *Section II – Parliamentary Authority*

The rules contained in Roberts Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with rules outlined elsewhere in these bylaws.

Article IX – Unit 5 Citizens Advisory Council (CAC)

Fairview Elementary School shall have two (2) representatives to the Unit 5 CAC as appointed by the Principal.

Article X – Compliance

- *Section I – Dissolution*

A motion to dissolve the organization must be made at a meeting scheduled and announced in accordance with the General Membership meeting provisions of these bylaws. The agreement to dissolve is to be considered the final amendment to these bylaws and subject to the same voting and documentation as all other amendments.

Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, or scientific purposes and which has been provided its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954.

- *Section II – Limitations on Distributions*

No part of the net earnings of this organization shall ever inure to, be for the benefit of, or be distributable to its members, trustees, Officers, or other private persons, except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distribution, furtherance of the exempt purposes for which it was formed.

Reimbursement for all expenditures must be preceded by an application for reimbursement on the approved form and accompanied by an original receipt.

- *Section III – Tax Exempt Status*

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activity prohibited for any organization exempt from the federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

- *Section IV – Insurance*

The Executive Board shall maintain at all times insurance coverage for this organization in adequate amounts for personal injury and property damage coverage. The payment of applicable premiums shall be approved in the annual budget.

- *Section V – ByLaws*

The Executive Board from time to time shall amend these ByLaws, and shall bring proposed updates before the membership for a vote. A majority vote by the Executive Board ratifies the proposed amendments, and a majority vote by the membership in attendance at the meeting where the ratified ByLaws are presented shall finalize the proposal into the Amended ByLaws. The Executive Board shall review and consider these ByLaws in full at least

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once each school year.

A summary of the changes to each edition of the ByLaws will be recorded in the table below. If the organization decides the current ByLaws are still accurate as is, then the PTO Secretary can enter that the Executive Board affirmatively reviewed and still supports these ByLaws as is.

Summary of change history (dates and edits) of these Fairview PTO ByLaws:
<ul style="list-style-type: none"> ▪ 2012-2013 School Year – <i>Ratified by the Exec. Board in session 05/07/2013, Adopted unanimously by Membership at the PTO Meeting on 05/07/2013.</i> ▪ Revise Standing Committees in accordance with current PTO operations (Article VII); Formalize the ByLaws’ update process (new: Article X, Section V); Addition of “Treasurer-Elect” Position (Article VI) to these ByLaws; Multiple additions to the “PTO General Calendar of Events” to include obligations in the months they are required per either ByLaws (e.g.: Audit Committee review) or operations (e.g.: Scholarship Committees’ specific activities).
<ul style="list-style-type: none"> ▪ 2013-2014 School Year –
<ul style="list-style-type: none"> ▪ 2014-2015 School Year –
<ul style="list-style-type: none"> ▪ 2015-2016 School Year –
<ul style="list-style-type: none"> ▪ 2016-2017 School Year –