

**WILLOWBROOK SCHOOL
PARENT TEACHER ORGANIZATION (PTO) BYLAWS**

ARTICLE I - NAME

The name of the organization shall be the Willowbrook PTO.

ARTICLE II - OBJECTIVES

1. To foster the relationship between the parents and the school, so that it results in a positive and beneficial learning environment for the students at Willowbrook School.
2. To increase awareness and interest in educational matters at Willowbrook School.
3. To coordinate and organize fundraising activities to provide for additional educational programs and equipment at Willowbrook School.
4. To promote the welfare and security of children at Willowbrook School.

ARTICLE III - SCOPE

The Willowbrook PTO will provide the following services within its scope: social and academic activities; fundraising related to these activities; communication between the PTO, parents, and the school. The PTO will provide financial support to various entities within the school to support programming and projects for the benefit of students. Through its activities, the PTO encourages parent and community involvement in cooperation with teachers and the school administration to enhance educational opportunities. The PTO Executive Board will work collaboratively as appropriate for the betterment of the school.

ARTICLE IV - POLICIES

Section 1: The Willowbrook PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2: The Willowbrook PTO will seek neither to direct the administrative activities of the school nor to control its policies.

Section 3: In the event of the dissolution of the Willowbrook PTO, the net monetary assets of the PTO will be distributed to the Parent Teacher Organization where the K-5th Grade students are assigned based on the percentage of former Willowbrook students attending each school.

Section 4: The Willowbrook PTO may cooperate with all other organizations within School District 30 with similar interests.

Section 5: Willowbrook PTO funds will not be used for any items, programs or events that do not directly benefit the students at Willowbrook Elementary School.

Section 6: Special monetary requests for non-budgeted items must be submitted to the Willowbrook PTO Executive Board for approval.

Section 7: The PTO is not obligated to expend all funds received in the year that the funds were received. The PTO may carry over a balance for future years or for specific long-term goals that have been approved.

Section 8: Accounting Procedures

A. Expense Guidelines

1. Reimbursements for expenses will be made after they are approved and documented on a PTO Reimbursement Form. These forms should be submitted online to the Treasurer/Assistant Treasurer.

B. Deposit Guidelines

1. All monies raised for the Willowbrook PTO must be documented and submitted to the Treasurer/Assistant Treasurer immediately.

ARTICLE V - MEMBERSHIP

Section 1: Willowbrook PTO membership will be open to teachers, parents or guardians of students, and staff of Willowbrook Elementary School.

Section 2: Membership to the Willowbrook PTO will be available to all people regardless of race, color, creed, national origin, sexual orientation, or gender.

Section 3: The Willowbrook PTO will conduct a membership campaign at the beginning of each school year and then as needed throughout the rest of the school year.

Section 4: The membership year will correspond with the school year.

Section 5: A family is considered a member of the Willowbrook PTO when dues are paid in full.

Section 6: Annual dues will be determined by the Willowbrook PTO Executive Board prior to the beginning of the school year.

Section 7: Any member is eligible to vote on any motion at Willowbrook PTO General Meetings.

ARTICLE VI - OFFICERS FOR THE EXECUTIVE BOARD

Section 1: Qualification for Officers

- A. An officer must be a member of the Willowbrook PTO.
- B. An officer must have a child currently enrolled in Willowbrook School.
- C. No officer shall hold more than one Executive Board position at a time, and no officer shall serve for more than two consecutive terms in the same position. Notwithstanding the foregoing, an officer may continue in his/her position if a replacement cannot be found. Furthermore, an officer may be nominated for an alternate position during his/her term.

Section 2: The roles on the Executive Board of the Willowbrook PTO can be held by co-officers or by individuals. The officers of the Executive Board of the Willowbrook PTO will consist of members in the following roles:

- Co-Presidents
- Co-1ST Vice Presidents, Membership
- Co-2nd Vice Presidents, Fundraising
- Co-3rd Vice Presidents, Cultural Arts
- Co-Communications Chairs
- One Treasurer and an assistant Treasurer.

Section 3: In addition to Officers, there will be one teacher liaison position. The Willowbrook PTO Executive Board and the Willowbrook Principal will appoint this position.

Section 4: Officers' Duties:

- A. Once elected, an officer will serve for a two-year term, with terms being staggered annually to provide continuity.
- B. An Executive Board member may be a chairperson on any committee.
- C. Executive Board members will attend the Willowbrook PTO Executive Board and Willowbrook PTO General Meetings.
- D. An Executive Board member will be the Board Contact for committees assigned by the President(s) and will report on their activities at the Willowbrook PTO Executive Board Meeting.

ARTICLE VII - ELECTION OF OFFICERS

Section 1: The Nominating Committee

- A. The nominating committee will consist of three (3) PTO members, with one being the outgoing co-president.
- B. The nominating committee should be appointed by the Willowbrook PTO Executive Board.
- C. The nominating committee shall choose a spokesperson who will coordinate meetings for the entire committee, communicate with the building principal throughout the process and report to the President(s).
- D. The nominating committee duties include: publicize the open positions available, gather anonymous nominations, recruit nominees (if necessary), interview all candidates who have been nominated and complete *PTO Candidate Interview Form* (Appendix A) [Appendix A - PTO Candidate Interview Form](#), prepare information to communicate with Building Principal, propose a slate of officers to Executive Board, and conduct a vote at a PTO General Meeting, count ballots if necessary.
- E. A member of the nominating committee cannot be a candidate for a position or choose to run for a position on an open slate.

Section 2: Slating Procedures

- A. The nominating form will be created by the President(s) and shall include requests for nominations for each open position on the Executive Board.
- B. The Nominating Committee will publicize open Executive Board positions and inform the community that nominees may nominate themselves or other individuals.
- C. All nominees will be notified by a member of the Nominating Committee that they have been nominated. After a minimum of 2 days after being notified, the candidates will be interviewed for the position(s) for which they were nominated.
- D. In the case that there is only 1 candidate nominated for a 2 person position, or if there are no candidates nominated or accepted for a position, the Nominating Committee shall notify the President(s) as soon as possible and, in coordination with the President(s), recruit for the positions.
- E. The Nominating Committee should meet as a full committee, including the Building Principal, to discuss the potential candidates and review information gathered during the interview process to create a proposed slate.

- F. After choosing candidates and creating a proposed slate, the Nominating Committee will give the proposed slate to the Executive Board in writing 1 day prior to the upcoming Executive Board meeting where the slate will be voted on by the Executive Board. No one other than Nominating Committee members and the Principal should see the proposed slate prior to its presentation to the Executive Board members.
- G. The proposed slate will be presented to the Executive Board for discussion and vote. At least one member of the Nominating Committee shall be present at the Executive Board meeting to participate in the discussion about the proposed slate. The slate will be approved when there is a majority vote of the Executive Board. The slate can be approved in its totality or by position. In the event that the Executive Board does not approve the slate, they can send it back to the Nominating Committee or the Executive Board can choose to approve a partial slate and conduct a general election for any position(s).
- H. All nominees will be notified by a member of the Nominating Committee after the Executive Board approves the slate/candidates, **but** prior to when the slate/candidates are publicized to the general public. The Nominating Committee will wait a minimum of 3 days after all nominees have been notified before announcing the slate to the general public.
- I. If any nominee is not slated but wishes to have a general election for a specific position, that person shall notify one of the PTO Presidents within 3 days of their original notification that they are not on the slate.

Section 3: Election Procedures

- A. After the slate has been approved by the Executive Board, and all nominees have been notified of the proposed slate, the Nominating Committee shall publicize the slate to the general membership including the date of the general PTO meetings when the slate will be voted upon. The Nominating Committee will wait a minimum of 3 days after all nominees have been notified before announcing the slate to the general public.
- B. If there is a need for a general election as requested by a nominee(s) who was not slated for a position but who wishes to run for the position in an open election, a Willowbrook PTO general membership election will occur.
 - 1. All nominees for the position, including those slated by the Nominating Committee, will be contacted and informed of the general election.
 - 2. Willowbrook PTO members will be notified in writing of the date of the election and the nominated slate (and candidates, if appropriate) at least 7 days prior to voting.
- C. In a general election, voting shall be done by a secret ballot, which will be developed and counted by the Nominating Committee.
- D. The person receiving the majority of votes for each position will become next year's officer. In the case of a tie, the Willowbrook PTO Executive Board will cast the deciding vote.

Section 4: Vacancies

- A. If there are no other candidates nominated or accepted into an open position, the nominating committee may ask the standing officer to remain for another year. The standing officer may decline, and the Willowbrook PTO Executive Board may elect an officer within the Willowbrook PTO Executive Board to take over an open position.

- B. If a vacancy occurs on the Willowbrook PTO Executive Board during the school year, the Willowbrook PTO Executive Board will decide how to best fill that position.

ARTICLE VIII - DESCRIPTION OF BOARD POSITIONS

Section 1: President/Co-Presidents

- A. Coordinate Willowbrook PTO Executive Board and Willowbrook PTO General and Special Meetings and activities, as well as set up the PTO calendar of events.
 - 1. Set goals for the Willowbrook PTO Executive Board for the upcoming school year.
 - 2. Schedule regular Willowbrook PTO Executive Board meetings.
 - 3. Preside at all scheduled Willowbrook PTO Board and Willowbrook PTO General Meetings (at least one President).
 - 4. Schedule and coordinate Willowbrook PTO General Meetings with the Principal. The meeting dates will be noted in the School District 30 Calendar. The President(s) reserve the right to make changes in the meeting dates throughout the year and will be responsible for informing the rest of the Willowbrook PTO Executive Board and the general Willowbrook PTO membership.
 - 5. Set up the calendar of events for the next school year at a Willowbrook PTO Executive Board meeting at the end of the current year. The President(s) must attend the School District 30's Calendar meeting in June to help coordinate Willowbrook's activities with the other schools in District 30.
 - 6. Attend President's Council (at least one President) and any other District meetings/committees if asked.
 - 7. Serve as voting members on the Willowbrook PTO Executive Board.
- B. Coordinate with the Treasurer/Assistant Treasurer on all financial matters of the Willowbrook PTO.
 - 1. Work with the Treasurer(s) to set up a budget for the Willowbrook PTO Executive Board to approve at the start of the new school year.
 - 2. Approve reimbursements requests and sign checks on behalf of the Willowbrook PTO, if necessary. All checks will be prepared and signed by the Treasurer(s).
 - 3. Review monthly fiscal reports with the Treasurer(s).
 - 4. Sign all federal and state filings upon completion by the Treasurer(s).
- C. Communicate regularly with the Principal, the Willowbrook PTO Executive Board, and the general Willowbrook PTO membership.
 - 1. Serve as liaisons between the Willowbrook PTO Executive Board and the Principal to ensure the Willowbrook PTO's goals are aligned with the needs of the school.
 - 2. Conduct meetings with the Willowbrook PTO Executive Board on a monthly basis.

3. Provide monthly communication with the general Willowbrook PTO membership whether through General Meetings or the weekly school newsletter in lieu of a monthly meeting.
 4. Communicate upcoming events to the general Willowbrook PTO membership through use of the weekly school newsletter, flyers, social media, and/or the bulletin board.
 5. Notify Willowbrook PTO members of Special Meetings called by the Willowbrook PTO Executive Board five (5) days prior to such meetings.
- D. Coordinate the work of the Willowbrook PTO Executive Board officers and the committees to facilitate educational and extracurricular activities.
1. Review and may make revisions for the individual Willowbrook PTO Executive Board job descriptions before the start of a new school year.
 2. Appoint special committees, as necessary, to conduct the work of the Willowbrook PTO.
 3. Create the committee chair master list with names and email addresses, and provide each committee with information regarding updated responsibilities.
 4. Review end of year committee reports and financials and make recommendations to the Willowbrook PTO Executive Board based on this review.
 5. Provide a summary year-end report of their year in office for the incoming President.

*** Note: For a detailed monthly guide to the activities/responsibilities of the President(s), please consult the Presidents' Timetable. ***

Section 2: Vice Presidents

A. 1st Vice President, Membership

The 1st Vice-President(s) will be responsible for all membership activities, contacting new families, and any other responsibilities that are assigned by the President(s). They will also meet with the incoming 1st Vice-President(s) to discuss responsibilities and past membership activities, if vacating the position.

1. Coordinate with President(s) to make sure all Willowbrook PTO sign-up and registrations are included in the summer communication.
2. Coordinate with Treasurer to create a membership spreadsheet that lists all of Willowbrook's families and students. This will be an ongoing process throughout the year because of new students and staff.
3. Communicate PTO information, including registration, to families and students new to the school.
4. Use the volunteer sign-up from the summer communication to create volunteer lists for each committee; email these to the committee chairs.
5. Serve as Board Contact for committees assigned by the President(s):
 - a. Regularly apprise the Willowbrook PTO Executive Board of committee activities, especially close to the events that are slated for in the calendar year.

- b. Obtain post-event recap, make recommendations, and submit to the President(s) for review by May of the current school year.
- 6. Serve as voting members on the Willowbrook PTO Executive Board.
- 7. At least one 1st VP should attend all Willowbrook Executive Board Meetings and if possible, Willowbrook PTO General Meetings.
- 8. Submit a year-end review of the position's description to the President(s) by May of the current school year. If this is the year to turn over the position, this report needs to be submitted by March of the current school year.

B. 2nd Vice President, Fundraising

The 2nd Vice President(s) Fundraising will be responsible for organizing and coordinating fundraising activities, committees, and any other responsibilities that are assigned by the President(s). They will also meet with the incoming 2nd Vice-President(s) to discuss responsibilities and past fundraising activities, if vacating position.

- 1. Review and evaluate current fundraising activities.
- 2. Select and coordinate spiritwear and present ideas to the Willowbrook PTO Executive Board and Principal for approval.
- 3. Explore/develop new fundraising initiatives and present to the Willowbrook PTO Executive Board for approval.
- 4. Serve as Board Contact for committees assigned by the President(s):
 - a. Regularly apprise the Executive Board of committee activities, especially close to the events that are slated for in the calendar year.
 - b. Obtain post-event recap, make recommendations, and submit to the President(s) for review by May of the current school year.
- 5. Serve as voting members on the Willowbrook PTO Executive Board.
- 6. At least one 2nd VP should attend all Willowbrook Executive Board Meetings and if possible, Willowbrook PTO General Meetings
- 7. Submit a year-end review of the position's description to the President(s) by May of the current school year. If this is the year to turn over the position, this report needs to be submitted by March of the current school year.

C. 3rd Vice President, Cultural Arts

The 3rd Vice- President(s) Cultural Arts will be responsible for contracting and coordinating several cultural arts activities and/ or performances at the school and any other responsibilities that are assigned by the President(s). They will also meet with the incoming 3rd Vice-President(s) to discuss responsibilities and past cultural arts activities, if vacating position.

- 1. Recommend and coordinate cultural arts events within the budgetary guidelines set by the Willowbrook PTO Executive Board.

2. Create the cultural arts assembly schedule in collaboration with the Principal. The schedule should then be presented to the Willowbrook PTO Executive Board and then the general Willowbrook PTO.
3. Provide program suggestions and resources to enhance the school's resources in the area of cultural arts.
4. Serve as Board Contact for committees assigned by the President(s)
 - a. Regularly apprise the Willowbrook PTO Executive Board of committee activities, especially close to the events that are slated for in the calendar year.
 - b. Obtain post-event recap, make recommendations, and submit to the President(s) for review by May of the current school year.
5. Serve as voting members on the PTO Executive Board.
6. At least one 3rd VP should attend all Willowbrook Executive Board Meetings and if possible, Willowbrook PTO General Meetings.
7. Submit a year-end review of the position's description to the President(s) by May of the current school year. If this is the year to turn over the position, this report needs to be submitted by March of the current school year.

Section 3: Co-Communications Chairs

- A. Co-Communications Chair(s) will coordinate promotions of PTO events, oversee communications to PTO families to ensure a consistent voice, manage communications within the PTO board, and serve as a voting member on the Executive Board. Meet with incoming Communications Chair to discuss responsibilities and electronic tools used, as well as provide a written year-end report, if vacating position.
 1. Assist committee members in promoting upcoming events to the general Willowbrook PTO membership through use of the email communications, electronic and social media channels, weekly school newsletter, flyers, bulletin board, and similar media. Review all communications sent to PTO members to ensure clear, concise and uniform messages.
 2. Manage and promote major PTO registration initiatives, such as annual member registration and lunch volunteer program.
- B. Serve as Board Contact for committees assigned by the President(s):
 1. Regularly apprise the Executive Board of committee of activities, especially close to the events that are slated for in the calendar year.
 2. Obtain post-event recap, make recommendations, and submit to the President(s) for review by May of the current school year.
- C. The Communications Chair(s) will make a permanent record of all business transacted at the meetings of the Willowbrook PTO Executive Board and Willowbrook PTO. One Communications Chair must be present at all Executive Board and General Meetings. At each meeting the Communications Chair is responsible for:
 1. Taking attendance at all meetings.

2. Preparing and publishing the Executive Board and General Meeting agendas.
 3. Taking notes to record information and decisions made at both the Executive Board and General Meetings.
 4. Preparing the Executive Board meeting minutes for review and approval by the President(s) prior to distribution to the rest of the Executive Board for approval.
 5. Provide a copy of the minutes from the prior meeting to the Executive Board prior to the Executive Board meeting where they will be approved.
 6. Preparing the General Meeting minutes for review and approval at the next General Meeting prior to publication.
 7. Assist with keeping electronic forms of communication up to date.
 8. In the absence of a Communications Chair, the Communications Chair(s) will ensure that another Executive Board member will take notes during the meeting.
- D. Submit a year-end review of the position's description to the President(s) by May of the current school year. If this is the year to turn over the position, this report needs to be submitted by March of the current school year.

Section 4: Treasurer/Assistant Treasurer

**Second year Treasurer serves as lead Treasurer; first year Treasurer serves as Assistant Treasurer. In the event that two Treasurers are elected in the same year, one would be designated as Lead Treasurer by Nominating Committee.

- A. Handle all funds of the Willowbrook PTO, provide a financial report of the collections and expenditures, and call attention to any unusual items at each Willowbrook PTO Executive Board and Willowbrook PTO General Meeting.
 1. Assist the President(s) in preparing the budget for the new school year and submit it to the Willowbrook PTO Executive Board for approval.
 2. Prepare a spreadsheet for all monies collected.
 3. Ensure all necessary financial forms are available to the general membership.
 4. Prepare monthly financial reports for the Willowbrook PTO Executive Board.
 5. Prepare a financial summary for Willowbrook PTO General Meetings.
- B. One of the Treasurers MUST sign all checks. In the event both Treasurers are unavailable, either President can sign checks.
 1. Maintain the checking and credit card accounts by making deposits, writing checks, sending/receiving digital payments, reconciling the bank account, and making payments on a monthly basis.

2. Keep paid bills on file.
 3. Update signature cards for the bank accounts annually.
 4. Make recommendations to the Executive Board for changes in banking institutions. Changes will not be made without Executive Board approval.
- C. Maintain an accurate accounting of all receipts, disbursements, and any other pertinent financial information as it pertains to events and purchases sponsored by the Willowbrook PTO.
1. Disburse funds approved by the Willowbrook PTO Executive Board.
 2. Must notify Willowbrook PTO Executive Board of any request for reimbursement of non-budgeted items over \$500. A majority of the Willowbrook PTO Executive Board must approve the purchase.
 3. Collect payments at the door of larger events and arrange to collect any on-hand cash (so it's not left at the school after the event). In the Treasurer's absence, the President(s) or the moneyTreasurer(s) will assign a designated Willowbrook PTO Executive Board or Committee Chairperson to hold the money after the event.
- D. Provide the documentation software to be used for accounting purposes and will file required tax forms by their due date each fiscal year (Federal tax Form 990 and State Income tax Form IL-990)
- E. Submit end of year review/ recommendations of their job description to the President(s) by May of current school year. If this is the year to turn over the position, this report needs to be submitted by March of the current school year.
- F. Meet with the incoming Treasurer(s) to facilitate a smooth transition.
- G. Stay apprised, and update Executive Board of changes related to 501(c)(3) status.

Section 5: Teacher Liaison

- A. Attend or send a representative to all Willowbrook PTO General PTO Meetings.
- B. Act as advisor and liaison between staff and the Willowbrook PTO organization.
- C. Help maintain open lines of communication between parents and teachers.
- D. Help coordinate Willowbrook PTO sponsored activities in the classroom.
- E. Report on current teacher activities within Willowbrook School.
- F. Report to teachers about Willowbrook PTO activities.
- G. Coordinate budget requests by school personnel for consideration by the Willowbrook PTO.

ARTICLE IX - MEETINGS

Section 1: Willowbrook PTO Executive Board Meetings shall be held monthly with the day and time to be determined by the Willowbrook PTO Executive Board.

Section 2: Willowbrook PTO shall have monthly communication with the community whether through General PTO Meetings or publications in lieu of a monthly meeting. Dates will be distributed to members at the first General PTO Meeting of the school year.

Section 3: Special Meetings may be called by the Willowbrook PTO Executive Board. The Willowbrook PTO will be informed in writing of time and place at least five (5) days prior to the meeting.

ARTICLE X - COMMITTEES

Section 1: The Committee Chairperson(s) positions are one or two year commitments, depending on the committee. After completing the term, a person may continue to serve as a chairperson on the same committee if approved by the Willowbrook PTO Executive Board.

Section 2: Each Committee Chairperson must be a member of the Willowbrook PTO and must have a child currently enrolled in Willowbrook School.

Section 3: The Committee Chairperson(s) shall present plans, verbally or in writing, to the Willowbrook PTO Executive Board before the committee begins work. The Committee Chairperson(s) will report to the designated Willowbrook PTO Executive Board Contact.

Section 4: The Committee Chairperson(s) must keep track of all expenses and profits according to the Treasurer's accounting procedures.

Section 5: Prior to the event or activity, the Committee Chairperson(s) should work with the Co-Communications Chairs to inform Willowbrook students, parents, and staff through use of the weekly school newsletter, flyers, social media, and/or the bulletin board.

ARTICLE XI - AMENDMENTS

The Bylaws may be amended or changed by a vote of the majority present at any General Meeting of the Willowbrook PTO. The amendment must be submitted in writing to the Willowbrook PTO membership 7 days prior to the vote.

Incorporated as a PTO: June, 2005 Bylaws Created: June, 2005

Bylaws Revised: February, 2007

Bylaws Revised: January, 2012

Bylaws Revised: March, 2013

Bylaws Revised: May, 2016

Bylaws Revised: September, 2021