

Article 1. Name

The name of this organization shall be "Aurora Frontier P-8 Parent Teacher Organization," to be commonly known as the "PTO".

Article 2. Tax Status

The Aurora Frontier P-8 PTO shall be a "not for profit" organization, as defined in section 501(c)(3) of the Internal Revenue Code.

Article 3. Purpose

The PTO is organized for the purpose of supporting and enhancing the education of children Pre-K through grade 8 of Aurora Frontier P-8 by:

- (a) Encouraging communication and supporting relationships between parents, teachers, and administration.
- (b) Providing financial support for programs funded outside of the annual school budget.
- (d) Said organization is organized exclusively for charitable purposes within the meaning of IRC section 501(c)(3). The sole charitable purpose of the organization will be supporting the Aurora Frontier P-8 through volunteering and fund raising.

Article 4. Objectives

The objectives of this organization shall be:

- (a) To provide a common meeting ground for parents, teachers, administrators and the community.
- (b) To provide fundraising support for the school.
- (c) To provide various services, determined by the organization, to the school and its students.

Article 5. Membership

- (a) All parents/guardians and teachers of Aurora Frontier P-8 students may choose to become members of this organization.
- (b) Any other persons interested in the promotion of the objectives of this organization may become a member by attendance and participation in the organization's meetings.
- (c) There shall be membership dues of \$10.00 per fiscal year per PTO member.

Article 6. Fiscal Year

The fiscal year of this PTO shall be from July 1st through June 30th.

Article 7. Officers

- (a) The officers of this organization shall be a president, a vice president, a secretary, and a treasurer.
- (b) Chairperson(s) for each fundraising project and organization-sponsored activity shall organize and supervise their committees during the run of their projects.

Article 8. Election of Officers

- (a) The president, vice president, secretary, and treasurer shall be elected at the last meeting of the school year for a term of one year, and shall assume their official duties at the conclusion of the meeting. All records and files shall be exchanged at this time.
- (b) Candidates for the offices of president, secretary, and treasurer shall be determined by nomination from the membership. Candidates may also volunteer for a position.
- (c) Only candidates who have consented to serve, if elected, shall be eligible for nomination.
- (d) If there is more than one candidate for a position, a majority vote by the membership in attendance at that meeting shall determine who will fill said position. If there is only one candidate for a position, (s)he must also be confirmed by a majority vote.
- (e) Chairpersons for the fundraising projects and organization-sponsored activities shall be determined by members volunteering for the position(s).

Article 9. Duties of Officers

- (a) The Executive Board shall consist of the PTO officers, principals, and any standing committee chairs.
- (b) The presidents shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, create meeting agendas, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall gather and screen fundraising information, work with officers as necessary, and perform any other duties generally associated with this office to include, assuring PTO meeting dates/location are secured and announced to the school population at least one week in advance of that meeting via secretary or other board member.

(c) The Vice President shall carry out such assistance to the President as may be required. Must be responsible for the PTO and the Board for the fund raising efforts or programs, which are sponsored (all or partially) by the PTO. The Vice President is also responsible to communicate all fund raising information to and among parents, teachers, general membership of the PTO and the Board. In the event that the President is unable to fulfill his/her duties, the Vice President shall take over the responsibilities of the President.

(d) The secretary shall take and record minutes and forward a copy to the president within 2 weeks of the recorded meeting to be posted online for public viewing. Assist in gathering any necessary information for correspondence that needs to be distributed to parents. The secretary also keeps a copy of the bylaws and any other necessary supplies, and brings them to meetings

(e) The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year, and file any documents required at the end of the fiscal year.

Article 10. Liability of Officers and Members

The personal liability of each officer and each member of the PTO for monetary or other damages for conduct as an officer or member shall be eliminated to the fullest extent permitted by current or future members.

Article 11. Monetary Distributions

(a) All authorized monetary distributions shall be paid by the treasurer.

(b) Requests for funds shall be submitted to the president in writing, through the organization's PTO Grant From outlining the requested amount and what it is to be used for, including a detail of standards and presented verbally at a PTO meeting at least two weeks prior to the required distribution of such funds.

(c) Expenditures of \$100.00 or less may be authorized by the PTO President. Expenditures of \$100.01 to \$200.00 may be authorized by a majority vote of the organization's officers. Expenditures of \$200.01 or more require a majority vote of the membership in attendance at the meeting where the item is introduced in order to be authorized.

(d) No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this organization.

- (e) AmazonSmile.org along with SnapBOOSTER Committee will maintain an independent treasurer and manage this combined account separately, though as a sub entity of the AFP-8 PTO bank account. Only the president and vice president will have signature authority on the AmazonSmile.org and SnapBOOSTER PTO account, which will follow Article 10 (c) for any distribution.
- (f) The organization will establish and maintain an annual budget for each fiscal year.

Article 12. Meetings

- (a) A schedule of the PTO's regular business meetings shall be published at the beginning of the school year.
- (b) The first meeting of the school year shall be an organizational one.
- (c) A special-purpose meeting may be called by the president provided that notice of the meeting is published at least one week prior to its scheduled occurrence.
- (d) A schedule of the PTO's board meetings will be published at the beginning of the school year which will be held once a month prior to each regular PTO meeting.

Article 13. Events

All events are determined over the summer by a meeting of the presidents and principals. Events are determined by success, volunteer support and space availability. Events and chairs will be posted online for members to view.

Article 14. Conducting Business

- (a) The president shall preside over all meetings of the organization
- (b) Any member of the organization may introduce an item for discussion and/or a vote by the organization. This may be done in person at a meeting or by prior notification of the president, either through conversation or in writing.
- (c) In order for a vote to take place, a member in attendance must make a motion for said vote, and the motion must be seconded by another member in attendance. A majority vote of those in attendance is required for a motion to pass.
- (d) No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

(e) These bylaws may be amended at any meeting by a majority vote of those in attendance, provided that notice of proposed changes has been distributed at least one week in advance.

(f) These bylaws will be reviewed and approved once per fiscal year, before the end of the calendar year.

Article 15. Code of Conduct

All PTO members shall act in the best interest of the PTO. Members should conduct themselves in a courteous, respectful, and professional manner while demonstrating ethical and moral behavior. Adherence to all Aurora Frontier P-8 PTO Bylaws, rules, and policies may never be violated. It is the responsibility of every member to know and understand these rules.

Article 16. Dissolution

If this organization is ever dissolved, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the Aurora Frontier P-8 Parent Teacher Organization is then located, exclusive for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.