

**BY-LAWS FOR THE
MARSHALL ELEMENTARY PARENT-TEACHER ORGANIZATION**

ARTICLE I

Name and Description

The name of this organization is the Marshall Elementary Parent-Teacher Organization of Rockford, Illinois, a not for profit corporation organized under the laws of the State of Illinois. It is a local PTO organization and is a voluntary organization.

The PTO organization is located at Marshall Elementary School, 4704 N. Rockton Avenue, Rockford IL 61103.

ARTICLE II

Purpose and Objectives

This PTO is organized exclusively for charitable and educational purposes under Section 507(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The objectives of this organization are:

- A. To promote the Mission Statement of the Marshall Elementary PTO and increase parental awareness of school policy, direction, goals and procedures in order to improve parent, teacher and student communication.
- B. To promote positive programs that will include teachers, students and parents for the purpose of establishing closer relationships between home and school.
- C. Where possible, to raise funds in order to provide needed additional materials or services for the school to enhance students' educational experience.
- D. To promote the authenticity the Marshall Elementary Gifted program by adhering to the integrity of the program's philosophy.

ARTICLE III

Basic Policies

The following are the basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing and distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. The organization shall cooperate with the Rockford Public School District 205 to support the improvement of education in ways that will not interfere with administration of Marshall Elementary and shall not seek to control its policies.

- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. The organization shall arrange an independent review of its financial records each year.
- G. In the event of a dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified as in Section 510(C)(30) of the Internal Revenue Code of 1965 as from time to time amended.

ARTICLE IV

Membership and Dues

Section 1.

All Marshall Elementary parents, adult standing in loco parentis for a student at the school, teachers and school staff who are interested in the objectives of the program and who are willing to uphold the programs basic policies and subscribe to its Bylaws can be members of the Marshall Elementary PTO shall have one (1) vote on all PTO matters present at a general membership meeting.

Section 2.

The Marshall Elementary PTO may seek voluntary dues if any from its membership at the beginning of each school year. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3.

All parents of Marshall Elementary school program who adhere to the Section 1 Article IV are eligible to be members of the PTO Board and to hold offices within the PTO Executive Board.

Section 4.

The general membership shall meet monthly at a regularly scheduled time to be determined by the Executive Board. The regular meeting of the organization shall be the first Tuesday of each month during the school year at 6.30pm, or at a time and place determined by the Executive Board at least a month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers and conducting other business that should arise.

Section 5.

The general membership by majority vote of the membership present (a) shall approve the proposed annual budget at the September regular meeting of the general membership; and (b) shall approve any changes to the fiscal budget (for additional funds and/or changes in allocation of funds) at any regular meeting of the general membership.

ARTICLE V

Officers and Elections

Section 1.

- A. The Executive Officers of this organization shall be as follows: Co-Presidents; Co Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Immediate Past Presidents, Grade Representatives, Principal, and / or Assistant Principal of Marshall Elementary.
- B. Officers shall be elected by ballot annually at the May General Meeting. If there is but one nominee for any office, upon motion from the floor, the election may be by voice.

- C. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. Officers shall assume their official duties at the close of the PTO meeting in May.
- D. After an officer has served a two year term in the same office they may run for another office.
- E. Any officer of the Organization shall not be eligible to serve more than two consecutive terms in the same office unless office position is unopposed.
- G. The current positions of Co-President Elect, Assistant Secretary, and Assistant Treasurer shall be added to the election slate for the positions of Co-President, Secretary, and Treasurer respectively, and shall move into these positions following a majority vote at the spring election.
- H. A person nominated for an executive board position shall preferably have served at least one year on the PTO Board in a chairmanship capacity.

Section 2.

- A. A nominating committee consisting of three members of the current Executive Board, plus two parents-at-large not currently serving on the Executive Board shall be appointed by the President at least 30 days prior to the spring election. Individuals on the Executive Board nominated for other Executive positions should be excluded from membership on the nominating committee.
- B. The nominating committee shall select one or more Nominee(s) for each executive office, and report such at the April meeting, or present the slate in a school newsletter at least two weeks prior to the May election.
- C. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- D. Only those who have consented to serve if elected shall be eligible for nomination either by the Committee or from the floor.
- E. All PTO members are eligible to vote for the PTO Executive officers at the spring election. Signed absentee ballots may be submitted not later than 3:00PM to the front office one day prior to the spring election. Email and phone votes are not applicable or valid.

Section 3.

A vacancy occurring in any office, except the Presidency, shall be filled for the unexpired term by a person elected by a majority vote of the membership at the next regular meeting of the general membership, notice of such election having been given. Should the office of President become vacant, the Co-Vice Presidents shall automatically assume that position.

Section 4.

Where possible, there shall be a minimum of one new individual not currently serving on the PTO Executive Board elected each year.

Section 5.

The Executive Board may remove member(s) according to parliamentary authority of Robert's Rules of Order, Simplified and Applied, Seconded. When it is in the best interest of the Board. Such removal must have a two-thirds majority vote of the entire Executive Board.

ARTICLE VI

Duties of Officers

Section 1. The *Co-Presidents* shall:

- A. Co-moderate the monthly PTO Executive Board meetings and General Membership meetings; provide an agenda for the monthly PTO meetings with the help of the Secretary.
- B. Collaborate on meeting topics and guest speakers.

- C. Serve as liaison between the PTO parents, Principal and Community as pertains to PTO functions.
- D. Have regular contact with the Co-Vice Presidents, all other Executive Officers, and committee chairs to ensure all committees are chaired and functioning as needed with the best interest of the activities goals and objectives as determined by the calendar of events.
- E. The Co-Presidents will help along with the Co-Vice President to recruit co-chairs for the fall fundraiser. If the fall fundraiser chairpersons cannot fulfill their duties the Co-Presidents and Co- Vice Presidents are responsible.
- F. Prepare and/or oversee the preparation of all published material related to the PTO and disseminated at registration, e.g. pre-registration mailing forms, calendar of events, welcome letter, etc.
- G. Develop a calendar of PTO events for the following school year along with the Co-Vice Presidents and Principal.
- H. Advise Nominating Committee on candidates for the following year's Executive Board and Committee Chair positions.
- I. Train, educate, and include the Co-Vice Presidents in all functions of the presidency as much as possible in preparation for the President-Elects upcoming year as Co-Presidents.
- J. Perform such other duties as may be assigned her/him by the PTO Executive Officers or Principal.
- K. Obtain adequate insurance coverage on a yearly basis to protect the assets and funds of the PTO as well as provide coverage for PTO Officers and members in accordance with the RPS 205 District Community Relations By-Laws.

Section 2. The *Co-Vice Presidents* shall:

- A. Attend the monthly PTO Executive Board meetings and General Membership meetings, providing updates on PTO activities and provide agenda for the monthly PTO meetings with the help of the Secretary.
- B. Have regular contact with Co-President, all other Executive Officers, and committee chairs to ensure all committees are chaired and functioning as needed with the best interest of the activities goals and objectives as determined by the calendar of events.
- C. Stay as visible as possible with Committee Board Members, Parents and Teachers to keep the line of communication open.
- D. Recruit and secure co-chairs for each committee. Help recruit volunteers as needed. VP's will work together on all PTO activities.
- E. Maintain on going communication with the Board on committees.
- F. Serve as co-moderator at monthly PTO Executive Board and General Membership meetings in the absence of the President.
- G. Help President with C through E under Section 1.
- H. Serve on Nominating Committee for the next year; fill all board positions in the spring for the coming year, with the help of the President.
- I. Serve as Co-President in the year following Co-Vice Presidents term.
- J. Assume the position of Co-President should it become vacant prior to the end of the school year.

Section 3. The *Secretary* shall:

- A. Record and distribute minutes (to the Executive Officers, Principal, and PTO Bulletin Board) for the monthly PTO Executive Board and General Membership meetings. Minutes should be distributed within 14 days of the PTO Executive Board and General Membership meetings for corrections. Minutes should be read and corrected prior to the meetings so minute approval takes a minimum time at meetings.
- B. Help prepare agenda, along with the Co-Presidents and Principal for the monthly PTO meetings.
- C. Update the Marshall Elementary PTO website with PTO minutes, Committee updates, and other information as deemed necessary. Oversee the PTO News in the electronic newsletter. Be responsible for

gathering and compiling PTO news for the electronic newsletter and other PTO social media. The Principal or Assistant Principal must approve all information before it is entered on the website.

Section 4. The *Assistant Secretary* shall:

- A. Assist the Secretary in updating the Marshall Elementary website with PTO minutes, Committee updates, and other information as deemed necessary. Be responsible for gathering and compiling PTO news for the electronic newsletter and other PTO social media. The Principal or Assistant Principal must approve all information before it is entered on the website.
- B. Take minutes at the PTO meetings in the event the Secretary is unable to attend a meeting.
- C. Maintain contact information for all PTO Executive Officers and Grade Parent Reps including mailing address, emails and phone numbers.
- D. Maintain on-going communication with the front office staff of Marshall Elementary regarding births, deaths, illnesses and family's needs of Marshall Elementary Staff and students and keep the PTO Board informed.

Section 5. The *Treasurer* shall:

- A. Complete the budget for the year serving and help prepare the budget in the spring for the following term.
- B. Compile the budget for the year serving. All financial activity shall be record in a manual or computer-based accounting system.
- C. Provide each Board Member with an end-of-year financial report for his/her specific committee, and a full report to each new Executive Board member for budgeting.
- D. Provide each committee co-chair/s with financial information and report for his/her specific committee. Reconcile all the account(s) monthly and report all financial activity monthly.
- E. Receive all money for the organization and keep an accurate record of receipts and expenditures, and payout funds in accordance with the budget.
- F. Keep all monies received in a depository approved by the PTO Executive Board.
- G. Give quarterly reports (or more frequently, if requested) of the Marshall Elementary PTO Committee accounts.
- H. Pay out funds as authorized by the PTO.
- I. Train the Assistant Treasurer for her/his year as Treasurer.
- J. Prepare for audit to be done annually by the Principal or other appointed official at the end of the fiscal year.
- K. Provide records that must be made available to the organization's members and to the general public in compliance and for review as needed to comply with State and Federal Laws as required for the organizations non-profit tax-exempt status.

Section 6. The *Assistant Treasurer* shall:

- A. Assist the Treasurer in duties outlined in Section 5
- B. Assume the Treasurer position the year following serve as Asst. Treasurer.
- C. If the Assistant Treasurer is unable to fulfill the term the following year, a new Treasurer will be elected.

Section 7. The *Past Co-Presidents* shall:

- A. When possible, act as advisor to the current Executive Board as needed. The Past Presidents may assist the Executive Office in the decision-making process as voting members.
- B. Co-Chair the nominating committee, soliciting and securing nominations per Section 2 Article 5.

Section 8. The *Principal and / or Assistant Principal* shall:

- A. Act as advisor and coordinator of all PTO projects and affairs as they directly affect the day-to-day operation of the school.

- B. Audit the financial records at the end of the fiscal year (July 31st).

Section 8. All *Executive Officers* shall:

- A. Attend monthly PTO Executive Board and General Membership meetings.
- B. Update and amend the calendar of events through the school year. Outline and organize the formation of the appropriate committees and the appropriate guidelines to execute the calendar of events.
- C. At least three will serve on the Nominating Committee to elect officers for the following year.
- D. Upon election, meet and review the current budget and develop a budget that supports the calendar of events for the current fiscal school year.
- E. Support Marshall Elementary PTO activities, projects and fundraisers with time served whenever possible.
- F. Perform the duties prescribed in the parliamentary authority of the organization.
- G. Deliver to their successors all official material at the meeting at which the successors take office.

Section 9. The *Grade Parent Representative* shall:

- A. The Executive Board shall recruit Grade Parent Representatives for each grade to be listed on the nomination and elected to the Executive Board.
- B. The Grade Parent Representative will attend general PTO meetings. Present a report of PTO related activities at the school at each PTO meeting.
- C. This position should be seen as a learning position for future board positions. It is recommended that the Grade Parent Representative chair or co-chair at least one PTO activity during the school year while on the PTO Board.
- D. Act as the liaison between the parent volunteers and the teachers as needed. Coordinate with the other class/room parents. Advise the PTO and class/grade parents when volunteers were needed for special events, like certain testing cycles or big events.

Section 10: The *Parent at Large* shall:

- A. The Executive Board shall recruit four (4) Parents at Large from the general members of the parent community.
- B. The Parent at Large will attend general PTO meetings and present ideas from the school community.
- C. This position should be seen as a learning position for future board positions. It is recommended that the Parent at Large chair or co-chair at least one PTO activity during the school year while on the PTO Board.
- D. Act as the liaison between the parents/guardians and the PTO Executive Board.
- E. Represent general school members and share ideas and comments from the general school members to the PTO Board.

Article VII Executive Board

Section 1.

The Executive Board shall consist of the Co-Presidents, Co-Vice Presidents, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Grade Parent Representatives, Immediate Past President and Principal, and / or Assistant Principal.

Section 2.

The Executive Board shall meet as soon as the officers have been duly elected for the purpose of developing a calendar of events, forming the appropriate committees to execute the calendar of events, selecting the chair people of committees, formulating tentative plans for their term of office, developing

the proposed budget for the following year, and determining the regularly scheduled time for monthly general membership meetings.

Section 3.

The Executive Board shall meet monthly preceding the PTO General Membership meeting to cover in advance the agenda, in an effort to shorten the time of the general meetings. (Unless deemed unnecessary).

Section 4. The Executive Board shall participate in budgeting as follows:

- A. Review the previous year's budget and develop a budget that supports the current year's calendar of events, student initiatives, and fundraising plans.
- B. Oversee any changes to the fiscal budget (for additional funds and/or changes in allocation of funds).
- C. Review the proposed budget and make any revisions that are approved by a majority vote of the Executive Board.
- D. Present the proposed budget for discussion at the PTO September general meeting of the general membership and for approval at the October regular meeting of the general membership.
- E. Approve requests for spending over the amount of \$500 within the limits of the fiscal budget.

Section 5.

The Executive Board shall ask each Committee Chair to complete a summary of the year's events, which shall include dates, costs, profit (where applicable), and suggestions and evaluation of their committee's events.

Section 6.

Regular meetings of the PTO Executive Board shall be held monthly on the same day and at the same time each month, to be determined by the board.

Section 7.

Special meetings can be called by the Executive Board, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, by email and phone calls.

Section 8.

Two thirds of the Executive Board (4 members and Principal or Assistant Principal for a total of 5 votes) must be included in any Executive vote. A simple majority passes. If 2/3 of Executive Board cannot be present, a 2/3 phone voice vote in the presence of the Executive Board (during the board meeting) or email sent to all Executive Board members may be accepted.

Section 9.

Dual Executive officers will abstain from voting at the executive level for items related to their organization(s).

ARTICLE VIII PTO Board

Section 1.

The PTO Board shall consist of the Executive officers of the organization, Grade Parent Representatives, the four (4) Parents At Large members, and the chair or co-chairperson of the standing PTO activities. All PTO members are invited to all PTO Board meetings.

Section 2.

All Board members shall keep records of PTO activities, which shall include dates, costs, and profits (where applicable), and suggestions for/evaluation of their committees' events.

Section 3. Grade Parent Representatives shall:

- A. Represent an appointed grade and have regular contact with the grade level teachers to understand if there is a need for volunteers or support from the PTO Board
- B. Recruit and organize parent volunteers to complete the tasks assigned from the teacher(s).
- C. The Grade Parent Rep shall communicate with the Executive Board on a regular basis and provide regular updates.
- D. This position should be seen as a learning position for future board positions. It is recommended that the Grade Parent Rep chair or co-chair at least one PTO activity during the school year while on Executive Committee

Section 4. Committee Chairs shall:

- A. Develop, plan and implement the necessary details to complete the committee's charge. The committee chair shall communicate with the Executive Board on a regular basis to ensure that all details are completed in an appropriate and timely manner.
- B. Recruit and organize parent volunteers to complete the tasks assigned to his/her committee.
- C. Complete a summary of the committee's event that includes dates, costs, and profits (where applicable), and suggestions for/evaluation of their committees' events.

Section 5. Committees shall:

- A. Committees may consist of members and Board Members with the Co-President acting as an ex-officio member of all committees.
- B. Specific committees should be created as needed designated by the Executive Committee. The Board may appoint additional committees as needed.

Section 6. Parent at Large members shall:

- A. Represent general school members and share ideas and comments from the general school members to the PTO Board.
- B. This position should be seen as a learning position for future board positions. It is recommended that the Parent at Large chair or co-chair at least one PTO activity during the school year while on the PTO Board.
- C. Act as the liaison between the parents/guardians and the PTO Executive Board.
- D. Represent general school members and share ideas and comments from the general school members to the PTO Board.

ARTICLE IX**Conflict of Interest and Compensation****Section 1.** Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

Interested Person. Any Principal, Assistant Principal, PTO Presidents, Co-Vice President, board members or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy**
 1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

1. The minutes of the governing (PTO Executive Board) board and all committees with board delegated powers shall contain:
2. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
3. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each person of interest delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the Bylaws which include the Conflicts of Interest Policy,
2. Has read and understands the Bylaws and Policy,
3. Has agreed to comply with the Bylaws and Policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Marshall Elementary Parent Teacher Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8.
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE IX
By-Laws and Amendments

Section 1.

The By-Laws may be amended at any regular meeting of the general membership proposed by any PTO Member. Amendments presented at a PTO Meeting shall be considered for voting. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

Section 2.

The By-Laws may be reviewed every year by the Executive Committee or a committee appointed by the Co-Presidents.

ARTICLE X
Dissolution

The organization may be dissolved by a 2/3 vote of the membership present at a special meeting called by the Executive Board. Notice of the vote on dissolution must be sent to all parents and teachers fifteen (15) days prior to the meeting. In the event of dissolution of the PTO, any funds remaining shall be donated to Marshall Elementary School, for exempt purposes specified as in Section 510(C)(30) of the Internal Revenue Code of 1965 as from time to time amended.

ARTICLE XI
Finances and Fiscal Year

Section 1: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 2: The Board will follow the PTO Monetary Policies and Procedures. Any changes to the PTO Monetary Policies and Procedures must be approved by the Executive Board and the Principal.

Section 3: The Board will adhere to all IRS regulations regarding the 501c3, non-profit status of the organization, including but not limited to dissolution and tax reporting.

Section 4: The fiscal year shall start on August 1st and end July 31.

ARTICLE XII Indemnification

Section 1. General

To the full extent authorized under the laws of the State of Illinois, the organization shall indemnify any member of the organization, or any person who may have served at the organization's request as agent of the corporation (each of the foregoing members, persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Executive Board, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the organization in advance of the final disposition of such action, suit, or proceeding, if authorized by the Executive Board, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance

The organization will purchase and maintain insurance on behalf of any person who is or was a member of the PTO, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

These bylaws were adopted at the General Meeting on 10/04/2016