

**WOODLAWN MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**



ARTICLE I - NAME

The name of this organization shall be the **Woodlawn Middle School Parent Teacher Organization (PTO)** of Kildeer Countryside Community Consolidated School District 96.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote and actively support the educational, academic, community and social activities of the Woodlawn Middle School and School District 96.

ARTICLE III - POLICIES

- Section 1. This organization shall operate for charitable, educational, non-commercial, non-sectarian and non-partisan purposes and shall not discriminate.
- Section 2. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any member in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the Mission of the PTO.
- Section 3. The business of this organization shall be conducted under Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these by-laws.
- Section 4. The fiscal year of this organization shall be July 1 through June 30. The PTO shall be incorporated under the laws of the State of Illinois as a non-profit organization.
- Section 5. A minimum balance of \$3,000.00 shall be carried over to begin a new fiscal year. Surplus funds shall be defined and voted upon its distribution by the Executive Board of the PTO.
- Section 6. Upon the dissolution of **the Woodlawn Middle School PTO**, the Executive Board shall, after paying or making provision for the payment of all of its liabilities, donate the remaining assets of the **Woodlawn Middle School PTO**, to Woodlawn Middle School or as designated by District #96.
- Section 7. This organization shall work with the school in support capacity recognizing that the legal responsibility to make decisions of school policy has been delegated by the people to the Board of Education.
- Section 8. Any general member may have their membership revoked by two-thirds majority vote of the Executive Board for any action deemed contrary to the PTO's mission.
- Section 9. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing these other organization shall make no commitments that bind the Parent Teacher Organization.

- Section 10. All issues that need to be voted on at a General meeting must be brought to the Executive Board before they can be placed on the agenda. General Procedures for handling a motion on an item to be voted on:
- A. A member normally must obtain the floor by being recognized by the President(s). The President(s) can only vote to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
 - B. Member makes a motion.
 - C. A motion must normally be seconded by another member before it can be considered.
 - D. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion.
 - E. The maker of the motion can choose to accept or reject the modified wording (does not require a second). If the person who originally stated the motion does not want to change it, a vote must first be taken on the original motion. If that fails, another motion can be called for vote.
 - F. A motion may be made to Postpone Definitely (Postpone to a Certain Time) if additional information is required to assist in the decision on the proposed motion. The tabling motion delays action until a certain time specified in the motion, but may not be beyond the next regular general board meeting.
 - G. If the motion on the table is in order, the President will restate the motion and open debate (if the motion is debatable).
 - H. The maker of a motion has the right to speak first in debate. Debate is closed when:
 - 1. Discussion has ended, or
 - 2. A two-thirds vote closes debate ("Previous Question")
 - I. The President(s) restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
 - J. Voting:
 - 1. Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership).
 - 2. Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to remove an officer or expel a member; or to object to the consideration of a motion.
 - 3. Methods of voting:
 - a. Voice vote method is normally used.
 - b. Show of hands or rising vote is used to verify an inconclusive voice vote or on motions requiring a two-thirds vote.
 - c. Ballot method is normally used for election of officers and when ordered by a majority vote.
 - d. Roll call vote is used when it is desired to have a record of how each member voted. All matters relating to financial discussions require a roll call vote.
 - K. The President(s) calls for a vote.
 - L. The President(s) announces the result.

Section 11. Minutes are the official record of the happenings at all Board Meetings.

ARTICLE IV - MEMBERSHIP DUES

- Section 1 Any parent or legal guardian with a student(s) enrolled and attending Woodlawn Middle School who is interested in the purpose of this organization and is willing to subscribe to its by-laws may become members upon payment of annual dues.
- Section 2 Annual dues for all members shall be set each year by the PTO Executive Board, after being certain that they are consistent with other schools in District #96.
- Section 3 The membership year shall be from July 1st through June 30th and any person joining during the year shall pay dues for that year.
- Section 4 An annual enrollment drive for members shall be conducted. Additional members shall be accepted at any time.
- Section 5 No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. Annual Dues waiver or alternative payments are granted upon confidential application to the treasurer and upon confirmation of that need with the Kildeer Countryside Community Consolidated School District 96 Administrative Office.

ARTICLE V – GENERAL MEMBERSHIP MEETINGS

- Section 1. A General Membership meeting shall be held at least once each school year for the purpose of business and fellowship. A year-end General Membership Meeting must be held prior to June 1 and include a vote on the upcoming year's Executive Board.
- Section 2. Meetings of the General Membership may be called or canceled at the discretion of the Executive Board. Special meetings may be called by the President(s) with the approval of the majority of the Executive Board. At least five days notice of such a special meeting shall be given to the voting body.
- Section 3. The members present at any General Meeting shall constitute a quorum for the transaction of business.
- Section 4. Any member of the Board of Directors and General PTO members may attend a General Board meeting. However, the general meetings shall be closed to non-PTO members. Guests may only attend upon the invitation of, or request to, the President(s). The President(s) may approve or deny the request as appropriate based on the agenda for that meeting. Guests may be asked to leave after their presentation is complete.

ARTICLE VI - EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of a President(s), Vice-President(s), Secretary(s), and Treasurer(s), each being a member of the **Woodlawn Middle School Parent Teacher Organization (PTO)**.
- Section 2. Each such officer shall hold office from July 1 to June 30 of the following year, with the exception of *outgoing* Treasurer, Financial Operations and Records, who shall continue through August 1 to complete Woodlawn Middle School PTO financial statements to be provided to the CFO of the Coordinating Council. No individual may serve in the same

position for more than two consecutive years unless uncontested and approved unanimously by the Executive Board.

- Section 3. Whenever possible, Co-President and Co-Vice-President terms shall be staggered such that no two President or two Vice-President positions are vacated in the same year.
- Section 4. In the event a mid-term vacancy occurs in any office, such vacancy shall be filled by appointment of the Executive Board and the person so appointed shall hold office for the remainder of the term of their predecessor.
- Section 5. The Executive Board shall meet once each month, when school is in session, for the purpose of business. The Executive Board shall host at least two annual meetings of all Committee Chairpersons for the purpose of business and fellowship.
- Section 6. Any member of the Board of Directors may attend an Executive Board meeting upon request to and approval of the President. However, the monthly Executive Board meetings shall be closed to the public.
- Section 7. An annual budget shall be prepared by the President(s), and Treasurer(s), estimating funds to be earned and spent for all PTO events for the upcoming school year. Annual Budget must first be approved by the Executive Board, then by the General Membership at the Fall General Membership Meeting.

ARTICLE VII – EXECUTIVE BOARD AND BOARD OF DIRECTORS RESPONSIBILITIES

- Section 1. President(s) shall:
1. Preside at all General Membership Meetings and all Executive Board meetings.
 2. Represent Woodlawn Middle School at all District 96 PTO Presidents meetings.
 3. Oversee all committees, other than Nominating Committee.
 4. Plan the agenda of all Executive Board and General Membership meetings.
 5. Act as a liaison to the District 96 Administration and School Board. Consult with Woodlawn Middle School Administration on all new matters and keep them informed on all PTO activities.
 6. Serve as a voting member of the Kildeer Countryside CCSD 96 PTO Coordinating Council.
 7. Coordinate the work of the Executive Board and all PTO Committees.
 8. Serve on the Nominating Committee and appoint at least one additional board member and at least one general member to serve on the nominating committee.
 9. Be able to spend \$200.00 of PTO funds on PTO-related activities without Board approval, where emergency purchases are required.
 10. Review and approve all paid disbursements presented by Treasurer, Financial Operations and Records.
 11. Maintain a master record of all usernames and passwords for any Woodlawn PTO electronic media accounts.
 12. Manage and record an ongoing Wishlist for donations to Woodlawn Middle School as requested by the principal.
 13. Review and approve Kids-In-Need Grant Request Forms.
 14. Oversee Locker Set Up Day events.
 15. Sign off on monthly bank reconciliation.
 16. Approve/confirm all online money transfers and deposits.

Section 2. Vice-President(s) shall:

1. Assist the President(s) and perform the duties of the President(s) in their absence.
2. Assist in overseeing committees.
3. Be responsible for the annual review of the By-laws of the **Woodlawn Middle School PTO**.
4. Coordinate all PTO-related activities supporting Locker Set-Up Day.
5. Act as chairpersons for Teacher Appreciation Week committee.
6. Coordinate all facets of Chairperson Appreciation Breakfast.
7. Research, review and present new fundraising opportunities.
8. Maintain UGive account for Woodlawn PTO and assist committees in need of volunteers.
9. Assist with Locker Set-Up Day.

Section 3. Treasurer, Membership Management and Procedures, shall:

1. Maintain, update and manage Membership Toolkit system.
2. Keep records of all financial transactions through Membership Toolkit.
3. Assimilate all volunteer forms and provide committee chairs with their volunteers' contact information at start of school year.
4. Update bank account(s) authorized signers annually, prior to start of school year. Authorized signers include President(s) and Treasurer(s).
5. Serve as secondary issuer and signer of PTO checks.
6. Oversee and manage Membership Toolkit set up and registration at Locker Set Up Day.
7. Ensure dues have been paid by all Committee Chairpersons and collect any outstanding dues.
8. Prepare reports from MTK to chairpeople.

Section 4. Treasurer, Financial Operations and Records, shall:

1. Serve as primary issuer and signer of PTO checks.
2. Disburse funds as approved in Annual Budget and/or as amended and approved by Executive Board.
3. Promptly collect and deposit all funds generated from PTO events.
4. Provide cash and cash boxes upon written request by committee chairpersons.
5. Evaluate validity and appropriateness of invoices and disbursement requests and related backup prior to payment. Resolve discrepancies with Committee Chairpersons when necessary.
6. Resolve all "Insufficient Funds" checks.
7. Provide all paid invoices for periodic review and approval by President(s).
8. Provide financial statements for review at monthly Executive Board meetings.
9. Prepare Annual Budget for review and approval in July by Executive Board, then for review and approval by General Membership at Fall Open meeting.
10. Maintain complete record and archive of all bank accounts and related transactions.
11. Provide Year-End financial statements, in required format, to Kildeer Countryside CCSD 96 PTO Coordinating Council by August 1st. Present the fiscal year's records for the annual Coordinating Council independent audit and preparation of the consolidated tax return. Be available to meet with the independent auditors to review financial information, if requested.
12. Be prepared to produce all records for audit purposes at any time in office.
13. Prepare monthly reconciliation of bank statements for approval of President(s).
14. Prepare transfer/deposit reconciliation report for President approval.
15. Complete Kids in Need Grant Request Forms
16. Assist with Locker Set Up Day.

Section 5. Recording Secretary shall:

1. Keep a record of all Executive Board and General Membership meetings.
2. Submit to all Executive Board Members, a copy of the minutes within one week after any PTO meeting.
3. Maintain an archive of records and minutes of all PTO meetings.
4. Promptly collect committee folders following completion of each PTO event.
5. File necessary Building Use forms for all PTO events occurring on school grounds after the close of the regular school day, where appropriate.
6. On an annual basis at the beginning of the school year, organize and maintain record of all signed Conflict of Interest Policy statements for all committee chairpersons.
7. Assist with Locker Set Up Day.

Section 6. Corresponding Secretary shall:

1. Organize, produce and post weekly PTO Blog.
2. Manage and update all social media accounts for Woodlawn PTO.
3. Coordinate, update and maintain the PTO website on a regular basis.
4. Coordinate PTO gift(s) to Staff for Winter Break with Executive Board's approval.
5. Conduct all correspondence of the PTO, to include committee chairperson thank-you's/invitations and vendor/supplier thank-you's, as appropriate.
6. Produce and maintain e-mail database, to include all committee chairpersons, for communication to the group as needed.
7. Assist with Locker Set Up Day.

Section 7. Committee Chairpersons shall:

1. Perform the duties of their position as outlined in the respective committee folder.
2. Sign District 96 Conflict of Interest Policy prior to commencement of committee activity and submit to Executive Board for filing.
3. Proactively obtain Executive Board approval for changes in committee procedures.
4. Proactively obtain Executive Board approval for unbudgeted expenditures.
5. For any committee which generates income, complete and precise records shall be required on incoming checks and/or cash, prior to submitting those funds for deposit.
6. Promptly submit all checks and monies received, along with a total dollar amount of all such checks and monies, for deposit by Treasurer, Financial Operations and Records. Where collection occurs over two weeks or more, bi-monthly deposits are required.
7. Collect and provide complete backup to support all disbursement requests, including vendor and supplier invoices and personal reimbursement requests.
8. Validate accuracy of backup support. Approve all invoices, via signature and date, prior to submission to PTO Treasurer, Financial Operations and Records, for payment.
Submit a final report summarizing committee activities for the year, including financial recap and recommendations for future operation.
9. Assist with Locker Set Up Day when appropriate.

ARTICLE VIII – BOARD OF DIRECTORS

- Section 1 The Board of Directors shall consist of the Executive Board (i.e. the Presidents, Vice Presidents, Treasurers, and Secretaries), and the Chairpersons of all PTO Committees. The Principal of Woodlawn Middle School (or his/her designated representative) shall serve as a non-voting liaison officer.
- Section 2 All members of the Board of Directors must be paid members of the Woodlawn Middle School PTO.
- Section 3 Each Board of Director shall hold office from July 1 to June 30 of the current and following year. No individual may serve in the same office for more than a period of two years unless no one steps up and then it becomes a year- to-year commitment..
- Section 4 A meeting of the Board of Directors shall be held at the beginning of each school year. If necessary, additional meetings can be called by the Executive Board or by a majority of the members of the Board of Directors.
- Section 5 Any action deemed necessary by the Board of Directors shall be decided by a majority vote of those in attendance.
- Section 6 No member of the Board of Directors shall spend monies in excess of the budget without the approval of the Executive Board.
- Section 7 Each member of the Board of Directors and Committee Chairpersons, or any such Member that as board-delegated powers, shall sign a copy of the Conflict of Interest Policy as defined by Kildeer Countryside CCSD 96 PTO Coordinating Council. The signature will remain valid for the time period in which the member remains at Woodlawn and continues to serve in a position with board delegated powers as defined in these By-Laws.

ARTICLE IX - PTO COMMITTEES

- Section 1. The function of a PTO committee is to promote the objectives and to carry out the work of the organization as defined by the proposed plan of work included in each committee's folder.
- Section 2. The Chairperson of a PTO Committee is a member of the PTO Board of Directors.
- Section 3. PTO committees are created or dissolved by the Executive Board.
- Section 4. Each PTO Committee Chairperson shall submit a written plan of work and expenditures to the Executive Board and no Committee program shall be undertaken without prior approval thereof by the Executive Board.
- Section 5. All flyers, online posts or printed materials must be approved by one of the co-presidents prior to distribution.
- Section 6. Each PTO Committee Chairperson shall forward an updated report of their activity to the Executive Board within one month of the end of the committee's purpose. The

information shall be as detailed as possible including copies of expenditures, specific tasks in order to complete the event, number of volunteers required, and the time frame needed in order to complete the task, and any other documentation that the committee chair deems as important.

- Section 7. Each PTO Committee shall spend no more than their annual budgeted allocation without the approval of the Executive Board.
- Section 8. A PTO Committee Chairperson shall serve no more than two years consecutively, unless a vacancy is unable to be filled and the volunteer is willing to continue.
- Section 9. The Chairperson of a PTO Committee is responsible for gathering three competitive bids when requested by the Executive Board for prices on specifically designated goods or foods to be used/sold at PTO events.

ARTICLE X - AUDIT COMMITTEE

- Section 1. An Audit Committee shall consist of, but not be limited to, the past Treasurer(s), the current Treasurer(s) and a qualified member(s) of the general membership appointed by the President(s). The committee must be formed by March 1.
- Section 2. The audit, if needed, shall be completed by September 30th.

ARTICLE XI - NOMINATING COMMITTEE

- Section 1. The Nominating Committee shall always have an odd number of members consisting of at least three Executive Board members and at least two General Members (ensuring the entire committee has balanced representation from both feeder schools) appointed by the Executive Board. This committee shall be formed by March 1st. A Nominating Committee Chairperson is to be selected by the Nominating Committee.
- Section 2. No person shall serve on the Nominating Committee who wishes to be considered for any Executive Board position unless they are already in office and wish to serve in the same capacity for a second year.
- Section 3. The Nominating Committee will fill the PTO Chairmanships in accordance with the Nominating Committee guidelines (see addendum) and present the list to the Executive Board by the May Executive Board Meeting and subsequently at the year-end General Membership Meeting.

ARTICLE XII – ELECTIONS

- Section 1. The April Executive Board Meeting, after the Nominating Committee presents the slate of candidates, the President will ask if there are any further nominations from the floor. It is at this time, and only at this time, that further nominations will be taken from the floor. If there are no additional nominations from the floor the election of Officers shall take place via voice vote at the May General Meeting. If there are further nominations, there will be a special general meeting announced by public posting to take place within two weeks of the April Executive Board meeting. This election shall be by ballot which consists of the approved slate by the Nominating Committee and line(s) for write-in of the floor- nominated candidate(s).

Section 2. The Nominating Committee shall be responsible for conducting the election. Its members shall present the slate and call for a vote. Two PTO members not running for office shall be appointed by the Nominating Committee Chairperson at the time of the elections to count votes, if necessary.

Section 3. Each paid PTO member family will be permitted one vote. Each member must be present to vote.

ARTICLE XIII - AMENDMENTS

Section 1. These by-laws may be amended at any regular or special General Membership Meeting of the **Woodlawn Middle School PTO** by a majority vote of the members present, provided notice of the proposed amendment was posted at least five days in advance with communication to the full General Membership.

ARTICLE XIV – DISSOLUTION

Section 1. The PTO may be dissolved provided prior written notice with justification is given to the PTO Membership by the Executive Board, in which three-fourths of the board approved the dissolution, notice is posted at least three days prior to the next scheduled General PTO meeting, a vote is taken at the next scheduled Regular General PTO meeting and the request is approved by a two-thirds of the voting PTO members present.

Section 2. Remaining Funds: Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:
A. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
B. the remaining funds shall revert to the Woodlawn Middle School and to be used toward the benefit of the students under the discretion of the Principal and District 96.

REVISION DATE _____

PTO PRESIDENT(s) _____

PTO SECRETARY(s) _____

**WOODLAWN MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION**

NOMINATING COMMITTEE GUIDELINES

1. The Nominating Committee shall always have an odd number of Members consisting of a balance of former Executive Board and General (ensuring the entire committee has balanced representation) appointed by the Executive Board. This committee shall be formed in March.
2. Select a Nominating Committee chairperson and identify all other members of the Nominating Committee. These should be former officers or other members with vast PTO Committee experience, ensuring fair representation of all feeder elementary schools.
3. The Chairperson of the Nominating Committee shall contact the eligible Committee Chairs to determine if they wish to return to their position. After the remaining open positions are determined, vacancies are published in the PTO Newsletter including current job descriptions.
4. Form a slate of candidates for the open positions on the Executive Board of Officers, giving heaviest consideration to:
 - previous Executive Board experience at middle or elementary school level
 - previous committee chairperson experience - working with the Executive Board at middle or elementary school level
 - fair representation of all feeder elementary schools
5. Fill vacancies on PTO Committees, giving heaviest consideration to:
 - previous experience as committee chairperson at middle or elementary school level
 - previous experience as committee volunteer at middle or elementary school level
6. Maintain confidentiality of all discussions and considerations.
7. Contact all nominees who volunteered for Executive Board and Committee Chairs and inform them of decisions made.
8. Present a single slate of candidates (one for each office) to the April Executive Board Meeting to be approved for the election at the General Meeting.
9. Publish final list of all chairpeople in the PTO Blog per Nominating Committee Time-Line guidelines.

THE ABOVE ARE GUIDELINES ONLY - THE FINAL DECISION ON ANY APPOINTMENT RESTS WITH THE NOMINATING COMMITTEE. IF THERE IS ANY DISAGREEMENT REGARDING SELECTION PROCEDURES OR QUALIFICATIONS OF A CANDIDATE, IT SHOULD BE RESOLVED BY A MAJORITY VOTE OF THE NOMINATING COMMITTEE.

Nominating Committee Time-line Reference

January

- As directed in Article XI of the PTO By-Laws the Executive Board selects the Nominating Committee.
- Put notices in newsletter asking for volunteers on the Nominating Committee (Volunteer Form). Deadline should be due the first week in February in order to form the Nominating Committee by March 1.
- A Nominating Committee Chairperson who is an Executive Board member, should contact committee members who have served for less than two years. The committee Chairs shall be contacted to determine if they wish to return to their position.
- Executive Board should discuss which Executive Board members wish to return thus determining all vacancies to publish.

March

Once Nominating Committee is formed, a newsletter/public announcement shall take place to consist of a listing of all Committee openings and full explanation of the job descriptions involved for those committees as well as what Board positions are open.

Beginning of April- Deadline date for Nominating Committee to form slate of candidates for open Executive Board positions (one candidate for each office) in preparation for the April Executive Board meeting.

April Executive Board Meeting Date- The Nominating Committee will present the newly formed slate of Executive Board officer candidates to the current Executive Board officers. At this time the President will ask for further nominations from the floor. If there are any, there will be a general meeting announced by public posting per by-law guidelines to take place no sooner than two weeks after the executive board meeting. If there are no further nominations, the floor will be closed and the slate as presented will be approved via voice vote at the May General Membership meeting.

April and May – During the election process as set forth, use newsletter to continue to solicit candidates for any remaining openings. Give specific information about what is available and what is needed. Thank everyone who has come forward to help out.

End of May- Finalize all Committee Chair positions and publish in June Newsletter.

WOODLAWN MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS
AMENDMENT #1

MEMBERSHIP IN KILDEER COUNTRYSIDE CCSD 96 PTO COORDINATING COUNCIL

- Section 1. The **Woodlawn Middle School PTO** is a member of the Kildeer Countryside CCSD 96 PTO Coordinating Council, a corporation organized in the State of Illinois under General Not for Profit Corporation Act, also referred to as the central organization. As a member of the central organization, this organization will be required to abide by the by-laws of the Kildeer Countryside CSSD 96 PTO Coordinating Council.
- Section 2. The President(s) of the **Woodlawn Middle School PTO** shall serve as members of the voting body of the central organization.
- Section 3. The **Woodlawn Middle School PTO** authorizes Kildeer Countryside CSSD 96 PTO Coordinating Council to include the Woodlawn Middle School PTO as a subordinate organization in the filing of the group exemption request for consideration to be an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

WOODLAWN MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
Articles of Association

The Woodlawn Middle School PTO has been formed for the purpose(s) of promoting and supporting the educational, community and social activities of Woodlawn Middle School and the Kildeer Countryside CCSD School District #96 as set forth in our By-Laws.

The fiscal year of the organization is from July 1st through June 30th.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, 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 purpose clause hereof. 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 any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal code.

Upon the dissolution of the organization, assets shall be distributed for one of 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 shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Place of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of _____ (Date)

By the PTO Executive Board of Directors.

Co-Presidents	Date	Co-President	Date
Co-Vice President	Date	Co-Vice President	Date
Co-Treasurer	Date	Co-Treasurer	Date
Co-Secretary	Date	Co-Secretary	Date

**WOODLAWN MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS
Amendment #2**

- A. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, 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 purposed clause hereof. 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 any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal code or (b) by an organization, contributions to which are deductible under sections 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal code.

- C. Upon the dissolution of the organization, 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 shall be distributed to the federal government, or to a state or local government for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of _____ (Date)

By the PTO Executive Board of Directors.

Co-Presidents	Date	Co-President	Date
Co-Vice President	Date	Co-Vice President	Date
Co-Treasurer	Date	Co-Treasurer	Date
Co-Secretary	Date	Co-Secretary	Date