

PERU PARENT TEACHER ASSOCIATION

Peru Elementary School District 124 Parent Teacher Association (hereafter referred to as “PTA”)

Bylaws

Approved: 08/15/2025

Adopted: 07/01/2025

Prepared for:
Peru Elementary School District 124 Parent Teacher Club
1800 Church Street
Peru, IL 61354

Table of Contents

Article I – Name

Article II – Mission

Article III – Objectives

Article IV – Fiscal Year

Article V – Management of Funds

Article VI – Membership

Article VII – Officers and Duties

Article VIII – Meetings

Article IX – Conflict of Interest

Article X – Record Keeping

Article XI – Nominations, Elections, and Removal of Officers

Article XII – Amendments

Article XIII – Organizational Structure

Article XIV – Standing Rules

Article I – Name

The name of this organization shall be the Peru Elementary School District 124 (hereinafter **called the “District”**) Parent Teacher Association (hereinafter **called the “PTA”**).

Article II – Mission

The mission of the PTA is to enhance educational opportunities and family activities for the students of Peru Elementary School District 124 through planned fundraising activities, volunteer support, and community engagement. The PTA may serve as an advisory body to the Superintendent and Board of Education upon request.

Article III – Objectives

The Peru PTA shall be organized as allowed under Board of Education Policy 8:90, specifically to raise funds and develop activities as provided under Article II. The Peru PTA shall have no administrative authority or ability to determine District policy, and must adhere to all Board policies and administrative procedures. The district will not be responsible for the Peru PTA’s business or the conduct of its members. The Peru PTA’s objectives include:

1. Support and enrich the educational experience of all students.
2. Raise funds to support educational, extracurricular, and community-building activities.
3. Encourage strong communication and cooperation between parents, teachers, staff, and the community.
4. Operate in accordance with all applicable laws, Board of Education policies, and nonprofit best practices.

Article IV – Fiscal Year

The fiscal year of the PTA shall be July 1 through June 30.

Article V – Management of Funds

All money maintained in the PTA account will be under the supervision of the club Treasurer and President, whom shall be bonded in accordance with District policy. All money raised will be used for the benefit of District students.

All fundraisers must be submitted to the district office for approval by September 15 of each year. All solicitations in the local community must have prior approval from the District office.

The PTA will present bills for approval at its regular monthly meetings.

Use of funds exceeding \$2,500 shall be approved by the Superintendent or designated District administrator. In the event that money is not available to cover the operating budget, PTA will be required to reduce expenditures where deemed necessary by the Executive Board.

Section 1 – Budget

- An annual budget shall be developed by the Executive Board or a designated Budget Committee.
- The proposed budget must be presented to and approved by the Executive Board and the general membership of those in attendance at the first meeting of the fiscal year.
- Any amendment to the budget exceeding \$500 must be approved by the Executive Board and the general membership of those in attendance. The Executive Board may approve reallocations of \$500 or less.

Section 2 – Bank Account

- The PTA shall maintain a dedicated checking account in the name of the organization at a federally insured financial institution.
- Commingling of funds with personal or other organization accounts is prohibited.

Section 3 – Signatures and Payments

- All checks or electronic payments require two (2) authorized signatures.
- Authorized signers shall include the Treasurer and President.
- All expenses must be approved by the Executive Board.
- Blank checks or checks made payable to “cash” are prohibited.

Section 4 – Financial Reporting

- The Treasurer shall provide monthly financial reports to the district and present them at both Executive Board and general membership meetings.
- Reports must include year-to-date income, expenses, and account balances that match the monthly bank statements.

Section 5 – Annual Financial Review/Audit

- An annual financial review (or audit) shall be conducted at the close of the fiscal year and upon a change of Treasurer. All records and financial transactions will be subject to review by the district’s auditor.
- The review shall be conducted by a committee of at least two (2) Executive Board members who are not authorized signers.
- The audit report must be presented to and approved by the Executive Board and the general membership of those in attendance.

Section 6 – Non-Inurement

- No part of the net earnings of the PTA shall benefit any private individual.

Section 7 – Dissolution

- Upon dissolution of the PTA, all assets shall be distributed to another 501(c)(3) nonprofit organization supporting education within the district or as determined by the membership, in compliance with IRS regulations.

Article VI – Membership

Membership is open to any parent, guardian, or staff member of Peru Elementary School District 124. Members shall have voting rights and the privilege to serve on committees or hold office

Article VII – Officers and Duties

The Executive Board shall be made up of nine (9) elected officers. In addition, there will be a building representative from each school. The Vice President roles are optional if there are not enough nominations to fill other roles.

Section 1 – Officers

The elected officers shall be:

1. President
2. *Optional* Vice-President (Northview Elementary School)
3. *Optional* Vice-President (Parkside Middle School)
4. Secretary
5. Treasurer
6. Communications Coordinator
7. Family Activities Coordinator
8. Fundraising Coordinator
9. Volunteer Coordinator

Section 2 – General Duties

The duties of the Executive Board shall be to plan the budget and programs for the year. The President shall appoint committees during the school year as necessary, and be responsible for making sure that the Executive Board understands their duties.

- **President:** Presides over meetings, coordinates work of officers, serves as co-signer on bank accounts, ensures bylaws compliance.
- **Vice-Presidents:** Support school-specific activities and assist the President.
- **Secretary:** Maintains meeting minutes, records, and correspondence.
- **Treasurer:** Maintains financial records, prepares reports, manages bank accounts, co-signer on bank accounts, ensures compliance with financial controls.
- **Coordinators:** Lead their designated areas and serve as liaisons to committees.

Article VIII – Meetings

Section 1 – General Membership Meetings

- Held the second Monday of each month per school year (excluding the month of December).
- Quorum for Executive Board votes shall be four (4) officers, and a majority of membership votes of those in attendance.

Section 2 – Executive Board Meetings

- Held monthly during the school year, 30 minutes prior to the general meeting.

- Quorum for Executive Board votes shall be four (4) officers.

Section 3 – Decision-Making

- All decisions, including financial ones, require a majority vote of members present, unless otherwise stated in these bylaws.

Article IX – Conflict of Interest

All officers and members must disclose any actual or potential conflicts of interest and recuse themselves from related discussions and votes.

Article X – Record Keeping

The PTA shall maintain accurate and complete records, including meeting minutes, financial statements, and governing documents, for a minimum of seven (7) years.

Article XI – Nominations, Elections, and Removal of Officers

- Nominations and elections take place annually in May.
- Officers serve a one-year term and may be re-elected.
- Vacancies in any position due to resignation, removal or any other cause shall be filled for the unexpired portion of the term by a majority vote at the next scheduled meeting.
- Officers may be removed with or without cause at any time by a two-thirds vote of the Executive Board present for the vote, assuming a quorum of officers are present at a meeting announced to the membership at least 48 hours in advance.

Article XII – Amendments

These bylaws may be amended by a two-thirds vote of members present at a general membership meeting, provided that notice of the proposed amendment has been given at least two weeks in advance.

Article XIII – Organizational Structure

The organizational chart of the PTA shall be maintained as Appendix A.

Article XIV – Standing Rules

Standing Rules are adopted to provide detailed operational procedures for the PTA. They may be amended by a majority vote of the general membership at any regular meeting without formal amendment to these bylaws.

The following topics shall be addressed in the Standing Rules:

Section 1 - Forms and Documentation

The PTA shall maintain and make available standard forms for reimbursements, cash verification, fundraising approval, and grant requests.

Section 2 - Reimbursement Deadlines

Reimbursement requests shall be submitted in a timely manner, according to deadlines set by the Treasurer and approved by the Board.

Section 3 - Cash Handling Procedures

- All cash counts must take place in a secure location.
- Cash must be counted by two unrelated members immediately after an event.
- The Cash Verification Form must be signed by both counters and submitted with deposit documentation. Deposits should be made within 2 business days of the event where the cash was collected.

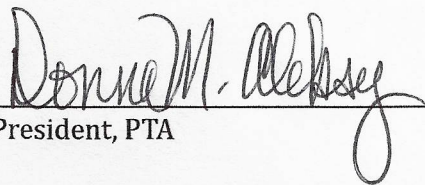
Section 4 - Treasurer Reporting Requirements

- Monthly reports must include: beginning balance, itemized income, itemized expenses, and ending balance
- Reports shall be distributed to the Executive Board and available to the general membership in attendance and/or upon request.

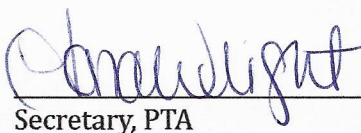
Section 5 - Committee Roles

Standing Rules shall outline the responsibilities and reporting expectations of each active committee as determined by the Board.

APPROVED AND ADOPTED BY A VOTE of the membership this 15th day of August, 2025.



President, PTA



Secretary, PTA