

Peru Elementary School District 124 Parent Teacher Association

BYLAWS

Originally Adopted: 08/15/2025

Last Amended: 08/17/2026

1800 Church Street
Peru, Illinois 61354

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Article I – Name

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

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 PTA is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Peru PTA's objectives include:

1. Support and enrich the educational experience of all students through instructional materials, field trips, and other opportunities that align with the District's School Improvement Plan and/or Strategic Plan.
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 funds shall be used to support the PTA's mission and benefit District students.

All fundraising and solicitation activities conducted by the PTA shall comply with applicable District policies, approval requirements, and procedures.

The PTA may fund grants, instructional materials, field trips, and other support for teachers, staff, and school programs that align with its mission and the District's School Improvement

Plan and/or Strategic Plan. Grant procedures shall be set in the Standing Rules and comply with these bylaws and District policies.

Use of non-budgeted or unplanned expenditures exceeding \$1,000 per transaction shall require approval by the Superintendent or designated District administrator. This does not apply to budget-approved expenditures. If budgeted funds are insufficient, the Executive Board shall review and adjust the budget as needed and report significant program reductions at the next General Membership meeting.

Section 1 – Budget

- An annual budget shall be developed by the Executive Board or a designated Budget Committee.
- The proposed budget must be approved by the Executive Board and the General Membership at the first properly noticed meeting of the fiscal year with a quorum present.
- Any amendment to the budget exceeding \$500 must be approved by the Executive Board and the General Membership at a properly noticed meeting with a quorum present. Budget amendments shall require approval as provided in the Standing Rules.

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 expenditures must be authorized within an approved budget or by the Executive Board or general membership, as required by these bylaws.
- The Standing Rules may define procedures for emergency expenditures, provided such procedures are consistent with the financial controls and approval thresholds established in these bylaws and Standing Rules.
- 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. Copies shall be provided to the District Principals and Superintendent.
- 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, staff member, or adult community member of the District who wishes to support the mission of the PTA. Members shall have voting rights and the privilege to serve on committees or hold office. Membership begins when an individual's name is added to the official PTA membership roster maintained by the Secretary or designated officer. Only listed members are eligible to vote.

For purposes of these bylaws:

- “General Membership” refers to all eligible members of the PTA.
- “Voting members present” means eligible members physically or virtually attending a properly noticed meeting and are eligible to vote at that meeting.

Article VII – Officers and Duties

The Executive Board consists of elected officers and may include appointed representatives as defined in these bylaws or Standing Rules. The Board governs PTA affairs. 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. Teachers may serve on the Executive Board in any position, except President and Treasurer.

Section 1 – Officers

The elected officer positions 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.

Electronic Meetings and Voting

The Executive Board may meet and conduct business electronically, including by email, video conference, or other means when necessary. Electronic actions require the same quorum and voting thresholds as in-person meetings and must be recorded in the next meeting's minutes.

Article VIII – Meetings

Section 1 – General Membership Meetings

- General membership meetings are held monthly during the school year at times and locations set by the Executive Board and listed in the Standing Rules. Notice shall be given at least seven (7) days in advance via school or District-approved communication methods.

Section 2 – Executive Board Meetings

- The Executive Board shall meet regularly during the school year at times established by the Executive Board and set forth in the Standing Rules.

Section 3 – Decision-Making

- A quorum is required to conduct any official business or voting.
 - **Executive Board Meetings:** A quorum requires a majority of the elected officers currently serving in office.
 - **General Membership Meetings:** A quorum shall consist of at least five (5) voting members present at a properly noticed meeting, as established in these bylaws or Standing Rules.

Once a quorum is established, business shall be conducted through motions that are properly made and seconded. Unless these bylaws specify a different voting

threshold, all actions are approved by a majority vote of the voting members present.

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 shall be accepted during the nomination period established by the Executive Board and set forth in the Standing Rules. Officer elections shall be conducted by ballot and completed by the final meeting of the school year.
- Officers serve a one-year term and may be re-elected to subsequent terms as is determined by voting members present at the final meeting.
- 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, provided that a quorum is present. The officer shall be given at least 48 hours' written notice of the proposed removal and an opportunity to address the Executive Board before the vote.
- In the event the office of President becomes vacant, the Vice President (or if multiple, the Vice President designated by the Executive Board) shall assume the role of President for the remainder of the term. If no Vice President is available, the Executive Board shall appoint an interim President by majority vote until the vacancy is filled.

Article XII – Amendments

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

Article XIII – Organizational Structure

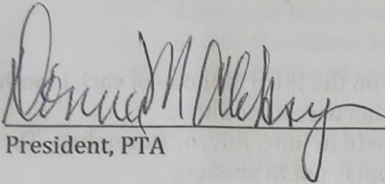
The organizational chart of the PTA shall be maintained as Appendix A.

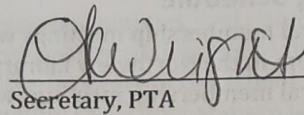
Article XIV – Standing Rules

These bylaws take precedence over Standing Rules, procedures, policies, and informal practices. The Executive Board may adopt or amend Standing Rules by majority vote at any regular or special meeting. Standing Rules shall be maintained separately from these bylaws

and govern the operational procedures of the PTA. Members shall have access to the current Standing Rules upon request.

APPROVED AND ADOPTED BY A VOTE of the membership this 17th day of August, 2026.


President, PTA


Secretary, PTA

STANDING RULES

1. Purpose

- These Standing Rules supplement the bylaws of the Peru PTA by establishing operational procedures approved by the membership. In the event of a conflict between these Standing Rules and the bylaws, the bylaws shall govern.

2. Meeting Schedule

- General membership meetings will be held on the third Monday of each month at 6:00 pm in the Northview Library unless otherwise announced.
- General membership meetings will not be held in June, July, or December. The August meeting may also be omitted if school is not in session.
- The District shall communicate meeting changes or cancellations as soon as practicable.

3. Nominations and Elections

- Nominations for Executive Board positions will be open April 1–April 30 annually.
- Elections will be held at the final General Membership meeting of the year, typically in May, by anonymous ballot listing the nominees and positions.
- Results will be announced before adjournment and recorded in the meeting minutes.
- Vacancies may be filled by Executive Board appointment or special election as determined by timing and needs.

4. Committee Responsibilities

- Committees operate under Executive Board direction and within the approved budget.
- Committee chairs are responsible for volunteer coordination, communication, and compliance with PTA and District policies.
- All volunteers must comply with District volunteer requirements.
- Committees must provide updates to the Executive Board as requested and final reports following major events.
- Committee financial activity must comply with these Standing Rules.

5. Fundraising Procedures

- The Executive Board will submit an annual fundraising plan to the District by September 15, or by any alternate District deadline.
- Any fundraiser not included in the approved annual plan must be approved by both the Executive Board and the District.
- All fundraising and solicitation activities must comply with District policies.
- The Fundraising Coordinator (or designee) must maintain records of approved fundraisers and provide summary reports at least twice per year.
- Fundraising expenses must comply with these Standing Rules.

6. Financial Procedures

- **Mini Grant Requests**

- Mini Grant requests must be submitted using the official form to pta@perued.net at least 30 days before the next regular meeting.
- Mini Grants must not exceed \$5,000.
- Requests must be reviewed by the Executive Board and approved by the General Membership at a properly noticed meeting with quorum.
- The requester or a designated representative must attend.
- Approved Mini Grant funds will be disbursed no earlier than 5 business days before the stated deadline.
- All instructional materials, classroom supplies, and equipment purchased using PTA Mini Grant funds are considered donated to the school at the time of purchase and shall become the property of the school. These items are provided for educational use within the school and are no longer considered PTA-owned property.
- **Budgets**
 - The Executive Board may approve budget transfers up to \$500 between categories, provided the total budget is not increased.
 - Budget transfers exceeding \$500 and all increases to the total budget require approval by both the Executive Board and General Membership at a properly noticed meeting with quorum.
 - All budget amendments must be recorded in the Treasurer's reports and meeting minutes.
- **Purchases and Reimbursements**
 - Reimbursement requests must be submitted within 30 days of purchase to pta@perued.net with itemized receipts and required forms.
 - Prior approval must be obtained before any purchase or financial commitment unless the expense is included in the approved budget, is a recurring approved expense, or qualifies under the Emergency Expenditures procedures.
 - Purchases made without prior approval, incomplete documentation, or late reimbursement requests require Executive Board approval.
 - The PTA debit card may be issued only to the President and Treasurer. It may be used only for approved PTA expenses. Personal purchases, cash advances, or unauthorized purchases are prohibited. Itemized receipts and required forms must accompany every debit card transaction.
- **Emergency Expenditures**
 - Emergency expenditures are unanticipated expenses requiring immediate action.
 - The President and Treasurer may jointly approve emergency expenditures up to \$200, with notification to the Executive Board as soon as practicable.
 - The Executive Board may approve emergency expenditures up to \$2,500 via electronic vote, provided quorum and majority approval are met.
 - All emergency expenditures must be reported at the next General Membership meeting.
 - Electronic votes shall be documented and entered into the minutes of the next Executive Board meeting.
- **Forms and Financial Documentation**
 - The Executive Board shall maintain standardized financial forms for reimbursements, cash handling, fundraising, Mini Grants, and other financial transactions.

- Forms must be accessible via the PTA website or District systems, or by request at pta@perued.net.
- All financial transactions must be supported by appropriate documentation, including receipts, invoices, or approved authorization forms.

7. Cash Handling Procedures

- Cash must be handled in a secure location whenever possible.
- Cash must be counted by two unrelated individuals immediately after collection.
- A Cash Verification Form signed by both counters must accompany all deposits.
- Deposits must be made within 2 business days.
- Cash may not be stored in personal residences unless explicitly authorized by the Executive Board for short-term security.

8. Treasurer Reporting Requirements

- Monthly financial reports must include the beginning balance, itemized income, itemized expenses, and ending balance.
- Reports shall be provided to the Executive Board and made available to the General Membership upon request.

9. Records Retention

- Official PTA records, including financial documents, meeting minutes, forms, correspondence, passwords, and electronic files, shall be maintained in District-managed systems.
- Access credentials shall be transferred during officer transition.
- Records shall not be stored exclusively in personal accounts when District systems are available.
- Records shall be retained in accordance with District and state nonprofit guidelines.
- Except as otherwise specified, all PTA-purchased items remain PTA property and must be used for PTA purposes only. Purchased items shall not be retained for personal use.

10. Officer Transition Procedures

- Officer transition shall occur annually following elections and prior to the start of the new operational year, typically in June.
- Outgoing officers must transfer all PTA property, records, passwords, financial documents, and other materials within 30 days.
- A transition meeting is strongly recommended to review budgets, obligations, and deadlines.

Revision History

August 17, 2026

The bylaws were comprehensively revised to:

- Add IRS 501(c)(3) charitable purpose language.
- Clarify financial controls, budget procedures, and expenditure approvals.
- Add provisions for electronic meetings and electronic voting.
- Clarify membership eligibility and voting rights.
- Expand officer duties, election, vacancy, and removal procedures.
- Update quorum and meeting notice requirements.
- Clarify the relationship between the bylaws and Standing Rules.
- Adopt comprehensive Standing Rules governing fundraising, Mini Grants, financial procedures, cash handling, records retention, and officer transitions.

Approved by the membership on August 17, 2026.