

**WILL COUNTY DISTRICT 92 PFA BYLAWS**  
**2<sup>nd</sup> Revision: Effective August 2023**

**Article 1      NAME OF ORGANIZATION**

District 92 Parent Faculty Association (D92 PFA)

**Article 2      MISSION AND OBJECTIVES**

The Will County School District Parent Faculty Association (D92 PFA) is an all-volunteer, parent-run, non-profit organization committed to enhancing and enriching the education of our children and fostering a sense of community within our schools. We seek to keep parents connected and informed by facilitating a closer relationship between school and home and serving as the communication link between the two.

We will accomplish this by:

1. Hosting faculty/staff appreciation events in every school.
2. Enhancing select school events with PFA sponsored elements, activities, resources or funding.
3. Encouraging and facilitating volunteer-opportunities across the D92 parent community to expand the available network of support for school events.
4. Supporting our schools and students through PFA volunteers serving as room parents, volunteers and advisors.
5. Communicating important PFA and community-related news, updates and information across the district.
6. Providing a forum for parent engagement throughout the year.
7. Sponsoring and planning events, fundraisers and speakers.
8. Organizing Community Outreach drives that support local charitable organizations, while affording students an opportunity to practice social responsibility and compassion for others.

In the future, we envision expanding the PFA objectives to include:

- Sponsoring, planning and/or hosting parent forums, educational speakers and events.
- Offering a directory of students, families, and faculty/staff.
- Extending membership-based services.
- Modernizing our organization with technologies already widely used in the D92 parent community.
- Obtaining tax-exempt status at both the Federal and State levels.

**Article 3      TERRITORIAL JURISDICTION**

Any resident of Will County School District 92.

**Article 4      BASIC POLICIES**

The organization shall be non-sectarian and non-partisan.

**Article 5      MEMBERSHIP AND DUES**

All faculty, parents and/or guardians of students of District 92 are members of the PFA. We are an all-inclusive organization.

**Article 6      OFFICERS AND ELECTIONS**

**Section 1      Officers**

- A. The officers of this organization shall be a president, vice president, secretary, and treasurer.
- B. Officers shall be determined through the process outlined in Article 6, Section 2.
- C. The term of office shall run for two (2) years but not more than four (4) consecutive terms.
- D. This slate of officers shall be known as the Executive Board.
- E. Have signing privileges for financial reimbursement requests (except those made by the officer themselves).
- F. The Executive Board must assume responsibility for emergency final decisions. The principals of the schools and the superintendent may be included.
- G. The Executive Board may, upon unanimous agreement by all four named officers, consider adding new officers to the Executive Board at their discretion and where such action is to further the mission and objectives of the PFA.

**Section 2      Nominations and Elections**

- A. On an annual cycle, nominations for officers approaching term limit will be taken from both the Executive Board and the floor during the March regular meeting. Officers approaching term-limit and wishing to remain in their position for another two-year term may self-nominate or self-nominate to an alternate officer position as long as they remain eligible as defined in Article 6, Section 1.
- B. If more than one candidate is interested in a particular office, a majority ballot vote of the members in attendance at the regular meeting in April shall decide the winner(s).
- C. Installation of officers will take place June 1.

**Section 3      Vacancies**

- A. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.
- B. Notice of vacancy must be given at the next regular meeting and results from the election held as per Section 3A., will be announced at the next subsequent meeting.
- C. In the case of a vacancy occurring in the office of the president, the vice-president shall serve the remainder of the term. A new vice-president will be elected as stated in A. and B. above.

**Section 4      Duties of Officers**

- A. **President.** The president shall preside over all meetings of the organization, be member ex-officio of all committees, appoint special committees; perform such other duties as may be assigned them by the organization or the Executive Board, and coordinate the work of the officers and committees so that the objectives of the organization are served.
- B. **Vice President.** The vice president shall assist the president and perform the duties of the president in their absence or inability to serve. The vice president shall also oversee the committees of this organization.
- C. **Secretary.** The secretary shall record the minutes of all meetings of this organization and make available all minutes to the Executive Board. The secretary creates correspondence for the PFA, compiles quarterly PFA newsletters, works with school

representatives to ensure PFA correspondence is distributed and included in various newsletters, and ensures information in PFA online channels is current and complete.

**D. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds as agreed upon by the Executive Board. The treasurer will prepare and present a treasurer's report at the monthly meeting. This report will include the organization's expenses, income, beginning and ending balance since the last meeting. An annual report for the preceding school year is to be given at the initial meeting in August.

**E. All Officers.** All officers shall attend regular meetings; Promote, attend and volunteer for as many PFA sponsored events and programs as possible; Help during the open houses at each school; Assist other committee members in planning and implementing new and existing programs; Build positive relationships with other committee members, faculty, staff and parents that promote communication and are in the best interest of the PFA. Officers shall also encourage parents/friends to become active members and encourage others to become board members.

**Section 5 Removal from Office.** Any board member absent for two consecutive meetings without notice shall automatically forfeit their place on the board and be so notified.

## Article 7 MEETINGS

**Section 1 Regular Meetings.** The regular meeting of this organization shall be held monthly during the school year, unless circumstances prevent this cadence.

**Section 2 Special Meetings.** The Executive Board may call emergency or planning meetings as needed.

**Section 3 Annual Meeting.** The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, confirming officers or electing officers under Article 6, Section 2 B, and conducting regular business.

## Article 8 COMMITTEES

**Section 1 Membership.** Committees may consist of general members and board members.

**Section 2 Standing Committees.** The following committees may be held by the organization: Fundraising, School-Sponsored Events, Faculty/Teacher Engagement, and PFA Sponsored Events. The Executive Board may restructure Standing Committees as needed based on volunteer participation.

**Section 3 Additional Committees.** The Executive Board may create additional committees as needed.

**Section 4 Duties of Committee Chairpersons.** Committee Chairpersons shall be responsible for reporting the activities of said committee to the Executive Board prior to each regular monthly meeting of the organization.

## Article 9 FINANCES

**Section 1 Annual Budget.** A tentative budget shall be drafted in the fall for that school year, administered by the treasurer and agreed-upon by the Executive Board.

**Section 2 Recordkeeping.**

A. The treasurer shall keep accurate records of any disbursements, income and bank account transactions.

B. The treasurer shall prepare a financial statement at the end of the fiscal year and present to the Executive Board and upon approval for distribution, to the full membership of the organization.

**Section 3**      **Banking.** Two authorized signatures shall be required on each check over the amount of \$250. Authorized signers shall be the president, treasurer, fundraising chairperson, and D92 representative.

**Article 10**      **MISCELLANEOUS**

**Section 1**      **Volunteer Appreciation.** An appreciation event will be held in spring for members who have donated their time to District 92.

**Article 11**      **CONFLICT OF INTEREST POLICY**

**Section 1**      **Purpose.** To Be Completed for tax purposes