



Orland School District 135 Parents For Education Bylaws

Revised February 2020

To ensure common knowledge of the PFE Bylaws, please distribute the PFE Bylaws document to each Building and all District PFE Officers. Please make sure the Committee Chairs understand the bylaws as they relate to their roles. The bylaws will be posted at www.orland135.org. Please have officers sign below and turn into District PFE by October.

Highlighted are some areas of importance:

- Article 3, Section 2, Subsection 1 - All fundraisers must meet the conditions of the School District policy on advertising and promotion of commercial firms. (This is an evolving policy).
- Article 3, Section 2, Subsection 2 - Half the number of board members plus three additional members shall constitute a quorum for the transaction of monetary business at regularly scheduled meetings. (See Article 5 note below.)
- Article 3, Section 2, Subsection 2 - Though the meetings shall be considered open to the general public, the privilege of making, debating and voting on motions shall be limited to the members of the organization whose current dues are paid. (Make sure whoever votes or asks to see documents are paid members.)
- Article 3, Section 2, Subsection 2 - Service/Charitable fundraisers, such as Jump Rope for Heart, must be approved by the Building's administration. The PFE can provide support to help run these events. Profits from these events are given to the charitable organization. If the PFE Board is approached by an organization, the council will direct the group to speak to District 135 administration. *No PFE funds can be used for charitable donations.* (Potential legal ramifications to financial support).
- Article 3, Section 2, Subsection 2 - The selling of school items by a Building's PFE, such as sportswear, book socks, school supply kits, etc., shall not be considered a fundraiser [excluding IRS guidelines], but a service provided to the individual school. Such items may be sold for a profit no greater than \$5.00 per item. (This is to allow us to round up the cost of the items to the next dollar for ease of transactions.)
- Article 4, Section 1 - The Co-Treasurers cannot disburse reimbursements without receipts and proper documentation.
- Article 5 - In the event that a Building needed another officer to have a quorum for financial motions, the Building's PFE may request the presence of the District PFE President or other elected District PFE board member to fill that role at the meeting.
- Article 6 - Individual schools will keep 100% of any donations and 50% of their own catalog/event profits from the Fall District fundraiser. The remaining 50% of catalog/event profits for each Building will be temporarily put in the Executive Account, then divided evenly and distributed back to each of the ten schools.
- Article 6 - All Buildings wishing to participate in any additional fundraisers can do so.

These Buildings need to report/inform the PFE Executive Board prior to the fundraising event. This fundraiser cannot be held at the same time as the District's Fall Fundraiser. Buildings will keep all of their optional fundraiser profits. (A fundraiser may include, but is not limited to restaurant nights, discount cards, raffles, or product sales.).

· Article 7 – Conflict of Interest, see article for further detail.

· Article 8 – Social Media Usage and Conduct, see article for further detail.



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School: _____

Date Adopted: _____

Building PFE President

Building PFE President Elect/Co-President

Building PFE Secretary(s)

Building PFE Treasurer(s)

ARTICLE 1 – Organizational Statement

For purposes of this document and until decided otherwise, the organization shall be referred to as Parents for Education, District 135 of Orland Park, Illinois, hereafter, PFE.

Parents for Education (PFE) is a non-profit, non-commercial, non-sectarian and non-partisan organization, established with the intent of collaboration and cooperation with other organizations including but not limited to the following: Orland School District 135 (administration, faculty and school Board), community enterprises, District 230, and CARE135. Such relationships shall be non-binding and non-controlling and exist with the understanding that the Board of Education reserves the right to control and/or limit activities held on District 135 Board of Education property.

The mission of the PFE shall reflect this inherent spirit of collaboration and promote a rich and safe learning environment for every student and family in District 135.

This organization shall be exclusively charitable and educational within the meaning of Section 501c3 of the Internal Revenue Code.

This organization is based upon the concept that the District's PFE Board and its officers are accountable to each Building's PFE. Furthermore, the District's PFE function shall be to coordinate the activities of the Buildings' PFEs, ensuring that the activities are carried out in a consistent manner. In addition, each Building's PFE officers are accountable to their general membership, and their function shall be to coordinate activities of the Building's PFE to meet the needs of the general membership at their site.

All dues-paying members of this organization shall agree to uphold the bylaw provisions as described herein. Furthermore, members shall consider the integrity and reputation of the PFE at all times. Meetings shall be conducted following the guidelines of Roberts Rules of Order.

The organizational hierarchy, which follows, has been developed in a format which shall encourage and necessitate each Building's PFE involvement in decision making for the organization as a whole, thereby encouraging compliance as well as a feeling of autonomy.

ARTICLE 2 – Membership Criteria

Any person residing in or working for District 135 may become a member of PFE upon payment of dues.

The District's PFE Board shall determine general membership dues on an annual basis in November of each year (any changes would then become effective for the following school year). Such changes, as well as the rationale for the increase or decrease, shall be communicated verbally and through the meeting minutes to all parents and staff of District 135. There shall be an annual recruitment and enrollment of members during registration for, and in the spring of, the upcoming school year and in the fall of the current school year. However, members may be admitted at any time.

The membership year shall be from September 1 to August 31. Persons joining during the membership year shall pay dues for the entire year.

Each family shall be assessed a single fee regardless of the number of students enrolled in District 135 schools.

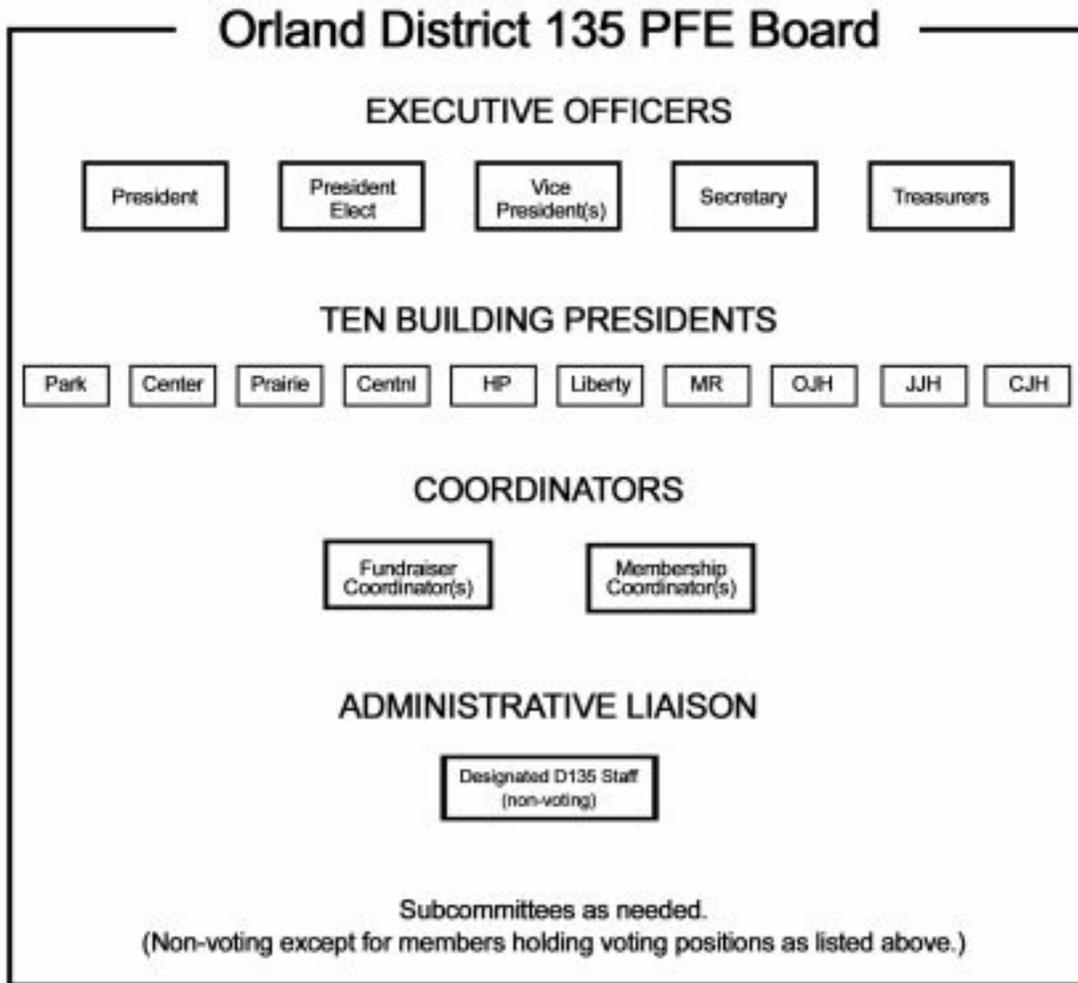
A member must have dues fully paid to be eligible to vote in any business meeting of any form, as

well as to serve on any elective or appointed positions. No absentee ballots shall be allowed on any issue being voted on at the Building level. A representative other than the President may participate in a vote taken before the Executive Board, provided that the individual votes in the interests of the Building's general membership.

Membership revenue generated from students, community members, and district office staff shall be divided equally among all buildings. Membership revenue generated from individual buildings' staff shall remain entirely with that building.

ARTICLE 3 – Organizational Operations

Section 1. Organizational Chart



Section 2. Organizational Operations

Subsection 1. District PFE Board Functions

In April of each year, the District's PFE shall establish its own calendar of meeting dates and times for the upcoming year. This calendar must be approved by a majority of the voting members present.

Special meetings may be called, as needed, with the approval of the majority of the District's PFE Board. Sufficient notice of meetings (not less than 48 hours unless special circumstances arise) shall be given to all members of the District's PFE Board.

A simple majority of the District's PFE Board represents a quorum. A quorum must be present at every District's PFE Board meeting prior to conducting organizational business.

Motions presented before the Board shall be considered "passed" by a majority vote.

The President, Treasurer, and one additional officer shall constitute a quorum for the approval of any additional funds (not to exceed \$250) needed for a previously allocated expense or for any unforeseen emergent or immediate expense (also not to exceed \$250). The PFE Executive Board shall be encouraged to create an Emergency Allocation amount (not to exceed \$1,000) when creating their working budget.

The District's PFE Board shall:

- Act as a forum to gather Building Presidents from each school.
 - Attend scheduled meetings. All District PFE Officers and Coordinators must attend scheduled monthly meetings. In the event they are unable to attend, such Officers and Coordinators must send a duly appointed representative or notify the District President and Secretary of his/her absence and provide written reports prior to the meeting.
 - Create and approve an annual working budget based on anticipated revenues and planned expenses covering the period from July 1 to June 30.
 - Create and dissolve committees based upon need and interest.
 - Consolidate and disseminate information from each building, as well as the faculty/administration and the community as a whole.
 - Assist to define the responsibilities, roles and expectations of individual Building's Officers. Assist to define, set and maintain in written form, the overall role of the District's PFE by Building grade level.
 - Distribute bylaws to all current and incoming officers annually. Officers must sign the document indicating that they have received and read the bylaws. Signed copies are to be kept by the District Secretary. The bylaws should also be distributed to committee chairs, as appropriate.
 - Discuss concerns and problems as they arise.
 - Assist in the dissemination of information about the organization as a whole, through written policies and procedures.
 - Provide a means for District 135 schools to become more involved with one another. ·
- Maintain one central location for the allocation and audit of funds.
- Serve as a liaison to the community.
 - Coordinate fundraising activities under the limitations placed on non-charitable organizations. District fundraisers shall ensure a fair and equitable closed bidding process. All fundraisers must meet the conditions of School District policy on advertising and promotion of commercial firms.
 - Keep meeting minutes and financial documents for a period of three complete school

years. These documents can be passed down to the next elected officers or stored at the District office.

- Include the District's PFE logo on any written communication.

Subsection 2. Building PFE Functions

The Building's PFE shall meet at times and frequencies based upon need as determined by the Building's Officers. Projected dates for each upcoming school year must be submitted to the District Secretary no later than the May District PFE meeting of the current year.

Whenever possible, preferences expressed by Principals or faculty shall be accommodated and meetings scheduled accordingly.

Special meetings may be called, as needed, with the approval of the majority of the Building's Officers. Sufficient notice of meetings (not less than 48 hours unless special circumstances arise) shall be given to all members of the PFE at that individual Building.

Half the number of board members plus three additional members shall constitute a quorum for the transaction of monetary business at scheduled meetings. Though the meetings shall be considered open to the general public, the privilege of making, debating and voting on motions shall be limited to the members of the organization whose current dues are paid.

The President, Treasurer and one additional officer shall constitute a quorum for the approval of any additional funds (not to exceed \$250) needed for a previously allocated expense, or for any unforeseen emergent or immediate expense (also not to exceed \$250). Each Building shall be encouraged to create an Emergency Allocation account (not to exceed \$1,000) when creating their working budget.

It is recognized that each Building's PFE has unique functions and activities. It should act as a resource for other similar grade-level PFEs, as well as a resource for those individuals potentially interested in pursuing committee or officer level involvement. Each Building shall maintain a descriptive record of the year's activities and officer/committee obligations. See appendix for example.

The Building Level PFE shall:

- Act as a forum to gather information and feedback from the Building's PFE members, faculty/administration and the community as a whole.
- Assist to define roles, responsibilities and expectations of the individual Building level officers in accordance with the District's PFE Board policies and procedures.
- Distribute Bylaws to all current and incoming officers annually. Officers must sign the document indicating that they have received and read the Bylaws. The Bylaws should also be distributed to committee chairs as appropriate. The Building President is to maintain a signed copy of the Bylaws and provide the District Secretary with a signed copy.
- Assist to define, set and maintain in written form, the activities of the individual Building's PFE. See appendix for example.
- Create and/or dissolve committees based upon need and interest.
- Discuss concerns and problems as they arise.

- Assist in the dissemination of information about the organization at the Building level through written policies and procedures for each Building.
- Maintain accurate financial records to expedite the allocation and audit of funds.
- Provide communication to the parents and faculty concerning the PFE activities at each building. Written communications shall include the Building's PFE logo.
- Maintain a calendar of meetings and activities and communicate such information to the District's President and Secretary.
- Provide information and facilitate volunteer efforts and energy.
- Disseminate information pertaining to those decisions made at the District's PFE Board level.
- Book fairs are to be organized by the Media Center Director and administrator. The role of the PFE is to support and facilitate the operation of the book fair. No more than two book fairs may be planned each year. All money and profits go to the Building's Media Center.
- Service/Charitable fundraisers, such as Jump Rope for Heart, must be approved by the Building's administration. PFE can provide support to help run these events. Profits from these events are given to the charitable organization. If the PFE Board is approached by an organization, the council will direct the group to speak to District 135 administration. No PFE funds can be used for charitable donations.
- The selling of school items by a Building's PFE, such as sportswear, book socks, school supply kits, etc., shall not be considered a fundraiser [excluding IRS guidelines], but a service provided to the individual school. Such items may be sold for a profit no greater than \$5.00 per item.
- Coordinate fundraising activities to create revenue for Building functions in a manner consistent with the decisions of the Executive Board as a whole and with the best interests of every child in District 135.
- Wish lists generated by teachers and Principals, which contain major purchases must be submitted by the Schools' administrations to the District 135 Superintendent's Office where orders will be screened and consolidated.
- Develop a written budget of projected needs for the upcoming year. Provide the approved written budget to the District's PFE Treasurer(s) prior to the final District's PFE Board meeting in the current school year.
- At the last meeting of the current year, the proposed budget must be approved by a vote from the Building's PFE membership.
- Must keep meeting minutes and financial documents for a period of three complete school years. These documents can be passed down to the next elected officers or stored at the District office.

ARTICLE 4 – Description of the District's PFE Board and Committees

The District's PFE Board shall be the voting body of the organization at the District level (refer to

the Organizational chart listed in Article 3). The members of this shall be as follows: the President of each Building, the District's Membership Coordinator, the District's Fundraiser Coordinator(s), and the District's PFE Officers (President, Vice President(s), President Elect, Secretary, and Treasurer(s)). The members of the District's PFE Board shall vote on any non financial issues which affect the District as a whole and on any financial issues which affect the District's PFE accounts. All members of the District's PFE Board must be due-paying members of the PFE, though they do not need to have a child at the school they may represent. Full voting privileges are extended to the District's PFE President Elect, Vice President(s), Secretary, Treasurer(s), all Building Presidents or their designee, District's Membership Coordinator, and District's Fundraiser Coordinator(s). The District's PFE President shall only vote in the case of a tie. The District's Fundraiser Coordinator(s) will have full voting privileges for all general issues, but will only vote to break a tie to choose the District's fundraiser company/event. If one person holds more than one position on the Board, they are entitled to one vote for each position.

Section 1. District's PFE Officers

In order to hold any of the positions on the District's PFE Board, one must be a member in good standing.

President

The duties of the President are to call and run the meetings of the District's PFE Board, as well as train the President Elect to assume the office of the President. The President shall maintain the records of previous years' business. This includes minutes and financial reports, as well as the retention and distribution of the bylaws to all current officers annually. In the case of a vacancy in this office, the President Elect shall immediately assume the role of the President. The President's term of office shall be one year.

President Elect

The President Elect will carry out the duties of the President in the case of his/her absence and assume the role of President for the next school year. Furthermore, the President Elect will assist the President in carrying out the duties of the office as needed and perform other duties as delegated. In the event of a vacancy in this office, the Nominating Committee shall seek a replacement. It is strongly recommended that this position be filled by a past or current officer of a Building. The President Elect's term of office shall be one year.

Vice President(s)

The Vice President(s) shall attend all District 135 School Board meetings or maintain communication with members of the District 135 School Board for the sole purpose of obtaining information concerning the students, staff, and administration of District 135. A report shall be provided of the activities and decisions of the School Board at the District's PFE Board Meetings. In the event of a vacancy in this office, the Nominating Committee shall seek a replacement.

Secretary

The duties of the Secretary shall be to record and distribute minutes of all PFE Board meetings to the Board members at each meeting. The Secretary shall maintain records of the previous years' business; including minutes, financial reports, and attendance sheets. The Secretary will assist the President in the scheduling of meetings and collecting of calendars and officer lists from each Building. In the event of a vacancy in this position, the Nominating Committee shall seek a replacement. Maintain District PFE Bylaws and store annually signed Bylaw cover sheets for all ten schools. Have a copy of District PFE Bylaws available at all District meetings for reference.

Co-Treasurers

The Co-Treasurers shall be responsible for maintaining the financial records for the District's and Buildings' PFEs. These officers will oversee the Buildings' Treasurers to achieve uniformity in financial records and collect the budget information. They will maintain the financial reports from

the previous three years. Furthermore, the Co-Treasurers will participate in the audit process and share a written statement at each PFE meeting. The Co-Treasurers will distribute a copy of the Tax Exempt Letter to each Building's PFE President and Treasurer annually.

The Co-Treasurers cannot disburse reimbursements without receipts and proper documentation. As a last resort, reimbursement for a lost or missing receipt will be made upon the receipt of signed documentation by the Building's President and Treasurer. In the event of a vacancy in this position, the Nominating Committee shall seek a replacement. Co-Treasurers shall provide the Building Fundraising Coordinators with a fall fundraising accounting form to be submitted with their monies at the close of the sale.

Terms

In the event there are no challengers for an officer's position and the current officer is willing to extend their term, the current officer may be nominated for another term. If there is a challenger, then a vote will take place. This does not apply to the President Elect, who automatically assumes the office of President.

Absence

In the event there is no President or President Elect at the District's PFE meeting, it will be facilitated by another elected officer (Vice President, Treasurer, or Secretary).

Section 2. District's PFE Committees and Coordinators

Committees shall be created or dissolved by a majority vote of the District's PFE Board following a motion made at a scheduled PFE Board meeting. Committees shall be chaired or have representation from the District's PFE Board. Individuals, such as Board members with voting privileges, must vote in the direction of the majority of the Committee members' preferences when motions from that Committee are presented to the Board. Committees will make their findings and recommendations known to the PFE Board during Committee reports at each regularly scheduled District PFE Board meeting. The PFE Board will make motions as needed based upon the recommendations of the Committees and vote on these motions with a simple majority required to pass any motion. Members of all Committees may vote on issues at the Committee level; however, the only members of these Committees with voting privileges at District level shall be the District's PFE Board members.

PFE Bylaws Committee

Any PFE member with an interest in the ongoing process of the bylaws and standards revisions shall be invited to participate. Bylaws shall be reviewed as needed, with proposed revisions presented at the next meeting and voted upon by the District's PFE Board in the following meeting of the same calendar year. The philosophy of this Committee shall be that in an organization as large as District 135 PFE, the bylaw and standards process must inherently reflect the need for change and flexibility among the membership while ensuring consistency and fairness among Buildings. The PFE Bylaws document will be posted on the Orland School District 135 website.

Nominating Committee

All PFE Executive Board members will actively procure candidates for the District's PFE Board offices of President Elect, Vice President, Secretary, and Co-Treasurers. They shall seek nominees for the abovementioned PFE Board offices in February, present their findings in March, and open the floor to further candidates, with the election occurring in April.

Fundraising Coordinator(s)

The Coordinator(s) shall work with the Fundraising Committee and be responsible for procuring

options for the District fundraiser. In February, the Fundraising Coordinator and Committee will present to the Buildings' Fundraiser Coordinators, or their designees, no less than two (2) options but no more than four (4), which are appropriate and reputable for the next year's District fundraiser. The District's Fundraiser Coordinator will have full voting privileges for all general issues, but will only vote to break a tie to choose the District fundraiser company. At the end of the district fundraising period the Fundraising Coordinator shall submit the accounting form to the Co-Treasurers.

Fundraising Committee

This Committee will consist of one member from each Building level, i.e., one from the primary, one from the intermediate, and one from the junior high. If a Committee position is not filled, the District's PFE President will appoint a representative to the position. The Committee will work with the Fundraising Coordinator(s), to select no less than two (2) options for presentation at the February fundraising meeting. The Committee will assist the District's Fundraiser Coordinator with the organization and implementation of the District fundraiser.

District Membership Coordinator

The Coordinator shall work closely with the District Office designee to collect the membership information from student registration forms and the membership forms from each Building, in order to compile and maintain a current District membership roster. The Coordinator is responsible for providing a sortable spreadsheet with the roster information to each Building's PFE President and the Membership Coordinator no later than November.

ARTICLE 5 – Description of Building's PFE Officers and Committees

A Building's PFE Officers of this organization shall include a President, President Elect, Secretary, and Treasurer. Officers shall be elected annually in the month of April and shall assume their responsibilities in the month of May (excluding the Treasurer, who will continue his/her position until the books are closed on June 30). The following job descriptions are general. Specific responsibilities are included in individual Building manuals.

Section 1. Building's PFE Officers

In order to hold any of the following positions, one must be a member in good standing.

President

The President shall preside at all Building PFE meetings and attend all District's PFE Board meetings. Should the President be unable to attend any District's PFE Board meetings a duly appointed representative must be sent to represent the Building PFE. The President shall be a member ex-officio of all committees at the building, except the Nominating Committee, and coordinate the work of the officers and committees in order to promote the objectives of the Building's PFE. In addition, the President shall maintain records of previous years' business, including minutes and financial reports, and report on the activities of the District's PFE Board at each of the Building's PFE meetings. In the event of a vacancy in this position, the President Elect shall immediately assume the duties of the office. The term of office for President shall be one year.

President Elect

The President Elect shall act as an aide to the President, learning the duties of the President in preparation to assume that role during the following school year and also perform other duties as delegated by the President. The President Elect shall perform the duties of the President in the absence or inability of that officer to serve. In the event of a vacancy in this position, the

Nominating Committee shall seek a replacement. The term of office for this position shall be one year.

Secretary

The Secretary shall record and distribute the minutes of all Building's PFE meetings; conduct correspondence for the organization as directed; maintain records of previous years' business, including minutes, financial reports, and attendance sheets; and perform other duties as may be delegated. In the event of a vacancy, the Nominating Committee shall seek a replacement.

Treasurer

The Treasurer shall, in accordance with the approved guidelines of the District's PFE Board, receive all monies of the organization; keep an accurate record of receipts and expenditures; and pay out funds in accordance with the approved budget, as approved by the Building's PFE membership. Furthermore, the Treasurer shall present a written financial statement at every meeting of the Building's PFE and at other times as requested by any member. Upon request, the Treasurer will provide to the District's Superintendent a written statement of all expenditures for the year. The Treasurer shall provide biannual written notification of wish list purchases and PFE sponsored activities to the Building's parents and faculty. The Treasurer shall also maintain the records of previous years' financial reports. In the event of a vacancy in this position, the Nominating Committee shall seek a replacement.

Terms

In the event there are no challengers for an officer's position and the current officer is willing to extend their term, they may be nominated for another term. If there is a challenger, then a vote will take place. This does not apply to the President Elect, who automatically assumes the office of President.

Absence

In the event that there is no President or President Elect at a Building's PFE meeting, it will be run by another elected officer (Treasurer or Secretary). In the event that another Building's PFE officer cannot facilitate the meeting, or if the Building needed another officer to have a quorum for financial motions, the Building may request the presence of the District's PFE President or other elected District's PFE Board member to fill that role at the meeting.

All Buildings' Officers

Buildings' PFE President and Treasurer, in conjunction with the Building Principal, shall develop a budget based on anticipated revenues and planned expenses covering the period from July 1 to June 30. A copy of the budget will be given to the District's PFE Treasurer(s) for review no later than the last Executive PFE Board meeting of the current school year.

Buildings' PFE officers shall deliver to their successors all official materials, bylaws and a folder detailing activities and timelines by the end of the school year. For details, see Appendix 1: May.

Section 2. Buildings' PFE Committees

Committee formation will vary among Buildings based upon need and interest. Each Building is urged to form a Nominating Committee. All individuals choosing to serve on a Committee must be a member of the PFE.

Nominating Committee

All PFE Officers and Committee Chairs will actively procure at least one nominee for each position to be filled, and report their findings and open the floor for nominations at the Building's March PFE meeting. A vote on candidates shall occur in April, with the selected individual(s) assuming their office in May (with the support and guidance of the outgoing officers). The

incoming Building's Treasurer assumes the Building's books in July. Members of this Committee shall also be responsible for filling vacant positions if the need arises during the year.

ARTICLE 6 – Fundraising Activities

All schools are required to participate in the District fall fundraiser and shall use the same dates to begin and end the sales. At the minimum, each Building grade level shall use the same vendor/event. Individual Buildings will keep 100% of any donations and 50% of their own sales/event profits from the Fall District fundraiser. The remaining 50% of sales/event profits for each Building will be temporarily put in the Executive Account, then divided evenly and distributed back to each of the ten Buildings.

The Building Fundraiser Coordinator shall be responsible for: coordinating distribution of all fundraising materials, sending reminders and informational material to the students; collecting all orders and monies; submitting order forms to the Fundraising Company; submitting monies and the accounting form to the District Treasurer for immediate deposit, receiving and distributing merchandise, and reconciling invoices.

In February, the District's Fundraiser Coordinator(s) will present to each Building's Fundraiser Coordinator, or their designee, no less than two (2) options that are appropriate and reputable for the meeting.

Each Building's Fundraiser Coordinator, or their designee, must present the information from the District vendor meeting at their next Building's PFE meeting. The Building's Fundraiser Coordinator shall facilitate a discussion regarding the vendors and carefully consider the Building's PFE members' feedback. The Building's Fundraiser Coordinator will determine his/her vote for a vendor and then forward that vote to the District's Fundraiser Coordinator(s) prior to the District's PFE meeting in March. The District's Fundraising Coordinator(s) will report the results to the Board at the March meeting.

At the PFE Board's discretion and upon completion of the fall fundraiser, there may be another District-wide fundraiser in which all Buildings are required to participate.

All Buildings wishing to participate in any additional fundraisers can do so once the PFE Executive Board deems the fall District Fundraising period complete. These Buildings need to report/inform the PFE Executive Board prior to the fundraiser beginning. The Board is merely seeking to be informed of any additional fundraiser(s) for the purpose of transparency and collaboration. The Board should be informed as soon as possible in order to avoid any conflicts between schools. The Building's PFE officers, Fundraising Coordinator, and Principal shall determine the choice of vendor for the Building's optional fundraiser. This fundraiser and any related advertising cannot be held during the active sale dates of the District's Fall Fundraiser. Buildings will keep all of their optional fundraiser profits.

ARTICLE 7 – Conflict of Interest

If any District or Building PFE officer accepts full-time employment with District 135 during their term of office, they must relinquish their position by the end of the current term, and the Nominating Committee shall seek a replacement.

If any District or Building PFE officer accepts full-time employment with a District 135 Vendor during their term of office, they must relinquish their position by the end of the current term, and the Nominating Committee shall seek a replacement. All voting privileges for the officer shall be

prohibited from the time of hire.

In the event any District or Building PFE officer or committee coordinator is unable to fulfill the requirements set forth by these Bylaws, the District Board or Building Board can ask the volunteer to step down and the Nominating Committee shall seek an immediate replacement.

ARTICLE 8 – Social Media Usage and Conduct

Through the use of social media the PFE goal is to share information and tips, update the school community on events and programs, and showcase the achievements of the students and staff of Orland School District 135. Social media sites will be independently used and maintained at the District and individual Building levels. The addition and removal of social media will require a majority member vote by the District PFE or Building PFE, respectively.

Social Media guidelines:

- The President and one other officer must be listed as an administrator on all social media sites, at all times.
- Share information and encourage questions from members while keeping discussions focused directly concerning the school community.
- Post highlights of the school/student accomplishments and constructively raise issues for discussion.
- When posting, please use appropriate language.
- The use of student/staff images must follow School District policy at all times.
- Concerns, problems, or conflicts with individual teachers, administrators, students, or parents should never be posted. Any inflammatory statements that make allegations against individuals or organizations will be deleted.
- Online threats will be taken seriously, and proper authorities should be immediately notified.
 - Do not post information commonly understood as confidential, such as student grades.
- Any advertising must meet the conditions of the School District policy on advertising and promotion of commercial firms. (This is an evolving policy).
- Do not publish content as your own that has been created by others.
- Social media administrators have the right to delete comments and block users who are not following the guidelines stated above.

ARTICLE 9 – Amendment to the Bylaws

The preceding bylaws shall be reviewed as needed by the District's PFE Bylaws Committee. Recommendations for formal changes to this document shall be made to the District's PFE Board in the following manner: the review process shall begin in February, recommendations presented in March, and a vote taken in April. A motion to amend the bylaws must be put before the District's PFE Board, and such motion will be considered passed with a simple majority vote in

favor of said change(s). Given significant and extenuating circumstances, the District's PFE Board can motion to temporarily suspend a bylaw and pass this motion with a majority vote. Circumstances must be documented in the meeting minutes.

Date adopted: _____

Executive PFE Board President

Executive PFE Board President Elect/Co-President

Executive PFE Board Vice-President

Executive PFE Board Co-Treasurer

Executive PFE Board Co-Treasurer

Executive PFE Board Secretary

Executive PFE Board Officer

Appendix 1 - One Year Sample Summary for Buildings' Presidents of PFE Activities and Responsibilities

MAY

DISTRICT

1. Last meeting of the year; first meeting to be run by the incoming officers (except the Treasurer).
2. The Treasurers take office July 1st, but can work with the outgoing Treasurer.
3. The outgoing and incoming Presidents attend the District meeting.
4. Review Financial Statements and approve Budget for next school year.
5. The outgoing President turns over any paperwork:
 - Budget.
 - List of Officers.
 - List of Committees.
 - Calendar of District meetings for next year.
 - Year Summary for District President.
 - Tax Exempt Letter.
 - Bylaws.
 - Committee Guidelines.

BUILDING

1. Last meeting of the year; first meeting to be run by the incoming officers (except the Treasurer).
2. The Treasurer takes office July 1st, but may work with the outgoing Treasurer to review financial statements and approve the Budget for next school year.
3. See that all bylaws and guidelines have been issued to the incoming Officers and Committee Coordinators.
4. Submit the Building Budget for upcoming school year to the District Treasurer.
5. Submit dates for Building PFE meetings, Open House, and any other activities to the District Secretary.
6. Submit the name and phone number of the Building Membership Coordinator to the District Membership Coordinator.
7. The outgoing President turns over any paperwork:
 - Budget.
 - List of Officers.
 - List of Committees.
 - Calendar of PFE Building and District meetings for next year.
 - Year Summary for President.
 - Tax Exempt Letter.
 - Bylaws.
 - Committee Guidelines.
9. Coordinate student activities for the month (i.e., Field Days, 8th Grade Celebration)

JUNE/JULY

DISTRICT

1. No meeting.

BUILDING

1. No meeting.
2. Schedule a meeting with the Principal for the end of July or early August to initiate the start of the school year plans. Contact Building Officers and Committee Coordinators with the details. These include:
 - Open House.
 - Sportswear.
 - Book Sox (if applicable).

AUGUST

DISTRICT

1. No meeting.
2. The Fundraising Coordinator(s) and Committee shall distribute information to each of the Building Fundraising Coordinators.
3. The District Treasurers contact the Building Treasurers to supply them with their financial information.

BUILDING

1. Prepare for start of the new school year.
2. Prepare flyer with PFE meeting dates.
3. Open House.
4. Contact Building Coordinators for:
 - Membership.
 - Volunteers.
 - Sportswear.
 - Book Sox (if applicable).
 - Fundraiser.
5. Arrange Book Sox sale for the first week of school (if applicable).
6. Fundraising preparation activities begin.
7. Assist with School Photographs.
8. Coordinate student activities for the month (if applicable).

SEPTEMBER

DISTRICT

1. The first meeting of the year.
2. Volunteer for District Subcommittees.

BUILDING

1. The first meeting of the year.

2. Fill any Officer or Committee positions that are vacant.
3. Review scheduled dates of meetings, activities and events.
4. Hand out names and numbers of all Building Officers.
5. Hand out bylaws and guidelines to current officers.
6. Membership drive continues.
7. Sportswear sale continues.
8. Prepare for the Fall Fundraiser.
9. Open House.
10. Contact Building Coordinators for:
 - Membership.
 - Volunteers.
 - Sportswear.
 - Book Sox (if applicable).
 - Fundraiser.
11. Coordinate student activities for the month (if applicable).

OCTOBER

DISTRICT

1. Volunteer for District Subcommittees.

BUILDING

1. Fundraiser wrap-up. Coordinate volunteers to distribute items to classrooms for pick-up during Parent/Teacher Conferences.
2. Staff Appreciation dates to be scheduled around the end of each quarter.
3. Membership drive continues.
4. Request Wish List from Principal/Teacher Liaison.
5. Vote on Building PFE purchases.
6. Building Coordinators provide Committee updates.
7. Coordinate student activities for the month (if applicable).

NOVEMBER

DISTRICT

1. District Membership Coordinator to distribute membership roster to each Building President and Building Membership Coordinator (to verify voting privileges).
2. Determine general membership dues for the following school year.

BUILDING

1. Prepare for Parent/Teacher Conferences.
2. Fundraiser pick-up.
3. Staff Appreciation (if applicable).

4. Vote on Building PFE purchases.
5. Building Coordinators provide Committee updates.
6. Coordinate student activities for the month (if applicable).

DECEMBER

DISTRICT

1. Volunteer for District Subcommittees.

BUILDING

1. Meeting often not scheduled.
2. If meeting is held, vote on Building PFE purchases.
3. If meeting is held, Building Coordinators provide Committee updates.
4. Coordinate student activities for the month (if applicable).

JANUARY

DISTRICT

1. Volunteer for District Subcommittees.

BUILDING

1. Review Wish List from Principal/Teacher Liaison.
2. Distribute mid-year letter to parents and faculty of purchases made to date.
3. Vote on Building PFE purchases.
4. Decide need for spring fundraiser (individual building).
5. Confirm Fundraiser Coordinator for the next school year.
6. 8th grade photographs and gown measurements for Junior Highs.
7. Building Coordinators provide Committee updates.
8. Coordinate student activities for the month (if applicable).

FEBRUARY

DISTRICT

1. Receive the school calendar for next year.
2. Bylaws Committee to form and meet as needed.
3. District Membership Coordinator(s) to distribute updated membership roster to each Building President (to verify voting privileges).
4. Fundraising Committee works to identify potential fundraising vendors, and holds meeting with vendors and all Building Coordinators.
5. Nominating committee to actively seek candidates for District PFE Board.

BUILDING

1. Staff Appreciation update.
2. Nominating committee begins to identify possible nominations.
3. Vote on Building PFE purchases.

4. Building Coordinators provide Committee updates.
5. Coordinate student activities for the month (if applicable).
6. Building President to inform District PFE of spring fundraising intentions.

MARCH

DISTRICT

1. Report on Building Fundraiser Coordinators' vote results for District fundraiser vendor.
2. Nominating Committee to present candidates for next year's slate.
3. Bylaws Committee to present proposed changes.

BUILDING

1. Nominating Committee reports Building's candidates for next year's slate. 2. Report all Officer and Coordinator positions and vacancies for the next school year. 3. Vote on Building PFE purchases.
4. Discuss proposed changes to bylaws.
5. Contact feeder schools for volunteers for next year. Invite to next month's meeting.
6. Building Coordinators provide Committee updates.
7. Coordinate student activities for the month (if applicable).
8. Building Fundraiser Coordinator to present and discuss the vendor information for next year's District fundraiser with the Building's PFE membership. The Building Fundraiser Coordinator will then forward his/her vote for vendor to the District Fundraiser Coordinator(s).

APRIL

DISTRICT

1. Election for next year's District Officers and Subcommittees. Floor nominations are accepted.
2. Vote on proposed changes to Bylaws.
3. Receive names of the Buildings' Fundraiser Coordinators and form District Fundraising Committee.
4. Establish District PFE meeting dates and times for the upcoming school year.

BUILDING

1. Election for next year's Building Officers and Subcommittees.
2. Floor nominations are accepted.
3. Report results of District elections.
4. Present bylaw changes.
5. Invite feeder schools to attend next meeting.
6. Prepare budget for next year.
7. Vote on Building PFE purchases.
8. Distribute year end letter to parents and faculty of purchases made to date. 9. Discuss any Coordinator positions that need to be filled.

10. Plan Volunteer Appreciation with Principal (if applicable).
11. Contact feeder schools for volunteers for next year. Invite to next month's meeting.
12. Meet with Principal and Assistant Principal to set dates for next year's Building PFE meetings and submits those dates to the District PFE Secretary by May 1st.
13. Building Coordinators provide Committee updates.
14. Coordinate student activities for the month (if applicable).