

Adopted November 12, 2019

**THE BYLAWS OF THE  
TIGER PAWS, A NOT FOR PROFIT ORGANIZATION  
OF  
WHEATON WARRENVILLE SOUTH HIGH SCHOOL**

**ARTICLE I**

The name of this organization shall be Tiger Parents Association Working for Students (“Tiger PAWS”) of Wheaton Warrenville South High School. Tiger PAWS is a **501 (c) (3) Nonprofit Organization**. The principal office of this organization shall be located at Wheaton Warrenville South High School, 1993 Tiger Trail, Wheaton, IL 60189.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be to provide support for academic achievement and school-sponsored student teams, clubs, and extra-curricular activities of Wheaton Warrenville South High School. A team, club or activity is considered school-sponsored if CUSD 200 pays, authorizes, or assigns the coach/sponsor/director.

**ARTICLE III – MEMBERSHIP AND DUES**

- Section 1. Any adult may hold membership in Tiger PAWS upon payment of annual dues as specified in the Standing Rules (as defined in Article XI, Section 3). The Executive Committee shall review and set dues annually.
- Section 2. Membership includes the privilege of one vote per member family, from a single address.
- Section 3. The membership year shall be July 1 – June 30.
- Section 4. Any person who becomes a member shall be governed by the current bylaws of the organization, and those that may be adopted thereafter.

**ARTICLE IV – EXECUTIVE BOARD**

- Section 1. All elected officers and appointed committee chairpersons shall be members in good standing of Tiger PAWS, as described in Article III, Section 1.
- Section 2. The Executive Board shall consist of the Executive Committee and duly appointed committee chairpersons. The school Principal and Assistant Principals serve as ex-officio members of the Executive Board.

Section 3. The Executive Committee shall consist of duly elected officers: President (or co-presidents), Vice President, Secretary, and Treasurer.

Section 4. Any vacancies of the Executive Committee shall be filled as specified in Article VI, Section 5.

## **ARTICLE V – MEETINGS**

Section 1. General membership meetings shall be held a minimum of four times per school calendar year, at a time and place designated by the Executive Committee. All general membership meetings require at least five days' notice. Notice of these meetings shall be published on the PAWS website or via an email blast to the members or in the school newsletter whenever possible.

Section 2. A quorum shall consist of at least nine member households residing at a single address. Of the nine member households, at least two members of the Executive Committee must be present. Ex-officio members do not count towards quorum unless they have chosen to be a dues paying member. A quorum is necessary for a vote or any financial proceedings to take place. If no quorum is present, action may be taken to obtain quorum. If quorum is not obtained and maintained, any vote or financial proceedings will be tabled until the ensuing general membership meeting.

Section 3. Voting by proxy is prohibited. Members must be present at the meeting to cast their vote when a vote is called. Voting by voice is the customary method, but the presiding officer may use other voting methods as recognized by Robert's Rules.

Section 4. Meetings of the Executive Committee and/or Executive Board shall be held as needed, provided that they are announced to the meeting participants at least three days in advance.

Section 5. The Annual Meeting of Tiger PAWS shall be held in April or May, whichever is the last scheduled membership meeting for the fiscal year. This meeting shall be the last time that financial expenditures may be approved for the current fiscal year.

Section 6. The annual operating budget shall be a cash basis accounting system developed and reviewed by the annual budget committee. Fiscal year transactions shall reflect all activity occurring between July 1 and June 30 of each year. The annual operating budget will be presented for approval at the first general membership meeting of the year and will be posted on the website five

days prior to the meeting. Among other items, the operating budget may have a line item expense not to exceed \$3,000 entitled, "Miscellaneous Expenditures." Any amendment to such budget must also be presented for approval at a general membership meeting and will be posted on the website five days prior to the meeting at which such amendment is to be presented.

Any financial expenditures must be consistent with the purpose of PAWS, as described in Article II hereof, and shall only be made in accordance with the following procedures:

(a) Allocations approved by the general membership which are submitted in accordance with the Allocation Process Procedures described on Exhibit A hereto;

(b) expenditures provided for in the operating budget:

(c) expenditures of a committee in excess of the amount budgeted for such committee in the operating budget, so long as such over budget expenditure (1) is approved by a majority of the Executive Committee, and (2) does not exceed the greater of (i) 15% of such committee's budget, or (ii) \$500; and

(d) expenditures of amounts allocated to the "Miscellaneous Expenditures" line item in the operating budget, so long as any such expenditure is approved by a majority of the Executive Committee.

Section 7. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the actions of Tiger PAWS.

## **ARTICLE VI – ELECTIONS**

Section 1. Beginning in January, the Vice President, at the direction of the President, shall form a nominating committee. The Nominating Committee shall consist of at least three general members of the organization, the Vice President, and at least one other Executive Committee member, excluding the President. This committee shall nominate a slate of officers and recommend Committee Chairs for the following school year. The Nominating Committee shall present the slate of officers at the March or April General Meeting. The slate of officers shall be posted on the website and via an email blast to the members, at least five days prior to the election.

Section 2. The election of officers shall take place at the Annual Meeting. If there is only one nominee for each office, and there are no nominations from the floor, the election for that office will be by voice vote.

- Section 3. If someone outside of the nominated slate wishes to run for office, nominations can be made from the floor at the Annual Meeting; the proposed candidate must be present. At that time, the nominator shall present the qualifications of the proposed candidate. The presiding officer may use any voting methods as recognized by Robert's Rules. The candidate receiving a majority of the votes cast shall be duly elected to the office for which he/she was nominated.
- Section 4. All members of the executive committee shall enter into their duties as of July 1, and shall hold a single office for a maximum term limit of two consecutive years. If a turnover of more than half of the board positions would occur, one member may remain on the board for an additional year, as voted on by the general membership.
- Section 5. If any member of the Executive Committee should vacate his/her position before the end of the appointed term, the remaining members of the Executive Committee shall name a candidate for the vacated position at the next regularly scheduled meeting. The general membership shall vote upon this candidate and elect with a majority vote. This elected officer shall serve the remainder of the school calendar year; less than one-half of a year of service will not be counted in the maximum term limit for this office.

## **ARTICLE VII – OFFICERS AND THEIR DUTIES**

- Section 1. All officers shall:
- a. Attend all meetings of the Executive Committee and the Allocation Committee;
  - b. Conduct transition with and deliver all official materials to their successor no later than June 30<sup>th</sup>;
  - c. Perform any duties that may be deemed necessary or appropriate; and
  - d. Agree to hold themselves accountable to the highest standards for honesty, truthfulness and public service.
- Section 2. The President, or Co-Presidents, shall:
- a. Preside at all Executive Committee and General Membership Meetings;
  - b. Be a member ex-officio of all committees except the nominating Committee;
  - c. Appoint members to special committees as defined in Article VIII Sect.3;
  - d. Delegate work to officers or chairmen as appropriate;
  - e. Coordinate the work of the officers and committees;
  - f. Prepare an agenda for each meeting;
  - g. Set meeting dates and reserve a meeting space for the year, before the beginning of the school year;

- h. Sign all legal documents, including contracts and tax returns;
- i. Have access to, and conduct periodic online reviews of financial Transactions;
- j. Co-sign with the Treasurer, checks over \$2,000;
- k. Maintain contact with the school administration;
- l. Be prepared to speak at Freshman Orientation events, and any other school activity that may be deemed necessary or appropriate; and
- m. Send a gifting letter within two weeks of the close of the fiscal year to District 200 School board, listing items purchased by Tiger PAWS and given to WWS.

Section 3. The Vice President shall:

- a. Perform the duties of the President, in his/her absence due to illness or Disability;
- b. Act as the interim President in the event of the resignation or dismissal of the President until a new President is elected;
- c. Facilitate the formation of the nominating committee and oversee its work in selecting a slate of officers and recommending committee chairpersons for each school year;
- d. Verify that committee chairs and elected officers are members in good standing;
- e. Communicate with committee chairs to ensure committee folders and information are submitted to his/her successor upon completion of each committee's activities;
- f. Coordinate the purchase of a brick on Tradition Trail in honor of the outgoing President(s).

Section 4. The Secretary shall:

- a. Attend all General Meetings and keep accurate recordings of the proceedings, providing a proposed copy for inclusion in the newsletter and posting on the website;
- b. Bring copies of proposed minutes to the next general membership Meeting;
- c. Maintain a copy of duly approved and signed minutes in the organizational records;
- d. Bring a current copy of the Bylaws, Standing Rules, and membership list to each meeting;
- e. Revise the Standing Rules following any change(s) and provide copies at the next meeting;
- f. Provide the president with an accurate count of meeting attendance;
- g. Be the custodian of all organizational records;
- h. Post, or delegate to the PAWS Webmaster the responsibility of posting,

notice of the nominated slate of officers on the Tiger website and coordinate an email blast to go out to all members at least 5 days in advance of the election;

- i. Conduct correspondence as may be delegated by the President: and
- j. Be responsible for any hospitality that may be required throughout the year, to be held at Wheaton Warrenville South High School.

- Section 5. The Treasurer shall be responsible for processing, recording, and reporting the financial activities of the Tiger PAWS organization according to the Financial Procedures of the organization. This responsibility shall include:
- a. Payment and reimbursement of authorized expenditures in accordance with the budget, as approved by the membership and authorized by properly signed vouchers;
  - b. Depositing funds in a depository approved by the Executive Committee within 48 hours of receipt;
  - c. Maintaining bank accounts and reconciling monthly bank statements to The organization's transaction registers;
  - d. Maintaining accurate accounting records;
  - e. Preparing financial statements reflecting all accounts held by Tiger PAWS and providing copies to be presented at every meeting of the Organization;
  - f. Providing supplemental financial information and analysis as deemed Necessary;
  - g. Obtaining a co-signature from the President on all disbursements exceeding \$2,000;
  - h. Delivering all required information and records to the accountant, as defined in Article X Section 3, so that annual state and federal tax reports can be prepared; and an audit completed if deemed necessary by the accountant; and
  - i. Providing in a timely fashion all financial documents requiring signature by the president.

## **ARTICLE VIII – STANDING AND SPECIAL COMMITTEES**

- Section 1. There will be two types of committees operating on behalf of Tiger PAWS, Standing Committees, and Special Committees. If any committee chair should vacate his position before the end of his appointed term, the Executive Committee shall appoint a replacement for the vacated position at the next regularly scheduled meeting.

- Section 2. Standing Committee chairs shall be recommended by the Nominating Committee and fill the ongoing needs of the organization throughout the year. Standing Committee chairs shall:

- a. Serve a term of a minimum of one year;
- b. Work within their budget, as approved by the membership;
- c. Deliver all committee materials to their successor by June 30. Note: Some committees may require an earlier transition date, per information provided in their committee folder;
- d. Forward cash deposits to the treasurer within 48 hours of receipt unless advised Otherwise by the treasurer; and
- e. Agree to hold themselves accountable to the highest standards for honesty, truthfulness and public service.

Section 3. Special Committee chairs shall be appointed by the president as appropriate and fill temporary, specialized needs within the organization.

- a. An Allocation Committee, comprised of at least three general members of the organization, the Executive Committee, and the School Principal or his/her representative, shall be formed at the first general membership meeting of the year to investigate, review, and recommend allocations of funds for academic enhancement and school-sponsored student teams, clubs, and extracurricular activities, according to the Allocation Process Procedures;
- b. A Nominating Committee shall be formed as specified in Article VI, Section 1; and
- c. A Budget Committee, comprised of the incoming and outgoing Executive Committee, shall be formed at the annual Meeting.

#### **ARTICLE IX – FISCAL YEAR**

The fiscal year of the Tiger PAWS organization shall be July 1 – June 30.

#### **ARTICLE X – BOOKS AND RECORDS**

Section 1. Tiger PAWS shall keep correct and complete financial books and records, as well as signed minutes of all of its General Meetings. These records shall be kept by the Secretary for as long as required by the IRS codes.

Section 2. All books and records may be inspected by any member, for any reasonable purpose, at any reasonable time. The monthly bank statement(s) will be reviewed quarterly and initialed by a member of the board who is not authorized to sign checks.

Section 3. All financial proceedings shall undergo a review by a special committee at the close of every fiscal year, or when there is a change of treasurer during a term of office. All books and records must be delivered to the accountant within 2 (two) weeks following the close of the fiscal year or departure of a treasurer. Payment

to the accountant shall be budgeted annually.

Section 4. The special committee report of the financial review shall be presented to the general membership at the first general membership meeting of the school year for acceptance.

**ARTICLE XI – BYLAWS, STANDING RULES, AND THEIR AMENDMENTS**

Section 1. These Bylaws shall be reviewed beginning in October of odd calendar years by a committee appointed by the President.

Section 2. Amendments to the Bylaws shall be presented at a general membership meeting. Proposed amendments must be posted for review for thirty days before they may be voted upon and are considered approved by a 2/3 vote of the members present.

Section 3. Standing Rules (as from time to time in effect, the “Standing Rules”) supplementing and further explaining these Bylaws may be passed by the general membership. The current Standing Rules are attached hereto as Exhibit B. In the event of any conflict between the bylaws and the Standing Rules these By-Laws shall govern.

Section 4. Standing Rules shall be reviewed from time to time by the Executive Committee. Any amendment to the Standing Rules must also be presented for approval at a general membership meeting and will be posted on the website five days prior to the meeting at which such amendment is to be presented.

These Bylaws were adopted on November 12, 2019

Sarah Johnson - Signature on file

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President’s Signature

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Co President’s Signature, if applicable

Wendy Fawcett - Signature on file

David Claypool - Signature on file

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Secretary’s Signature

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Principal’s Signature

EXHIBIT A  
Allocation Process

1. The Executive Committee shall from time to time approve the format of Allocation Request forms for use in requesting funds from PAWS and Allocation Notification Forms for use in notifying parties of an approved allocation request which shall be posted to the PAWS website. The Allocation Request Form shall require the approval of two administrators of Wheaton Warrenville South, including the Principal.
2. The Executive Committee shall designate at least two general membership meetings per year, where allocations are to be approved.
3. Allocation requests shall be submitted at least 30 days prior to the general meeting at which allocations are scheduled to be approved.
4. The Allocation Committee shall review all allocation requests which were submitted in a timely manner and may ask questions of the party who submitted such allocation request.
5. With the approval of the Allocation Committee, any allocation request which was submitted in a timely manner, may be modified prior to the Allocation Committee voting on whether or not to approve such allocation.
6. The Allocation Committee may recommend conditions to the approval of an allocation request. For example, the Allocation Committee may require additional bids be submitted, that matching funds be obtained prior to PAWS funding, etc.
7. The Allocation Committee may recommend approval of all or a portion of any allocation request including, without limitation to, a reimbursement request supported by satisfactory documentation.
8. The Allocation Committee shall vote on whether or not to recommend all or a portion of any timely submitted allocation request and any conditions it recommends, if any, with regard to such request.
9. At the general meeting where such Allocation Requests are to be voted upon, the Allocation Committee shall report its recommendations.
10. Allocation requests which have been recommended for approval by the Allocation Committee shall be voted upon by the general membership.
11. Payment for all approved Allocations must be made prior to the closing of the books on June 30<sup>th</sup>. If an approved Allocation does not get paid within the current fiscal year it will

need to be resubmitted for Allocation approval.

EXHIBIT B  
Standing Rules

**The Standing Rules of the Tiger PAWS of  
Wheaton Warrenville South High School**

These Standing Rules are meant to supplement and further explain the bylaws of the Tiger PAWS organization and shall be evaluated and/or revised and approved every school year.

**MEMBERSHIP**

1. Annual membership dues will be reviewed and set by the Budget Committee each year. Tiger PAWS membership entitles each member household residing at a single address to one vote and one copy of the school directory.

Tiger PAWS members may elect to become Tiger Patrons by contributing monies

In excess of required dues during the annual membership drive. Contributions collected through this manner shall be included in the general membership revenue. Patrons that submit their names and contribution by August shall have their names listed in the Seasonal Activity program. The levels of Patron membership are:

- Orange Patron
- Black Patron
- Tiger Patron
- Superfan Patron

2. No member can profit from his/her association with Tiger PAWS.
3. The Tiger PAWS general membership meeting calendar shall be set for the next school year by the Executive Committee, in cooperation with the school Principal prior to the close of the current school year. The calendar shall be posted in the directory and on the website.
4. The membership contact pages and online registration need to be updated on the website prior to the start of WWS school registration (approximately June 1<sup>st</sup>).

## **SPORTS PASSES**

1. Tiger PAWS will collect fees and distribute Sports Passes to Tiger PAWS Members on behalf of CUSD 200. The available Sports Passes are as follows:
  - One Adult Sports Pass
  - One Adult Plus Children Sports Pass (admitting one parent and his/her children, 8<sup>th</sup> grade and younger, to all regular season home athletic events)
  - Two Adults Sports Pass
  - Two Adults Plus Children Sports Pass (admitting two parents and their children, 8<sup>th</sup> grade and younger, to all regular season home athletic events).
  
2. Tiger PAWS retains 10% of the Sports Pass fees collected plus expenses incurred for printing the passes. Payment equivalent to the remaining balance of fees collected shall be remitted to CUSD 200 by March 1.

## **EXECUTIVE COMMITTEE**

1. All Executive Committee Members shall:
  - a. Maintain a folder and/or digital files that includes:
    - i. A job description of his/her office;
    - ii. Procedural information pertaining to his/her office;
    - iii. Current Bylaws;
    - iv. Current Standing Rules;
    - v. Current Budget;
    - vi. Current Directory; and
    - vii. Current financial procedures;
  - b. Submit the folder and/or digital files to his/her successor by June 30.
  
2. Working with the event's designated school administrator, hospitality may be provided at the following events:
  - a. Curriculum Night; and
  - b. School Board meetings held at WWS;

## **COMMITTEES**

1. All Committee Chairs shall:
  - a. Maintain a folder and/or digital files that includes:
    - i. A job description of his/her committee;

- ii. Procedural information pertaining to his/her committee; and
    - iii. Current financial procedures;
  - b. Submit regular committee reports to President when requested; and
  - c. Submit the folder and/or digital files to his/her successor by June 30. The following committees will transition earlier: Sponsorships/Ads, Membership, Sports passes.
2. Committee Chairs shall be responsible for all communications with their committee members and shall keep the President, or in the case of co-Presidents, the co-President to whom their committee reports, informed of their committee's progress.
3. Tiger PAWS shall have Standing Committees responsible for the following events and activities:
  - Directory
  - Football Parking Passes
  - Football Seating
  - Freshman Orientation
  - Fundraising
  - Graphic Designer
  - Homecoming Liaison
  - Landscaping/Beautification
  - Media Relations/Publicity
  - Membership
  - Outdoor Concessions
  - Operation Safe Celebration
  - PE Uniforms
  - PTA Delegate
  - Scholarship Awards
  - Seasonal Activity Program
  - Senior Signs
  - Special Achievement Awards
  - Sponsorships/Ads
  - Sports Passes
  - Spring Testing Day Snacks
  - Staff Appreciation
  - Student Socials
  - Tiger Merchandise
  - Website

4. PAWS will maintain liaisons to the following outside organizations:
  - WWPTA Council
  - Operation Safe Celebration

### **SPECIAL FUNDING**

1. Tiger PAWS shall award six scholarships of \$500 each to graduating seniors who best exemplify “Tiger Spirit” according to guidelines set forth by the Scholarship Awards Committee.
2. Tiger PAWS funds shall be used for the purchase of Tradition Trail bricks upon retirement of school administrators and teachers/staff that have been at WWS for five or more years.
3. Tiger PAWS shall pay PTA dues, if necessary, for the WWPTA Council Liaison to a school of the delegate’s choice.
4. Tiger PAWS funds may be used at the discretion of the Executive Committee to purchase a memorial gift upon the death of a current student, school administrator, current teacher/staff member, current Tiger PAWS Executive Committee member or current Tiger PAWS Executive Board member.
5. Tiger PAWS shall partner with the Wheaton North High School Booster Club to provide support for Operation Safe Celebration (the annual post-prom party).

### **COMMUNICATION**

1. The Tiger PAWS website shall be maintained by a webmaster. The webmaster shall be responsible for handling the annual domain renewal and working with Tiger PAWS officers and committee chairs to keep the website current.
2. Any blast email shall be coordinated by the vice president, shall be approved by the Tiger PAWS president prior to distribution, and shall be used for the following purposes:
  - a. Information concerning Tiger PAWS meetings and events or
  - b. Requests made by the Principal and/or Assistant Principals of WWS or
  - c. Other requests deemed appropriate by the Exec committee.
3. Tiger PAWS Email Blasts shall:
  - a. Be published frequently, as deemed appropriate by the Tiger PAWS President;
  - b. Accept articles and/or information for inclusion regarding Tiger PAWS events and activities, student achievement, and school-sponsored student teams, clubs, and extracurricular activities (deadlines and publication dates

- will be available on the Tiger PAWS website); and
    - c. Be posted to the Tiger PAWS website.
- 4. School Directories are:
  - a. Published by Tiger PAWS from information obtained through CUSD 200;
  - b. Formatted with the following to the extent authorized:
    - i. Names, addresses, phone numbers, email addresses, and parent names of all students, unless otherwise requested by parents;
    - ii. School calendar information;
    - iii. Daily school schedule;
    - iv. Tiger PAWS Executive Board names, phone numbers, and email addresses;
    - v. School telephone numbers; and
    - vi. School administrator and teacher phone extensions and email addresses;
  - c. Distributed only to Tiger PAWS members and the Principal and Assistant Principals of the school; and
  - d. Intended solely for the use of WWS administrators, parents, guardians, and students. Any other use is prohibited and will be reported to the local authorities.
- 5. Social Media accounts of WWSHS Tiger PAWS, shall:
  - a. Be administered by one or more Executive Committee member and the Media Relations/Publicity Chair;
  - b. Contain only information consistent with Tiger PAWS mission;
  - c. Allow postings from the public at the discretion of the administrator. Posts may be removed and/or users banned if deemed inappropriate.

Exhibit A and Exhibit B were adopted on November 12, 2019

Sarah Johnson - Signature on file

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President's Signature

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Co President's Signature, if applicable

Wendy Fawcett - Signature on file

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Secretary's Signature

David Claypool - Signature on file

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Principal's Signature