Adopted January 22, 2026

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 (WWSHS). 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 – MISSION

The purpose of this organization shall be to provide support for academic achievement and school-sponsored student teams, clubs and extracurricular activities of WWSHS. 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 Section A. The Executive Board shall review and set dues annually.

Section 2. Membership includes the privilege of one vote per member family.

Section 3. The membership year shall be July 1 to 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 – LEADERSHIP TEAM

Section 1. The Leadership Team shall consist of the Executive Board and Committee Chairs. The school Principal and Assistant Principals serve as ex-officio members of the Leadership Team.

Section 2. The Executive Board shall consist of these elected Officers: Two Co-Presidents (alternate overlapping terms), Vice President of Communications and Committees, Vice President of Ways and Means, Secretary, and Treasurer.

Section 3. Any vacancies of the Executive Board shall be filled as specified in Article VI, Section 5.

Section 4. All members of the Leadership Team shall be members in good standing of Tiger PAWS, as described in Article III, Section 1.

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 Board. All general membership meetings must be announced five days in advance. Notice of these meetings shall be published on the Tiger PAWS website and/or via email blasts.

Section 2. A quorum shall consist of at least nine member households. Of the nine member households, at least two members of the Executive Board must be present. Ex-officio members do not count toward 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 next general membership meeting.

Section 3. Voting by proxy is prohibited. Members must be present at the meeting to cast their votes 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 Board and/or Leadership Team 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 general 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 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 of Communications and Committees, at the direction of the Co-President(s), 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 Board member, excluding the Co-Presidents. This committee shall nominate a slate of Executive Board Officers and recommend Committee Chairs for the following school year. The Nominating Committee shall present the slate of Executive Board Officers at the Annual Meeting. The slate of Executive Board 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 Executive Board 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 of Executive Board Officers 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 elected to the office for which he/she was nominated.

Section 4. All Executive Board members may hold a single office for a maximum of two consecutive two-year terms (a single term is generally defined as two years). Additional single year terms may be added at the discretion of the Executive Board..

Section 5. If any Executive Board members should vacate their positions before the end of the appointed term, the remaining members of the Executive Board shall name candidates for the vacated positions at the next regularly scheduled meeting. The general membership shall vote upon this candidate and elect with a majority vote. This elected Executive Board 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 – EXECUTIVE BOARD OFFICERS AND THEIR DUTIES

Section 1. All Executive Board Officers should:

A. Attend all General Membership Meetings of PAWS and Executive Board Meetings.
B. Transition with and deliver all official materials to their successors no later than June 30.
C. Perform any duties that may be deemed necessary or appropriate.
D. Agree to hold themselves accountable to the highest standards for honesty, truthfulness and public service.
E. Be Tiger PAWS members in good standing.

Section 2. The Co-Presidents should:

A. Preside at all Executive Board 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, Section. 3.
D. Delegate work to Executive Board Officers or Committee Chairs as appropriate.
E. Coordinate the work of the Executive Board and Committee Chairs.
F. Prepare an agenda for each meeting.
G. Set meeting dates and reserve a meeting space for the year by September.
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 more than $2,000.
K. Maintain contact with the school administration.
L. Be prepared to speak at Freshman Orientation, Incoming Freshman Parent Night, and any other school activity that may be deemed necessary or appropriate to promote PAWS.
M. Send a gifting letter within two weeks of the close of the fiscal year to the District 200 School Board, listing items purchased by Tiger PAWS and given to WWS.
N. Monitor emails sent into the main PAWS email account and respond to emails on behalf of PAWS.

Section 3. The Vice President of Communication should:

A. Perform the duties of a Co-President in their absence due to illness or unavailability.
B. Act as the Interim Co-President in the event of the resignation or dismissal of a Co-President until a new Co-President is elected.
C. Compile, coordinate and send PAWS email newsletter-style blasts. All blasts must be approved by at least one of the Tiger PAWS Co-Presidents prior to distribution.
D. Create and maintain templates and platforms for Constant Contact Events for Membership Registration and other PAWS events requiring online registration.
E. Create and maintain templates and platforms for Constant Contact Events for Membership Registration and other PAWS events requiring online registration.
F. Facilitate the formation of the Nominating Committee and oversee its work in selecting a slate of Executive Board Officers and recommending Committee Chairs for each school year.
G. Post notice of the nominated slate of Executive Board Officers on the Tiger PAWS website and coordinate an email blast to go out to all members at least five days in advance of the election.
H. Communicate with Committee Chairs to ensure committee folders and information are submitted to their successor upon completion of each committee's activities.

Section 4. The Vice President of Ways and Means should:

A. Oversee Sponsorships
B. Collaborate with fundraising and revenue-generating committees.
C. Act as a liaison between the Executive Board and the revenue-generating committees, as needed
D. Facilitate and lead the Tiger PAWS Grant process as noted in Appendix A, Standing Rules, Section B.

Section 5. The Secretary should:

A. Attend all General Membership Meetings and keep accurate recordings of the proceedings.
B. Bring copies of proposed minutes to the next General Membership Meeting.
C. Maintain a copy of approved minutes in the Tiger PAWS organizational records.
D. Bring a current copy of the Bylaws, Standing Rules and membership list to each General Meeting.
E. Revise the Standing Rules following any change(s) and provide copies at the next General Meeting.
F. Verify a quorum at each meeting by ensuring all attendees who may vote are Tiger PAWS members in good standing. Provide the Co-Presidents with an accurate count of meeting attendance.
G. Verify all members of the Leadership Team are Tiger PAWS members in good standing.
H. Be the custodian of all organizational records.
I. Conduct correspondence as may be delegated by the Co-Presidents.
J. Work with the Vice President of Ways and Means to create certificates for retiree bricks.
K. Be responsible for any hospitality refreshments that may be required throughout the year at WWSHS.
L. Work with school administration to obtain the list of qualifying staff retirees who will receive a retiree brick on Tradition Trail as noted in the Appendix A, Standing Rules, Section F, Special Funding and a certificate to be delivered at the school's retirement luncheon.
M. Coordinate with the PAWS Beautification Committee to order bricks for qualifying retirees and outgoing Co-President(s).

Section 6. The Treasurer is 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. Deposit funds in a depository approved by the Executive Board within two business days.
C. Maintain bank accounts and reconcile monthly bank statements with the organization's transaction registers.
D. Maintain accurate accounting records.
E. Prepare financial statements reflecting all accounts held by Tiger PAWS and publish the Treasurer's Report prior to every meeting of the organization.
F. Provide supplemental financial information and analysis as deemed necessary.
G. Obtain a co-signature from one of the Co-Presidents on all disbursements exceeding $2,000.
H. Deliver 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.
I. Provide in a timely fashion all financial documents requiring signature by one of the Co-Presidents.
J. Maintain and monitor Tiger PAWS tablets and payment collection apps (PayPal, etc.) used by Concessions and Tiger Merchandise committees.
K. Secure an External Accountant with approval of the Executive Board for annual tax preparation.

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 Chairs should vacate their positions before the end of their appointed terms, the Executive Board shall appoint a replacement for the vacated position at the next regularly scheduled meeting. All Committee Chairs must be Tiger PAWS members in good standing.

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 minimum one-year term.
B. Work within the committee budgets, as approved by the membership. Use of the word Sponsorships is reserved for official Tiger PAWS through VP of Ways and Means.
C. Post all committee materials to the established electronic repository and have a transition meeting with successors by June 30. Note: Some committees may require an earlier transition date, per information provided in their committee virtual/physical folders.
D. Forward cash deposits to the Treasurer within 48 hours of receipt unless advised otherwise by the Treasurer.
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 Co-Presidents as needed.

A. A Nominating Committee shall be formed as specified in Article VI, Section 1.
B. A Budget Committee, composed of the incoming and outgoing Executive Board, shall be formed at the annual meeting to develop and propose the operating budget for the next school year.

ARTICLE IX – FISCAL YEAR AND FINANCES

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

Section 2. 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 published five days prior to the meeting. Among other items, the operating budget may have a line item expense not to exceed $5,000 entitled, "Miscellaneous Expenditures." Any amendment to the budget also must be presented for approval at a General Membership Meeting and will be published five days prior to the meeting at which such amendment is to be presented.

Section 3. Any financial expenditures must be consistent with the mission of Tiger PAWS, as described in Article II hereof, and shall only be made in accordance with the following procedures:

A. Tiger PAWS Staff Grants are to be awarded in accordance with the Staff Grants Process Procedures described in Appendix A, Standing Rules, Section B.
B. Expenditures provided for in the operating budget
C. Any over-budget expenditures of a committee in excess of the amount budgeted for such committee may be permitted in the operating budget, so long the over-budget expenditure (1) is approved by a majority of the Executive Board and (2) does not exceed 15% of such committee's budget.
D. Expenditures of amounts allocated to the "Miscellaneous Expenditures" line item in the operating budget must be approved by a majority of the Executive Board.

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 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 conducted by at least one member of the Executive Board excluding the President/Co-President or Treasurer. .

Section 4. All books and records must be delivered to the accountant within two weeks following the close of the fiscal year or departure of a Treasurer. Payment to the accountant shall be budgeted annually.

ARTICLE XI – BYLAWS, STANDING RULES AND THEIR AMENDMENTS

Section 1. These Bylaws shall be reviewed beginning in October of odd calendar years by the Executive Board.

Section 2. Amendments to the Bylaws shall be presented at a General Membership Meeting. Proposed amendments must be posted for review 14 days before they may be voted upon and are considered approved by a two-thirds vote of the members present.

Section 3. Standing Rules supplementing and further explaining these Bylaws may be passed by the General Membership. The current Standing Rules are attached hereto as Exhibit A. In the event of any conflict between the Bylaws and the Standing Rules, these Bylaws shall govern.

Section 4. Standing Rules shall be reviewed as needed up to four times a year by the Executive Board. Any amendment to the Standing Rules shall be presented at a General Membership Meeting. Proposed amendments must be posted for review on the PAWS website five days prior to the meeting and are considered approved by a two-thirds vote of the members present.

These PAWS Bylaws were adopted on January 22, 2026.

08/19/2026
Maureen Slaven, PAWS Co-President

08/19/2026
Jen Banowetz, PAWS Co-President

Rosie Buchalski 08/19/2026
Rosie Buchalski, PAWS Secretary

Lorie Campos 08/21/2026
Lorie Campos, WWS Principal

EXHIBIT A

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.

A. MEMBERSHIP

1. Annual membership dues will be reviewed and set by the Budget Committee each year. Tiger PAWS membership entitles each member family to one vote and digital access to the school directory. Tiger PAWS members may choose 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 contributions by August shall have their names listed in the Seasonal Activity Program. The levels of patron membership align with the WWSHS Tiger Pillar at four levels in order of descending contribution - Scholarship, Integrity, Tradition, and Commitment.
2. Members cannot profit from their association with Tiger PAWS in any way. Any conflicts of interest should be avoided.
3. The Tiger PAWS General Membership meeting calendar will be set for the next school year by the Executive Board in cooperation with the school Principal. The calendar will be posted on the Tigers PAWS website and in newsletters.
4. The membership online registration must be updated and open on the Tiger PAWS website prior to the start of the school year..

B. TIGER PAWS GRANTS

In alignment with the mission of this organization, Tiger PAWS Grants gifted to WWSHS are intended to enhance the student experiences. The following process will determine how these funds are granted to recipients:

1. Tiger PAWS will provide monetary PAWS Grants to supplement non-essential initiatives/"wants" for all areas of WWSHS. This includes all academic departments, classrooms, support services, athletic teams, clubs and activities that are officially sponsored and/or provided at the school.
2. Tiger PAWS Grants will be distributed twice a year - once in the Fall and once in the Spring.
3. The WWSHS Principal will solicit from staff a list of wish-list items to include the item description and documentation of costs, suppliers/vendors, and supporting background information.
4. The WWSHS Principal will review the staff submissions, and once vetted, will forward the official grant request to the PAWS Vice President of Ways and Means with a recommended prioritization
5. The Executive Board will review the submitted PAWS Grant requests for consideration and evaluate and approve as the board sees fit.

C. 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 only available to Tiger PAWS members and with the following options:
    a. One Adult Sports Pass (including Tiger PAWS membership)
    b. One Adult Plus Children Sports Pass (admitting one parent and children, 8th grade and younger, to all regular season home athletic events) (including Tiger PAWS membership)
    c. Two Adults Sports Pass (including Tiger PAWS membership)
    d. Two Adults Plus Children Sports Pass (admitting two parents and children, 8th grade and younger, to all regular season home athletic events) (including Tiger PAWS membership)
2. Tiger PAWS retains 10% of the Sports Pass fees, with pricing set by the district, plus expenses incurred for printing, mailing and online sale of the passes. Payment equivalent to the remaining balance of fees collected shall be remitted to CUSD 200 every March.

D. EXECUTIVE BOARD

1. All Executive Board Members shall maintain a folder and digital files that include:
    a. Job description of office
    b. Procedural information pertaining to office
    c. Current Bylaws
    d. Current Standing Rules Current Budget
    e. Current Directory
    f. Current financial procedures
    g. Submit the folder and/or digital files to their successor by June 30.
2. Working with the event's designated school administrator, hospitality refreshments may be provided at the following events:
    a. Curriculum Night
    b. Freshman Orientation
    c. 8th Grade Orientation
    d. School Board meetings hosted by WWS

E. COMMITTEES

1. All Committee Chairs shall:
    a. Maintain files that include:
        - Description of committee and roles
        - Procedural information pertaining to committee
        - Current financial procedures
    b. Create, submit and present committee reports for the PAWS General Membership Meetings
    c. Post all committee materials to the established electronic repository and have a transition meeting with successors by June 30. Note: Some committees may require an earlier transition date, per information provided in their committee virtual/physical folders
2. Committee Chairs are responsible for all communications with their committee members and will keep the Co-Presidents informed of their committee progress.
3. Tiger PAWS will have Standing Committee Chairs responsible for the various WWSHS events and activities. These include but are not limited to the following::
    a. Academic Achievement Awards
    b. Directory
    c. Father/Daughter Outing
    d. Football Parking Passes
    e. Football Seating
    f. Freshman Orientation
    g. Landscaping/Beautification
    h. Media Relations (Social Media)
    i. Membership
    j. Mother and Son Brunch
    k. Outdoor Concessions
    l. PAWS Scholarship Awards
    m. Seasonal Activity Programs
    n. Senior Signs
    o. Sponsorships
    p. Sports Passes
    q. Staff Appreciation
    r. Testing Day Snacks
    s. Tiger Merchandise
    t. TigerFest
    u. Website
4. PAWS will maintain liaisons to the following outside organizations:
    a. Wheaton Warrenville PTA Council
    b. Operation Safe Celebration (post-prom event)

F. SPECIAL FUNDING

1. Tiger PAWS will award scholarships based on annual budget to WWSHS graduating seniors who best exemplify “What it Means to be a Tiger” according to guidelines set forth by the Scholarship Awards Committee. Applicant’s families must be current Tiger PAWS members. Students will be invited to attend the April PAWS General Membership Meeting to accept their scholarship and to present a summary of their essays.
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 WWSHS for five or more years.
3. Tiger PAWS funds shall be used for the purchase of Tradition Trail bricks upon conclusion of service for Tiger PAWS Presidents and library books for all retiring Tiger PAWS Executive Board members.
4. Tiger PAWS funds may be used at the discretion of the Executive Board to purchase a memorial gift upon the death of a WWSHS current student, school administrator, current teacher/staff member or current Tiger PAWS Leadership Team 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 event).

G. COMMUNICATION

1. The Tiger PAWS website is maintained by the Website Committee Chair. The Website Committee Chair is responsible for handling the annual domain renewal and working with the Tiger PAWS Leadership Team to keep the website updated.
2. Email blasts coordinated by the Vice President of Communications and approved by one or both of the Tiger PAWS Co-Presidents prior to distribution may cover:
    a. Information concerning Tiger PAWS meetings and events

b. Requests made by the Principal and/or Assistant Principals of WWSHS
c. Other requests deemed appropriate by the Executive Committee

3. Tiger PAWS email blasts shall:
   a. Be published frequently, as deemed appropriate by the PAWS Co-Presidents
   b. Accept articles and/or information for inclusion regarding Tiger PAWS events and activities, student achievement, as well as school-sponsored student teams, clubs and extracurricular activities
   c. Be posted to the Tiger PAWS website
4. The School Directory is:
   a. Created for Tiger PAWS members via a vendor app from information obtained through CUSD 200
   b. Formatted with the following to the extent authorized:
      - Names, addresses, phone numbers, email addresses and parent names of all students, unless otherwise requested by parents
      - School administrator and teacher email addresses
   c. IncludesTiger PAWS sponsor logos and links
   d. Distributed only to Tiger PAWS members and the Principal and Assistant Principals of the school
   e. Intended solely for the use of WWSHS administrators, parents, guardians and students. Any other use is prohibited and will be reported to the local authorities.
5. Social Media accounts of Tiger PAWS shall:
   a. Be administered by one or more Executive Board Officers and the Media Relations Chair
   b. Contain only information consistent with the 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.

These PAWS Standing Rules were adopted on January 22, 2026.

08/19/2026 — **Maureen Slaven, PAWS Co-President**

08/19/2026 — **Jen Banowetz, PAWS Co-President**

Rosie Buchalski 08/19/2026 — **Rosie Buchalski, PAWS Secretary**

Lorie Campos 08/21/2026 — **Lorie Campos, WWS Principal**