

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

TABLE OF CONTENTS

ARTICLE I - NAME	1
ARTICLE II – OBJECTIVES AND POLICIES.....	1
ARTICLE III – MEMBERSHIP.....	1
ARTICLE IV – EXECUTIVE BOARD	2
ARTICLE V – STANDING COMMITTEES	4
ARTICLE VI – MEMBERSHIP MEETINGS.....	5
ARTICLE VII – FINANCIAL ADMINISTRATION.....	6
ARTICLE VIII – AMENDMENTS.....	7
ARTICLE IX – PARLIAMENTARY AUTHORITY.....	7
ARTICLE X – DISSOLUTION.....	7

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

ARTICLE I - NAME

Section 1. The name of this organization shall be the Oak Hills Parent Teacher Organization, Inc. (herein called PTO), an independent group of interested parents and teachers from Oak Hills Elementary School.

ARTICLE II – OBJECTIVES AND POLICIES

Section 1. The objectives of this PTO shall be:

- a. To promote child development in the home, school and community.
- b. To bring into closer relation the home and school so that parents and teachers may cooperate in the education of each child.
- c. To develop a strong, positive relationship between educators and the general public to allow every child the highest advantages in physical, mental, and social education.

Section 2. This PTO shall be noncommercial, nonsectarian and nonpartisan. It shall not endorse commercial enterprise or any candidate. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the PTO.

Section 3. This PTO shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4. This PTO may cooperate with other organizations and agencies active in child development, such as conference groups or coordinating councils, provided its representative makes no commitment that binds the group she/he represents.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall include:

- a. All parents, teachers and staff associated with Oak Hills Elementary School are members of the PTO.
- b. A member in good standing is one interested in the objectives of the PTO, willing to uphold its policies and subscribe to its Bylaws.

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

ARTICLE IV – EXECUTIVE BOARD

Section 1. The Oak Hills PTO Executive Board shall consist of:

- a. The elected officers including: President/Co-Presidents, Co-vice-Presidents, Secretary and Treasurer.
- b. The Volunteer Coordinators, the Principal, a Teacher/Staff Representative and the Chair of each Standing Committee.

Section 2. Terms of Office

- a. The President/Co-President shall serve two years and shall be elected by ballot. Election of one co-president will occur annually to allow for mentoring of the newly elected Co-President by the incumbent Co-President. The Co-Vice Presidents shall be elected in a similar manner to allow for mentoring of the newly elected member. Both offices shall serve from July 1 to June 30 (two years after election).
- b. The remaining officers shall be elected every two years by ballot for a term of two years and shall serve from July 1 to June 30 two years later.
- c. The Volunteer Coordinators shall serve for two years, each beginning on alternate years.
- d. The Chair of each standing committee shall serve for a period of one year.
- e. No elected position shall be held by the same person for more than two consecutive years. The PTO executive board may vote unanimously to extend a term to a third year ONLY if the newly elected co-president or co-vice president needs to resign prior to completion of their second year. The vote will allow for the mentoring of the newly elected co-president or co-vice president. This can be utilized one time only for an individual.

Section 3. Nominating Committee and Elections

- a. Nominations for officers shall be made by a nominating committee of three. The committee head shall one of the Co-Vice-Presidents. The

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

committee members shall be selected by the Executive Board, within the first two meetings of the new calendar year.

- b. The nominating committee shall report at the April meeting the name of a candidate for each office to be filled. Additional nominations may be made from the floor at the election meeting, provided the consent of each candidate has been obtained before his/her name is placed in nomination.
- c. The elections shall occur no earlier than the March General Meeting and no later than the May General Meeting. Voting shall not be limited to the nominees. It is provided, however, that if there shall be but one candidate for any office, by motion from the floor, the election may be made by voice.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board, notice of such an election having been given.
- e. Should an officer be absent for two(2) consecutive meetings without good cause, her/his office shall be declared vacant and the vacancy filled in the regular manner.

Section 4. Duties of the Executive Board shall be:

- a. The Co-Presidents shall preside at all meetings of the PTO and shall be an ex-officio member of all committees except the nomination committee; shall appoint all special committees, except the nominating committee; and shall perform all other duties usually pertaining to the office.
- b. The Co-Vice-Presidents shall assist the President when called upon and shall perform the duties of the President in the absence or inability of that officer to act. The Vice-President shall preside over the nominating committee and shall perform such duties as may be delegated. The Co-Vice president shall assist with communications of PTO related information to parents through paper or electronic communications.
- c. The Secretary shall keep an accurate record of all meetings of the PTO and the Executive Board, and shall perform such duties as may be delegated.
- d. The Treasurer shall receive all monies of the PTO and shall keep an accurate record of receipts and expenditures. The Treasurer shall preside

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

over the Request for Funds Committee and shall perform such duties as may be delegated.

- e. The Volunteer Coordinators shall serve as liaisons between the PTO and the volunteer community. They shall coordinate information given to parents regarding the school district regulations for volunteers. They shall seek to fill committee chair positions for activities/events at the school which are sponsored by the PTO.
- f. The Principal shall serve as liaison between the school district and the PTO.
- g. The Teacher Representative shall serve as liaison between the teachers and staff of Oak Hills Elementary School and the PTO.
- h. It shall be the duty of all elected officers to attend meetings of the Executive Board as well as PTO General Meetings or have the office declared vacant as provided for in Article IV, Section 3.

Section 5. The powers of the Executive Board shall be:

- a. To transact necessary business in the intervals between general PTO meetings and such other business as may be referred to it by the PTO.
- b. To create standing committees
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meeting of the PTO.
- e. To appoint an auditor, see Article VII, Section 4.
- f. To prepare and approve the PTO Budget for the Fiscal Year.
- g. To review requests for unbudgeted items of amounts greater than \$25.00 and up to and equal to \$100.00. See Article VII, Section 3.

ARTICLE V – STANDING COMMITTEES

Section 1. Creation of Standing Committees

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

- a. The Executive Board may create such standing committees as it may deem necessary to promote its objectives and carry on the work of the PTO.
- b. The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 2. Selection and Term of Office

- a. The Chair of each standing committee shall be appointed by the Executive Board for a period of one year.
- b. Any vacancy occurring during the fiscal year shall be filled by a person appointed by and agreed upon by a majority of the Executive Board.

Section 3. Annual Standing Committees

- a. The Picnic and Clothes Closet committees and any other committee deemed to occur annually shall be formed annually.
- b. Committee chair searches shall be started each spring for the following school year.
- c. Responsibilities for all annual standing committees shall be found in the PTO procedure manuals.

ARTICLE VI – MEMBERSHIP MEETINGS

Section 1. General Membership Meetings

- a. A minimum of four (4) General Meetings of the PTO shall be held during the year at the discretion of the Executive Board.

Section 2. Voting

- a. The privilege of holding office, making motions, debating and voting shall be limited to members in good standing.
- b. One tenth of the membership shall constitute a quorum or the majority of those present who are members in good standing.

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

Section 3. Board Meetings

- a. Regular meetings of the Executive Board shall be held, the time to be fixed by the committee.
- b. A majority of the Executive Board Members shall constitute a quorum.
- c. Special meetings of the Executive Board may be called by one of the Co-Presidents or by a majority of the members of the committee.

ARTICLE VII – FINANCIAL ADMINISTRATION

Section 1. Fiscal Year

- a. The Fiscal Year for the PTO shall be from July 1st through June 30th.
- b. The Fiscal Year Budget for the next year shall be presented to the General Membership at the last meeting of the current school year.

Section 2. Dues

- a. There shall be no dues for this PTO.
- b. Dues can be established by a majority vote of members in good standing. Notice of proposed initiation of dues shall be given no later than one week prior to the vote.

Section 3. Expenditures

- a. Expenditures of unbudgeted amounts greater than \$25.00 but less than or equal to \$100.00 shall be approved by the President/Co-Presidents.
- b. Expenditures of amounts greater than \$100.00 shall be approved by the majority vote of the general membership.

Section 4. Review of Accounts

- a. The treasurer's accounts shall be reviewed annually.

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

- b. The review shall be conducted by an individual or a committee of no more than three people appointed by the Executive Board at the May General Meeting.
- c. The reviewer(s), when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact attached to the report.
- d. The review must be completed by November 1st following the end of the fiscal year.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments of the Oak Hills PTO Bylaws

- a. These Bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present. Notice of the proposed amendment shall have been given at the previous meeting.
- b. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for the adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Procedure

- a. ROBERT'S RULES OF ORDER REVISED shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE X – DISSOLUTION

Section 1. Dissolution of the Oak Hills PTO

- a. In the event of dissolution of this PTO, the assets of the PTO shall be distributed for one or more of the exempt purposes specified in Section

**OAK HILLS
PARENT TEACHER ORGANIZATION INC.
BY-LAWS**

501(c)(3) of the Internal Revenue code of 1954 as from time to time amended.