

**OAK HILLS**  
**PARENT TEACHER ORGANIZATION INC.**  
**BYLAWS**

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**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, guardians, and Oak Hills Elementary School staff.

**ARTICLE II – OBJECTIVES AND POLICIES**

**Section 1.** The objectives of this PTO shall be:

- a. To promote child development and well-being 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.

**Section 5.** No member of this PTO shall receive financial remuneration or in-kind contributions in exchange for his or her role in facilitating PTO business.

### **ARTICLE III – MEMBERSHIP**

**Section 1.** Membership shall include:

- a. All parents/guardians, 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 and willing to uphold its policies and subscribe to its Bylaws,

### **ARTICLE IV – EXECUTIVE BOARD**

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

- a. The elected officers, including: President/Co-Presidents, Vice President/Co-vice Presidents, Secretary/Co-Secretary, Treasurer/Co-Treasurer and Volunteer Coordinator/Co-Volunteer Coordinators.

#### **Section 2. Terms of Office**

- a. Co-Presidents 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.
- b. The Co-Vice Presidents, Secretaries, Treasurers and Volunteer coordinators shall be elected in a similar manner when possible, to allow for mentoring of the newly elected member. All offices shall serve from July 1 to June 30 (two years after election). If candidates cannot be found for all positions, there must be at minimum one vice president, one secretary and one treasurer.

c. 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 officer needs to resign prior to completion of their second year. The vote will allow for the mentoring of the newly elected officer. 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 two to three. The committee head shall be one of the Co-Vice-Presidents. The committee member(s) 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 at least one 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 or raise of hands.

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. One of the Co-Vice-Presidents 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 and make available to the membership an accurate record of all meetings of the PTO and the Executive Board, including attendance and any decisions made, 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 over the Request for Funds and shall perform such duties as may be delegated.

e. The Volunteer Coordinator shall serve as liaison 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.

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 as needed.

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 and up to and equal to \$500.00. See Article VII, Section 3.

### **ARTICLE V – STANDING COMMITTEES**

#### **Section 1. Creation of Standing Committees**

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, with their consent, by the co-presidents 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. Any committee deemed to occur annually shall be formed annually.

b. The standing committees shall be formed and their chair(s) appointed, with their consent, by the co-presidents.

c. Committee chair searches shall be started each Spring for the following school year.

d. The chair of each standing committee shall serve for a period of one year, and may be the same person in consecutive years,

e. Responsibilities for all annual standing committees shall be found in the PTO procedure manuals.

## **ARTICLE VI- SPECIAL MEMBERS**

### **Section 1. Other special members, not part of the executive board**

a. The Principal and Vice Principal, who serves as liaisons between the PTO and the school district. The PTO President/Co-Presidents must engage with the Principal in communicating and working together to support the school regarding PTO business and plans. The PTO President/Co-Presidents must meet with the Principal and Vice Principal as needed, at minimum 3 meetings per year.

b. One to two Teacher/Staff Representative(s) will serve as liaison between the PTO and the teachers/staff. The Teacher/Staff Representative may be appointed with their consent by majority vote of the executive board. The Principal/Vice Principal shall present the PTO Executive Board with candidates for this position. The Teacher/Staff Representative shall be a faculty member of Oak Hills Elementary who is a PTO

member in good standing. The Teacher/Staff Representative will serve for a period of one year and may be the same person in consecutive years.

## **ARTICLE VII – 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.
- b. The members shall be notified clearly of all dates and invited to attend all general membership meetings, ideally at the beginning of each school year, but at minimum 1 month prior to each meeting.

### **Section 2. Voting**

- a. The privilege of holding office, making motions, debating and voting shall be limited to members in good standing.
- b. Those present at a general membership meeting who are members in good standing, shall constitute a quorum. Unless otherwise stated in these Bylaws, a motion shall be carried by a majority vote.
- c. If a live interactive meeting (e.g. Zoom audio with chat enabled) is offered as a way to attend the meeting, then the attendees are included in the attendance of the meeting including the quorum, and do have the right to vote at the time of a vote being taken (e.g. via Zoom audio chat).

### **Section 3. Executive Board Meetings**

- a. A minimum of four meetings of the Executive Board shall be held annually, 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 Executive Board.
- d. All board members must be given adequate notice of the meeting.
- e. Special meetings may be in person or virtual. Voting may be carried out in person or virtually, e.g. over Zoom, email or text messaging.

## **ARTICLE VIII – 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 for approval 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 less than or equal to \$500.00 shall be approved by majority vote of the Executive Board.
- b. Expenditures of unbudgeted amounts greater than \$500.00 shall be approved by the majority vote of the general membership.

### **Section 4. Review of Accounts**

- a. The treasurer's accounts shall be reviewed at least annually.
- b. The review shall be conducted by a committee of two to 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.

### **Section 5. Cash and check handling**

- a. At least 2 members of the executive board who are not the treasurers shall have signature authority for Oak Hills PTO checks.
- b. The recipient may not sign their own reimbursement check.
- c. A cash box must be monitored at all times by 2 members, the contents counted and recorded on site at the beginning and end of use, then delivered directly to the treasurer or locked safely on site until collected by the treasurer.

- d. The treasurer with authority to write the checks may not be an authorized signer of the checks.

## **ARTICLE IX– 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 X – 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 XI – 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 501(c)(3) of the Internal Revenue code of 1954 as from time to time amended.

## **Amendment 1**

Article IV Section 2, subsection C was amended on 05-20-2025 by a unanimous vote at our general PTO meeting. Notification of the proposed amendment and vote was given in advance to all families via ParentSquare. This amendment changed the language in this section: “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.” “co-president or co-vice president” is changed in two places to “officer” and the remainder of the section remains the same. This allows



the same provision as existed for president and vice president for an outgoing secretary or treasurer as well. They may now be voted on for 1 additional year if their newer co-officer has resigned, allowing for continuity and mentoring.