

Oakland Elementary PTO By-Laws

Article I: Policies

Section 1. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or political candidate shall be endorsed by it. The name of the organizations' and/or the names of its officers in their official capacities shall not be used in any connections with, commercial concerns or with any partisan interest or the purpose other than the regular work of the organization.

Section 2. This organization shall not seek to direct the administrative activities of the school or to control its policies, but may to express its opinion to the administration concerning school activities and policies.

Article II: Membership

Section 1. General membership in the organization shall be limited to any interested adults, parents of the students enrolled to the faculty of Oakland Elementary. A member of the elected board will coordinate the annual membership drive.

Article III: Elected Officers

Section 1. The officers of this organization shall consist of the following in order or succession:

President, Vice President, Secretary, Treasurer

The officers shall be elected annually by the general membership at the spring meeting (or other meeting as designated by the board of directors). The president may form committees to appoint chairpersons at his or her discretion, including but not limited to programs and fundraising committees.

Section 2. Officers shall serve for a term of one (1) year. No officer shall be eligible for the same office for more than two (2) consecutive terms. The term will begin the day after the last official day of the school year for students in which the officer was elected. The term will end on the last official day of school for students in which the officer served.

Section 3. In the event that no one runs for said office, the officer holding the position may run for it again, even if they have fulfilled their two (2) year term. If this does happen, the officer can only hold office for no more than three (3) consecutive terms.

Article IV: Election of Officers

Section 1. A nominating committee of three (3) members appointed by the President or Principal shall make nominations for officers. No current elected officer may serve on the nominating committee.

Every effort should be made to obtain officer nominees from different geographical locations from within the school boundaries. At a Board of Directors meeting, prior to the annual spring meeting (or other designated meeting), the nominating committees shall report the names of the candidates for each office to be filled. The consent of each candidate must be obtained before his or her name is placed in nomination. If all nominees running are unopposed in each of the positions, then a vote by ballot is not required. The nominees will be deemed elected by proclamation.

Section 2.

Any board member who is absent from three (3) official board meetings (without giving prior notice to the PTO President or Vice President) during their one-year term, must resign their office. Any member not performing their assigned duty can be voted out of office by a 2/3 majority vote of a quorum of the Board of Directors. A school administrator shall serve as a mediator to insure due process regarding the issue at hand. In the event of a tie vote the school administrator can cast a vote. If an officer is removed, a formal letter will be sent home for notification of the results. Any vacancy occurring in an office shall be filled by a majority vote by Board of Directors.

Article V: Duties of Elected Officers

Section 1.

The President shall preside at all meetings of the Organization and the Board of Directors, shall be a member of all committees, and shall perform all other duties pertinent to the office.

Section 2.

The Vice President shall act for the President in the absence of that officer and shall perform such duties as may be designated by the President.

Section 3.

The secretary shall keep correct records of all meetings of the Organization and Board of Directors and shall perform such other duties that may be designated by the President. All minutes will be permanently recorded and signed by the secretary.

Section 4.

The Treasurer shall receive all moneys of the Organization, shall keep accurate record of receipts and expenditures, and shall pay out funds as authorized by the elected Board of Directors upon orders signed by the President. The Treasurer shall present a statement of account at every meeting of the Organization and at other times when requested by the Board of Directors and shall make a full report at the annual meeting.

The Treasurer's account and annual report shall be examined annually by a review committee of three (3) members (who are neither account signatories or the spouses of account signatories) who, satisfied that the Treasurer's annual report is correct, shall sign a statement reporting that all accounts and reports are in order. The elected Board of Directors shall appoint the review committee at least two (2) weeks prior to the last day of school.

Article VI: Teachers On the Board

Section 1.

The Principal of Oakland Elementary may appoint teachers to serve on the Board, with no more than four (4) teachers serving per term. Terms for the teachers will run concurrently with that of the elected Board Members. Teachers will have the opportunity to cast a single vote at regularly held Board Meetings.

Article VII: Duties Of Executive Committees

Each appointed committee will represent one vote at each Board of Directors meeting. In the event of a tie, the Parliamentarian will cast the deciding vote.

Section 1.

The Board of Directors shall consist of the elected officers of the organization, the appointed committee chairpersons, and the principal.

Section 2.

The duties of the Board of Directors shall include the following:

- A. To transact necessary business in the intervals between General Membership Meetings and other organizational meetings.
- B. Business may be transacted between monthly Board meetings. Voting may be done in person at a special Board meeting, in writing, or through e-mail. Voting done

- between board meetings must be incorporated into minutes of the next regular Board meeting. The President will be responsible for tabulating and reporting votes done by phone or e-mail.
- C. Each Board member should be prepared to present a report at the monthly Board meeting.
 - D. The Board of Directors will assign the outgoing/incoming President and Treasurer two (2) weeks prior to the end of school to review the Treasurer's annual report. (See Article V, Section 4).
 - E. Non-budgeted PTO funds requests exceeding \$1,000 must be approved by a 2/3 majority vote of a quorum of the Board of Directors.
 - F. The annual expense budget must be reviewed and approved by by a 2/3 majority vote of a quorum of the Board of Directors. The approved budget must be presented at the next general assembly meeting.

Article VIII: General Membership Meetings

Section 1.

It is mandatory that at least one (1) General Membership meeting is held in each of the fall and spring semesters. August, November, and one in the spring are the chosen months. Other meetings may be held at the discretion of the Board of Directors or the petition of the membership. The Board of Directors may change months in which General Membership meetings are held as necessary to accommodate the school calendar.

Section 2.

Ten (10) members present shall constitute a quorum for General Membership Meetings.

Article IX: Rules of Order

Section 1.

Any action by the Board of Directors requiring a meeting or notice may be taken via email or written authorization by the unanimous consent of the Board of Directors.

Section 2.

Four (4) elected members present shall constitute a quorum for the purpose of conducting business at any Board Meeting or other special meeting called by the President.

Article X: Amendment

Section 1.

These by-laws may be amended by a vote of the Board of Directors present and voting at any meeting, provided notice of the proposed amendment is given at least seven (7) days before the meeting. Once presented and approved by the Board of Directors, the amendment will be presented at a general assembly meeting to be voted upon.

Article XI: Miscellaneous Provision

Section 1.

In the event of the dissolution of the Oakland Parent Teacher Organization, any funds that have accrued to the PTO's account will be placed in a school account which will be held until a new PTO is established whose purpose is for the betterment of the children of the school.

Section 2.

The fiscal year of this PTO begins July 1 and ends June 30.

Section 3.

Any Officer, Board Member or Committee Chair of Oakland Elementary PTO must be a parent or legal guardian to a currently enrolled student for the year that they serve.

Oakland PTO Procedures

Elected Officers and Appointed Chairpersons

Meetings

- Attend all board meetings and general assembly meetings. If you are unable to attend, contact the PTO President or Vice President prior to the scheduled meeting.
- Please arrive on time for meetings.
- Make any necessary copies before the meeting starts to ensure accuracy.
- If you bring your child to meetings, we understand. Please bring a quiet toy to occupy them. If the child gets loud, please leave the room.
- Review the PTO Bylaws and be familiar with them.
- Fulfill the responsibilities of your committee and/or board position.

Board Procedure Books/Google Drive

- Bring your PTO procedure book to every board meeting.
- Maintain the book throughout your term, so that you can provide it to your successor by June 30th.
- It is your responsibility to educate your successor of their duties to uphold their position at the end of your term.
- Upload pertinent committee documents including budgets, form letters, helpful notes, flyers, etc. to the Google Drive folder designated for your committee/elected position.

In addition to position or committee specific responsibilities:

- Prepare and follow a goal sheet for the year. If help is needed, please ask immediately!
- Please check your e-mail! Important information is given via email including reminders for upcoming meetings as well as any changes in meeting times, days or locations.
- All flyers and information sent home to parents and students must have approval of the PTO President and Oakland's principal. When approval is given, make sure to provide the flyer to the appropriate person to make sure it is handed out for Tuesday folders.
- Please END the meeting inside the meeting. What is discussed in the board meeting needs to stay with us at the close of the meeting.
- Please support our principal and staff.
- The President and treasurer must sign all reimbursement checks. If you are requesting a reimbursement and need it quickly, please notify either the president or the treasurer via e-mail or phone.
- Please make every effort to invite 5 people to the General Assembly meetings. Inform them they can only make a difference if they are present to voice their concerns.
- Have a positive attitude and have fun filling your committee position. Smiling, giving and volunteering are contagious! Let's try to get all our parents and staff involved!!

Specific Duties of Appointed Chairpersons of Oakland Elementary PTO

****All handouts that will be distributed to the student body of Oakland Elementary must be approved by the PTO President and the principal.**

Fundraising Chairperson: Shall be responsible for organizing fundraising projects with the help of an appointed committee. As fundraising chair, one shall be available to:

1. Interview fundraising companies
2. Organize paperwork and distribute fundraising packets to student body.
3. Calculate and tally fundraising at the closing
4. Work with treasurer depositing all fundraising money.
5. Distribute fundraiser items to student body when delivered.
6. If a fundraising party for top sales is available, help coordinate and attend the event
7. Must have a clear criminal history check from the district.

This office position shall report to the PTO Board of Directors and have one vote combined on the board.

Co-Fundraising Chairperson: Shall be responsible in assisting the chair fundraiser in all duties that are needed. As co-fundraising chair, one shall be available to:

1. Assist chair fundraiser in interviewing fundraising companies
2. Help organize paperwork and distribution of such paperwork
3. Help calculate and tally fundraiser at time of close