

**OAKDALE SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS**

Updated and Revised February 16, 2010

Article I – NAME

The name of this organization is the Oakdale School Parent Teacher Organization (Oakdale School PTO) of Normal, Illinois.

Article II – PURPOSES

The purposes of this organization are:

- a. To support the education of the children at Oakdale Elementary School.
- b. To foster relationships among the school, parents, and teachers by encouraging communication and cooperation between home, school, and community.
- c. To provide financial assistance to supplement educational and extra curricular programs.

The Oakdale School PTO is organized for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code (hereinafter referred to as "Internal Revenue Code").

Article III – FISCAL YEAR

The fiscal year of this organization shall begin on July 1st and end the following June 30th.

Article IV – MEMBERSHIP

Section 1: Membership in this organization shall be open to the parents/guardians of children enrolled at Oakdale Elementary School. The principal and any teacher employed at this school who is interested in the purposes of this organization may also be a member.

Section 2: No membership dues or fees will be collected.

Section 3: Only members of this organization shall be eligible to participate in business meetings or to serve in any elected or appointed positions.

Section 4: A majority of the members present must vote to pass the annual budget or other fiscal transactions.

Article V – OFFICERS AND THEIR ELECTION

Section 1: Each officer of this PTO shall be a member of this PTO.

Section 2: Officers

- a. The officers of this organization, also known as the Executive Board, shall be a president, three (3) vice presidents, secretary, and treasurer.
- b. Officers shall assume their official duties June 1st and shall serve a maximum two year term in the same office, unless the position cannot be filled.
- c. If an officer position cannot be filled by June 1st, the incumbent will be requested to remain for one additional term, or until the position can be filled.

Section 3: Nominations and Elections

Nominations for officers will be taken at the March meeting and in response to solicitation of nominations sent home with students to their parent/guardian that month. Only those who have consented to serve shall be placed on the ballot. Elections will be held at the April PTO meeting of each school year. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4: Terms of Office

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office, unless the position cannot be filled. Each person elected shall hold only one office at a time.

Section 5: Vacancies

If there is a vacancy in the office of President, a Vice President shall serve as President for the unexpired term. A vacancy occurring in any other office shall be filled for the unexpired term by a person appointed by the Executive Board.

Section 6: Removal From Office

Officers may vote to remove any officer who fails to perform the duties of that office. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer, prior notice having been given.

Article VI—DUTIES OF OFFICERS

Section 1: The President shall:

- a. Preside over meetings of this organization and the Executive Board
- b. Serve as the primary contact for the principal
- c. Represent the organization at meetings outside the organization
- d. Serve as an ex-officio member of all committees
- e. Oversee the work of all the officers and committees so that the purposes of the organization are promoted
- f. May sign PTO checks

- g. Perform other duties as may be assigned her/him by the organization and the Executive Board

Section 2: Vice Presidents shall:

- a. Assist the president
- b. Perform the President's duties in his/her absence or inability to serve
- c. Oversee planning and execution of PTO Open House and Fun Fair
- d. Maintain fundraising calendar throughout the year
- e. Perform other duties as may be delegated

Section 3: The Secretary shall:

- a. Record the minutes of all monthly meetings of this organization and the Executive Board
- b. Have a current copy of the Bylaws
- c. Prepare the agenda and send notices of meetings to the membership.
- d. Bring a copy of the minutes, Bylaws, Courtesy Policy, membership list, and any other necessary supplies to meetings.
- e. Perform other duties as may be delegated

Section 4: The Treasurer shall:

- a. Receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by this organization.
- b. Obtain two signatures on all checks. Authorized signers shall be the PTO President, Treasurer, and Principal.
- c. Place all monies in PTO account
- d. Present a financial statement at every PTO meeting and at other times when requested by the Executive Board, making a full report at the end of the year
- e. Provide checking information, all bank statements, cancelled and voided checks, deposit slips, vouchers and invoices for all disbursements to the Auditing Committee within 60 days of the completion of the fiscal period
- f. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established by the regulations
- g. Perform other duties as may be delegated

Section 5: The Principal shall:

- a. Be a member ex-officio of all committees
- b. Act as an aid to the President

Article VII – MEETINGS

Section 1: Regular Meetings

Regular meetings shall be held monthly during the school year, the days and times to be determined prior to the first meeting of the year. At least 3 days notice shall be given if there is a change in the regular meeting date, unless that change is due to the early dismissal of school for weather related purposes or other emergency situations.

Section 2: Additional Meetings

Additional or special meetings may be called by the Executive Board.

Section 3: Quorum (number needed to transact business)

The quorum shall be 10 members of the organization, including at least two (2) officers.

Article VIII – EXECUTIVE BOARD

Section 1: Membership

The Executive Board, hereinafter referred to as “the Board” or “Executive Board”, shall consist of the officers of this organization and the Principal of the school.

Section 2: Duties

- a. Transact necessary business in the intervals between regular meetings
- b. Create standing rules and policies
- c. Create and approve work of committees
- d. Prepare and submit a budget for the year to be approved at the first general meeting in the fall
- e. Approve bills that exceed the budgeted line items or that are new to the budget
- f. Prepare reports and recommendations to the membership

Section 3: Meetings

Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Board. At least three (3) days notice shall be given if there is a change in the regular meeting date.

Section 4: Quorum (number needed to transact business)

Half the number of Executive Board members plus one constitutes a quorum.

Article IX – COMMITTEES

Section 1: Membership

Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2: Standing Committees

The following committees shall be held by the organization: Fundraising, Staff Appreciation/ Hospitality, Logo Sales/Spirit Wear, Room Parties, and Volunteers. Chairs of committees will be appointed by the Executive Board at the recommendation of the committee members. The length of appointment should generally be for not more than two consecutive years. The chairperson of each standing committee shall maintain detailed records of their work to be passed on to the next chairperson.

Section 3: Additional Committees

The Executive Board may appoint additional committees as needed.

Section 4: Auditing Committee

An Auditing Committee consisting of a current vice president, secretary, and one general member appointed by the president shall examine the treasurer's books and report its findings to the membership. The audit will be completed within sixty (60) days of the end of the fiscal year. By decision of the Executive Board, a professional auditor may be used.

Article X – COURTESY POLICY

A Courtesy Policy may be approved by the Executive Board, and the secretary shall keep a record for future reference.

Article XI – BASIC POLICIES

Section 1: The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: The name of the Oakdale PTO shall not be used to endorse or promote a commercial concern, partisan interest, political campaign, or candidate for political office, except with regard to school district referenda.

Section 3: The organization shall work with the school to provide quality education for all students and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

Section 4: No part of the net earnings of the Oakdale PTO shall be distributed to its members or officers, except to pay reasonable compensation for professional services rendered, to reimburse for expenses incurred, or to make payments and distributions in furtherance of the purpose set forward in Article II above.

Article XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern meetings when they are not in conflict with the organization's bylaws.

Article XIII – DISSOLUTION

In the event of the dissolution of this organization, its assets shall be entrusted to the administration of Oakdale Elementary School.

Article XIV – AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.