

Bylaws

of the

Oakhill Day School

Parent Teacher Organization

I. **NAME.** The name of the organization shall be the “Oakhill Day School Parent Teacher Organization.”

II. **PURPOSE.** The organization was created by the Oakhill Day School Board of Trustees to aid the students of Oakhill Day School by providing support for their educational and recreational needs and to provide a forum for open communication among parents, teachers, administrators, and the Oakhill Day School Board of Trustees. We aim to promote positive school/community relationships that will enhance our children’s educational environment through ODS PTO volunteer coordination and fund-raising efforts, and through family activities.

III. MEMBERSHIP

- A. Voting Membership. All parents and/or legal guardians of students who attend Oakhill Day School, who are current in the payment of annual fees (built into tuition), shall be eligible for membership in the organization. Voting Members, consisting of all parents and/or legal guardians of students who attend Oakhill Day School as mentioned above, shall have the right to vote on all issues before the membership, to elect officers, and to hold office. Current teachers and staff shall have the right to vote on all issues before the membership and to elect officers, but are not eligible to hold a position on the PTO Board.
- B. Honorary Membership. All alumni (students, parents or legal guardians), shall have the right to participate in the organization as Honorary Members. Honorary Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.

IV. MEETINGS

- A. General Membership Meetings. At least two (2) General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.
- B. Special Meetings. Additional meetings of the organization where a situation arises that requires a vote from Voting Members may be called, either by vote of the Executive Committee or by petition of

a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seventy-two (72) hours prior to the meeting.

C. Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting. A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization. In the event of a tie, there will be a ballot vote of all voting members.

V. OFFICERS

A. Positions. The officers of the organization shall consist of no more than 2 Presidents, 2 Vice-Presidents, a Secretary, and a Treasurer. All of the officers shall be given all the rights and responsibilities of the office as enumerated herein. Officers may be removed by a majority vote of the Executive Committee. All current PTO Board Members must give their intent for the next school year by the 1st Friday in February of that school year.

B. President(s). The President(s) shall be the principal executive officer of the organization leading the overall direction of the Executive Committee and the membership. The President(s) shall in general supervise and control all of the activities of the organization. The President(s) shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President(s), with input from the Executive Committee, shall appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization. The President(s) is responsible for creating and maintaining a positive and cohesive community by working pro-actively with the Head of School to support the overall education and environment for students, their families and the faculty and staff.

C. Vice-President(s). The Vice-President(s) shall be a member of the Executive Committee and, in the absence of the President(s), shall perform the duties of the President(s). The Vice-President(s) shall perform such other duties as overseeing the social committee and duties as are assigned by the President(s) or the Executive Committee. The Vice-President(s), after having served for one year, shall automatically become the President(s) of the organization. To be eligible to serve as Vice-President(s), a person must have been a Voting Member of the organization for at least one year. The Vice-President can serve no more than 2 consecutive terms as Vice-President.

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President(s) or the Executive Committee. The Secretary can serve no more than 3 consecutive terms as Secretary.

E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall work with the Oakhill Day School Director of Finance to ensure responsible receipt and disbursement of all funds of the organization, in a manner consistent with the policies and procedures of the Oakhill Day School Board of Trustees. The Treasurer shall present a written financial report at the General

Membership Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer can serve no more than 3 consecutive terms as Treasurer.

F. Past President(s). After completing their term as President(s), the President(s) will have the opportunity to assume the role of Past President(s). The Past President(s) serves in an advisory and mentoring capacity to the new President(s). The Past President(s) will offer support and training as needed. The Past President(s) will be considered an Honorary Member of the membership and Executive Board and will have no voting privileges while they hold this position.

VI. ELECTIONS

A. Procedure. The election of officers shall take place during the last General Membership Meeting of each PTO Year (as defined below). All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning on June 1st and ending on May 31st of each year (the "PTO Year"). With the exception of the offices of President(s) and Vice-President(s), a person may be elected to the same or other office for more than one term. There shall be no election for the office of President(s), as the Vice-President(s), shall automatically assume the position of President(s) at the completion of his or her term. The now Past President(s) will assume the role of mentor to the current President(s).

C. Special Elections. In the event of special circumstances (i.e.; transition of a new Head of School or natural disaster, where the current PTO Executive Team might need to remain in office or if a Vice President is not able to fulfill role as President, or as such) there will be a Special Election held as soon as the PTO Executive Team is made aware of any special circumstances and it is cleared by the Head of School.

D. Nominating Committee. The Nominating Committee shall be responsible for receiving and soliciting nominations for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office. In order to be considered for the Nominating Committee, the nominees each must have been with the school for an entire school year and either held a position as a Committee Chair or volunteered at least 30 hours during a school year. The Nominating Committee will consist of the current President(s), 1 Head of School, 1 Board member, 1 current Voting Member (not wanting to serve on the Executive Committee) from each level. Those levels being one from Lower Level School (Early Learner-Pre-K), one from Elementary (grades K-4) and one from Middle School (grades 5-8). If on the Nominating Committee you are ineligible to hold a PTO executive position for that next school year

E. Selection. A majority of the votes cast by the Voting Members present at the meeting shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

F. Vacancies. Any vacancy in office because of death, resignation, removal or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President(s), the Vice-President(s) shall immediately assume the office. Should a vacancy occur in the office of Vice-President(s) for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

VII. EXECUTIVE COMMITTEE

A. General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

B. Membership. The membership of the Executive Committee shall consist of the President(s), Vice-President(s), Secretary, Treasurer, and one (1) faculty representative selected by the faculty. The Head of School, the Board of Trustees liaison, and the chairpersons of all the Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Voting Members of the organization. Any Voting or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

VIII. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee. The Nominating Committee shall be composed of those persons specified in Section VI D. and shall be selected by the Executive Committee at the beginning of each school year. The committee shall carry out its responsibilities, as specified in Section VI D.

B. Other Standing Committees. The Executive Committee may establish other Standing Committees as it deems necessary and advisable. The President(s) shall appoint the chairpersons of all Standing Committees. Chairpersons shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Voting or Honorary Member may serve as a committee

member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees. The President(s) and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on May 31 of each year, whichever occurs first. The President(s) shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as chairpersons. Any Voting or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

A. Source of PTO Funds. The source of the PTO's funds shall be an annual budget allocation in the budget of Oakhill Day School. The PTO shall hold no funds or bank or other accounts of its own. Amounts payable by the PTO shall be paid on behalf of the organization out of the Oakhill Day School general treasury. Checks, drafts, payments and other expenditures on behalf of the PTO shall be requested from the Oakhill Day School business office in accordance with business office procedures and approved in accordance with the policies and procedures of the Oakhill Day School Board of Trustees.

B. PTO Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget (more than \$250.00) must be approved in advance by the membership.

C. Limits on Authority. The officers and members of the ODS PTO shall have no authority to enter into agreements on behalf of Oakhill Day School, nor should they hold themselves out as having such authority. Likewise, the officers and members of the ODS PTO shall have no authority to sign or otherwise execute checks, drafts, or other orders for the payment of money on behalf of Oakhill Day School, nor should they hold themselves out as having such authority.

D. Loans. No loans shall be made by the organization to its officers or members.

E. PTO Revenues. Revenues generated by PTO activity fee (currently \$25.00 per student) shall be promptly deposited with the Oakhill Day School business office with a statement of proposed budget allocation, as stated in section IV (B), in accordance with PTO guidelines. Net proceeds (revenue less expenses) of ODS-sponsored fundraisers (such as but not limited to; annual giving, golf tournament, auction, etc.) operated by the PTO shall be 100% allocated to the Oakhill Day School general treasury. Net proceeds (revenue less expenses) raised by individual PTO committees (these committees are to be agreed upon before the start of each school year) outside of ODS sponsored fundraisers may be allocated by the PTO to the PTO administrative funds in accordance with the following schedule:

- 40% of the first \$1000.00 in profit to administrative PTO fund
- 60% of the first \$1000.00 in profit to the Oakhill Day School general treasury

NOTE: any net proceed above and beyond the first \$1000.00 goes directly to the ODS general treasury.

The details of any such allocation shall be provided in writing to Oakhill Day School business office at the time of deposit of the applicable funds. All other revenues generated by PTO activities shall be allocated to the Oakhill Day School general treasury, except as approved in advance by the Oakhill Day School Board of Trustees. At the end of each school year the remaining PTO funds will go to Adopt-A-Cause which will be used to purchase needed items for Oakhill Day School. These items must be pre-approved by the Head of School. There will be no PTO fundraisers of any kind, only ODS sponsored fundraisers).

F. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the PTO Year.

G. Committee Chair(s). Each Committee Chair(s) will be given their budget at the beginning of the school year, where applicable. Committee Chair(s) must get approval from the PTO treasurer if he/she is to exceed the budget provided to them. In order for Committee Chair(s), or those working for that particular committee, to get reimbursed, they must submit a request with detailed information stating what committee, amount, where bought, and a breakdown of what was purchased, date of purchase and provide a receipt.

XI. DISSOLUTION. This organization may be dissolved by the Oakhill Day School Board of Trustees. Upon such dissolution of this organization, any budget allocations remaining for the ODS PTO may be reallocated as determined by the Oakhill Day School Board of Trustees.

XII. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

XIII. AUTHORITY. If any party of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Administration of Oakhill Day School or the Oakhill Day School Board of Trustees, the conflicting party shall be deemed null and void and the remaining provisions of these Bylaws shall remain in full force and effect. With respect to the existence of a conflict, the decision of the Oakhill Day School Board of Trustees shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called in _____, 2008, and shall take effect immediately.

AMENDMENT RECORD:

I, _____, have read and clearly understand the Oakhill Day School PTO by-laws that were provided to me.

Date: _____

Printed Name: _____

Signature: _____