

**Oak Grove School District PTO, Inc.
Bylaws**

Article I – Name

The name of this organization shall be the Oak Grove School District PTO, Inc. (the “Oak Grove PTO”).

Article II – Purpose

The purpose of the Oak Grove PTO is to

- enhance the educational environment and social opportunities at Oak Grove School through events, volunteer opportunities, and financial resources;
- build a spirit of pride in Oak Grove School throughout the school and community at large; and
- promote communication between the school administration, staff, families, and students.

Subject to the terms of the preceding paragraphs of this section, the Oak Grove PTO is also organized to include the making and doing of any activities that will not disqualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (hereinafter the “Code”).

Article III – Membership and Fees

The Oak Grove PTO shall be comprised of Executive Board Officers and Members. Membership is comprised of all parents, including step-parents, guardians, and other adults standing *in loco parentis* of current Oak Grove District 68 students (hereinafter “Parent Members”); all individuals currently employed by Oak Grove District 68; and current Oak Grove District 68 School Board of Education members. All Parent Members shall remain Members of the Oak Grove PTO so long as they have at least one enrolled student in Oak Grove District 68. No person shall hold more than one basis of membership at any time. All families will be asked to pay an annual \$10 PTO fee, which supports services provided by the Oak Grove PTO. This is a fee that families can elect not to pay during registration. Regardless of a family’s ability to pay the fee, all Members will be able to participate in all PTO-related activities or programs and enjoy the rights and obligations of Members pursuant to these Bylaws.

Article IV – Executive Board & Officers

Section 1. Executive Board. The affairs of the Oak Grove PTO shall be managed by the Executive Board, which shall be comprised of officers. All officers automatically become members of the Executive Board upon election or appointment. Each Executive Board Officer shall hold office until a successor has been duly elected and been qualified by the Oak Grove PTO, or until the death, resignation, or removal of the

Executive Board Officer. The officers shall be a President, Vice President, Secretary, Treasurer and Registrar. Each position may be split between two people.

- a. **President.** The President shall preside at all meetings of the Oak Grove PTO and of the Executive Board. The President shall be a member *ex-officio* of all committees and serves as the sole liaison with school administration. All communication between committee chairs and school administration shall be approved by the President, and the President shall be copied on all correspondence, including email.
- b. **Vice President.** The Vice President shall assist the President and carry out the President's duties in the President's absence or inability to serve. The Vice President shall be the Oak Grove PTO's representative at the Oak Grove School Board of Education meetings.
- c. **Secretary.** The Secretary shall keep all records of the Oak Grove PTO, take and record minutes, and handle correspondence.
- d. **Treasurer.** The Treasurer shall receive all funds of the Oak Grove PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a treasury report at every regular meeting and at other times of the year when requested by the Executive Board, and prepare a full report at the end of the fiscal year.
- e. **Registrar.** The Registrar shall coordinate, collect, and manage the Oak Grove PTO volunteer data, including the data relevant to the Oak Grove PTO collected during registration.

Section 2. Eligibility. Any Parent Member, including any member who is also a current District employee or also a current School Board of Education member, may be nominated and elected to the Executive Board.

Section 3: Nominations & Elections. Election for the Executive Board shall be held at the April regular meeting. The Nominating Committee shall determine a candidate for each office and present the slate at a regular meeting held at least two (2) weeks prior to the election. At that same regular meeting held at least two (2) weeks prior to the election, nominations also may be made from the floor. Voting for the Executive Board shall be by voice vote if an uncontested slate is presented. If more than one (1) person is running for an office, a ballot vote shall be taken and counted together with any proxy votes. A candidate shall be successfully elected by majority vote of Members voting at the regular meeting or plurality vote of Members voting at the regular meeting in the event that more than two (2) candidates are running for an office. Vacancies will be filled by appointment of the majority of the Executive Board and confirmed by a majority vote of Members voting at the next regular meeting.

Section 4. Terms of Office. Executive Board Officers' terms shall run concurrent to the Oak Grove PTO's fiscal year (July 1st - June 30th). The President, Vice President, Secretary and Registrar shall be elected

for a one-year term, not to be held for more than three (3) consecutive years. The Treasurer shall be elected for a two-year term, not to be held for more than one (1) term.

Section 5. Removal From Office. Executive Board Officers can be removed from office for cause by a two-thirds vote of Members voting at any duly called regular or special meeting.

Section 6. Duties of the Executive Board Officers. The duties of the Executive Board shall be to transact business between meetings in preparation for regular and special meetings, create standing rules and policies, establish committees, prepare and submit a budget to the membership, approve routine bills, prepare reports and recommendations to the membership, and perform other tasks consistent with these Bylaws.

Section 7. Meetings of the Executive Board. Regular meetings of the Executive Board shall be held at least every other month. Special meetings may be called by any two (2) Executive Board Officers, with 24 hours' notice. The Executive Board shall meet before the last regular meeting of the school year and shall submit a proposed budget for the coming fiscal year. The budget shall be approved by a majority of the Members voting at the last regular meeting of the school year.

Section 8. Quorum of the Executive Board. A majority of Executive Board members constitutes a quorum.

Section 9. Executive Board Voting. Unless otherwise specified in these Bylaws, Executive Board decisions will be made by majority vote. In the event of a tie, the Oak Grove PTO's School Board of Education Representative shall cast the tie-breaking vote.

Article V – Meetings

Section 1. Regular Meetings. Regular meetings shall take place at least once per month September through May. Additional meetings shall be held as determined by the Executive Board.

Section 2. Special Meetings. Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) Members submitting a written request to the Secretary. Notice of the special meeting shall be sent to the membership at least five (5) days prior to the meeting via email.

Section 3. Quorum. A quorum shall be eight (8) Members of the Oak Grove PTO, with at least two (2) non-Executive Board Members in attendance, for all regular and special meetings, except in any meeting in which an election for Executive Board or approval of the annual budget is on the agenda, in which case a quorum shall be 16 members of the Oak Grove PTO. For purposes of determining whether a quorum exists, attendance at any meeting of the Oak Grove PTO shall be by remote video conference, in person, or written proxy that complies with these Bylaws.

Section 4. Notification of Regular Meetings. Regular meeting dates shall be made part of the online Oak Grove School calendar at least one (1) week prior to each meeting; the posting of the regular meeting shall be sufficient notice to all Members.

Section 5. Voting. Voting shall be conducted either in person, via remote video conference, or through signed, written proxy delivered either in person at the meeting or delivered to the Secretary no less than one (1) hour prior to the opening of the meeting. Proxy ballots may be obtained by sending a written request for a proxy ballot to the Secretary no less than three (3) days prior to the scheduled meeting. Each Member is granted a single vote for any decision to be voted upon. A majority shall be a sufficient number of votes for any issue except for officer removal, committee chair removal, or Bylaws amendment for which a two-thirds supermajority will be required and in the instance of more than two (2) candidates running for office for which a plurality is sufficient. Any spending request greater than \$499 cannot be raised from the floor during any meeting. Such a request must be submitted to the Executive Board at least five (5) days prior to a meeting. Any spending request greater than \$999 cannot be voted on at the meeting at which it is originally presented to the Members, but rather will be voted on at the next regular meeting.

Section 6. Urgent Voting. Notwithstanding anything herein to the contrary, in the event of an urgent request that must be made before another meeting can feasibly be held, the unanimous vote of the Executive Board may be utilized to approve any measure that requires the majority vote of the Members other than the election of officers or approval of the annual budget. This urgent voting power also cannot be used for any measure that requires more than the majority vote of the Members. Any measure approved pursuant to this section shall be reported to the Members at the next regular meeting.

Article VI – Committees

Section 1. Membership. Committees may consist of Members and Executive Board Officers, with the President acting as an *ex officio* member of all committees.

Section 2. Standing Committees. The following committees may be established each school year: Book Fair, Community Give Back, Family Dances, Family Fest, Family Socials, Field Day, Grade Level Socials, Ice Cream Socials, New Clubs and Activities, Partnership Fundraising, Prepack Supplies, Programs & Assemblies, Room Parent Coordinators, Spirit Wear, Staff Appreciation Meals, Teacher Appreciation, Variety Show, Welcome / New Family, 5th Grade Coming of Age.

Section 3. Additional Committees. The Executive Board may establish additional committees at its discretion.

Section 4. Chairperson. Any Member may be a committee chairperson. The Chairpersons of the Standing Committees shall be nominated by the Nominating Committee. Election of Chairpersons shall take place at the last regular meeting of the school year. Chairpersons can be removed from office for cause by a

two-thirds vote of Members voting at any duly called regular or special meeting. Vacancies may be filled by appointment by the President with the approval of the majority of the Executive Board.

Article VII - Special Committees & Representatives

Section 1. Nominating Committee: This committee shall nominate Executive Board Officers and Standing Committee Chairs. This committee shall consist of at least two (2) non-Executive Board members, appointed and approved by the Executive Board. The Nominating Committee shall notify Oak Grove PTO Members of officer and committee vacancies to be filled and facilitate filling these vacancies.

Section 2. Strategic Planning Committee. This committee shall develop and review a strategic plan for funding larger scale projects by the Oak Grove PTO using surplus funds identified by the Executive Board. Representatives should include the Executive Board, Executive Board-elect (if any), school administration, a Board of Education representative, the Oak Grove PTO-Teacher Liaison, an OGSEF representative, and other Members at the recommendation of the Executive Board. The Strategic Planning Committee will solicit feedback from PTO Members to inform planning. This committee will meet annually or more often as determined by the Executive Board.

Section 3. Diversity, Equity, and Inclusion (DEI) Committee Representative. This representative shall be appointed by the Executive Board and shall attend DEI Committee meetings and serve as a liaison between the Oak Grove PTO and the DEI Committee. This individual shall report at each regular meeting.

Section 4. OGSEF Representative. The Oak Grove School Education Foundation (OGSEF) representative shall be appointed by the OGSEF President and shall attend PTO meetings to serve as a liaison between the Oak Grove PTO and OGSEF. This individual shall report at each regular meeting.

Section 5. School Board of Education Representative. The District 68 School Board of Education (BOE) representative shall be appointed by the BOE President and shall attend Oak Grove PTO meetings to serve as a liaison between the Oak Grove PTO and BOE. This individual shall report on the Oak Grove PTO's behalf at each BOE regular meeting.

Section 6. PTO-Teacher Liaison. The teacher liaison shall be appointed by the Principal and shall attend Oak Grove PTO meetings, give a report at each regular meeting, and serve as a liaison between the Oak Grove PTO and school staff.

Section 7. BSA Pack 194 Liaison. The Oak Grove PTO is the charter organization of BSA Pack 194. This liaison shall be appointed by the BSA pack and shall attend Oak Grove PTO meetings, give a report at each regular meeting, and serve as a liaison between the Oak Grove PTO and BSA Pack 194.

Article VIII – Finances

Section 1. The Oak Grove PTO fiscal year begins on July 1 and ends June 30.

Section 2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information. The Treasurer shall prepare a monthly treasurer report and make a full report at the end of the fiscal year.

Section 3. There will be two account holders on the Oak Grove PTO checking account including the Treasurer and the President. Two authorized signatures shall be required on each check over the amount of \$500.

Section 4. An Executive Board member who is not an authorized signer on the Oak Grove PTO checking account shall review monthly bank statements. This includes signing and dating the statement and acknowledging review.

Section 5. No Oak Grove PTO Member shall personally financially profit from an Oak Grove PTO event except when reviewed and approved by a majority of the Executive Board. If the Oak Grove PTO Member who may profit from an Oak Grove PTO event is an Executive Board Officer, then the review and approval shall be by unanimity of the Executive Board, excluding that Executive Board Officer. The Executive Board shall maintain a written record of all persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest wherein they may financially profit from an Oak Grove PTO event; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the Executive Board's decision as to whether a conflict of interest in fact existed. The written record shall include the names of all persons present for discussion and voting relative to the proposed transaction, the content of the discussion (including any alternatives to the proposed transaction or arrangement), and a record of any votes taken in connection with the proceedings. Each Executive Board Officer and Committee Chairperson shall annually sign a statement which affirms that such person understands the above policy of the Oak Grove PTO, agrees to comply with the policy, and understands this policy is necessary for the Oak Grove PTO to maintain its federal tax exempt status.

Article IX – Standing Rules

Standing Rules may be adopted or amended by the Members of the Oak Grove PTO at any meeting of the organization. The Standing Rules set forth policies for the Oak Grove PTO and remain in force until suspended, amended or rescinded by the Members. These rules may amplify, but may not conflict with, the Bylaws. In the event a conflict exists or arises between any Standing Rule and these Bylaws, the Bylaws control.

Article X – Dissolution

Upon the dissolution of the Oak Grove PTO, after paying or adequately providing for the debts and obligations of the Oak Grove PTO, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Code.

Article XI – Amendments

These Bylaws may be amended at any regular or special meeting, providing that previous notice was given via email at least one week prior to all Members of the organization. Amendments may only be approved by a two-thirds vote of Members voting at any duly called regular or special meeting. These Bylaws shall be reviewed as necessary in the discretion of the Executive Board.

ARTICLE XII – Insurance

The Oak Grove PTO may, but has no obligation to, purchase and maintain insurance. This includes but is not limited to insurance on behalf of any person who is or was an Executive Board Officer, Member or agent of the Oak Grove PTO.

The preceding Oak Grove School District PTO, Inc. Bylaws were voted on by a two-thirds majority vote of the Members present on May 18, 2022.

Beth Zender, Co-President

Kate Byers, Co-President

Elizabeth O'Neill, Vice President

Haeli Byrnes, Treasurer

Elisabeth Cobb, Secretary

Aayshah Mirza, Registrar