

Oakhurst Elementary School

Parent Teacher Club Bylaws

ARTICLE I. NAME

The name of this organization shall be Oakhurst Elementary School Parent/Teacher Club

Mission Statement: The OES Parent/Teacher Club is a non-profit organization run by a group comprised of parent volunteers and teachers. We arrange special events and activities to supplement the academic program and enhance the school's sense of community. We also organize fundraising events to help meet expenditures not covered by District and School.

ARTICLE II. PURPOSE

This organization shall exist for educational and charitable purposes. The object of this organization shall be to bring together parents and teachers in a close relationship to benefit the students of OES as outlined in the Mission Statement. The organization, Oakhurst Elementary School Parent/Teacher Club, will abide by all school board administrative policies and procedures.

ARTICLE III: MEMBERSHIP

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have ONE vote per household.

ARTICLE IV: OFFICERS

Section I. Officers. The officers shall be a president, vice-president, secretary and a treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

- A. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- B. Vice President. The vice president shall assist the president and carry out the president's duties in his/her absence or inability to serve. The vice president shall also oversee the committees of this organization.
- C. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to the meetings.

D. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He/she will present a financial statement at every meeting, provide a quarterly cash flow report, and at other times of the year when requested by the executive board, or site principal, and make a full report at the end of the year.

Section II. Eligibility .Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section III. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section IV. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section V. Remove from office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section VI. Vacancies. If there is a vacancy of president, the vice president will become the president. AT the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

ARTICLE V. MEETINGS.

Section I. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

Section II. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section III. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers and conducting other business that should arise.

Section IV. Quorum. The quorum shall be 10 members of the organization.

Section V. Notification of Meetings. The secretary will notify the members of the meetings via email at least one week prior to the meeting.

ARTICLE VI. EXECUTIVE BOARD.

Section I. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section II. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section III. Meetings. Regular meetings shall be held monthly, on the same day and same time each month, as determined by the board. Special meetings may be called by any two board members, within 24 hour notice.

Section IV. Quorum. Half the number of the board members plus one constitutes a quorum.

ARTICLE VII. COMMITTEES.

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

Section II. Standing Committees. The following committees shall be held by the organization: fundraising, hospitality, membership, communications, arts and enrichment, family events, nominating and Audit.

Section III. Additional Committees. The board may appoint additional committees as needed.

ARTICLE VIII. FINANCES.

Section I. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section II. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section III. The board shall approve all expenses of the organization.

Section IV. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer and the principal.

Section V. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section VI. The fiscal year shall coordinate with the school year.

Section VII. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE IX. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

ARTICLE X. STANDING RULES.

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

ARTICLE XI. DISSOLUTION.

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE XII. 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. Notice may be given by postal mail, email, hard copy or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Updated, reviewed and adopted January 2019