

Oak Grove School Dist. Parent-Teacher Organization Inc., Constitution and Bylaws 2010-2011 School Year

ARTICLE I: NAME

The name of this organization shall be the Oak Grove School District Parent-Teacher Organization Inc., (PTO), District 68, Lake County, Green Oaks, Illinois 60048.

ARTICLE II: MEETINGS

Section 1: The meetings of this organization shall be held as determined by the current board.

Section 2: At all meetings of the organization, a majority of those present shall constitute a quorum.

Section 3: A two-thirds vote of the members present shall be necessary to transact business at a general meeting.

Section 4: Spending Guidelines

1. Within the voting procedure, any procedure can be over ridden by 100% of the Board vote.
2. All staff requests must be submitted through administration, Principals or Superintendent, in writing prior to coming to the PTO for funds.
3. All requests for funds must be in writing and copied to the PTO President or Co-President(s) and Superintendent.
4. A written recommendation (positive or negative) from the principals will accompany each request.
5. All requests will be placed on the agenda the following month for discussion.
6. If the request is over \$1,000.00:
 - a. The request may be voted on at the following PTO meeting; but will not be voted on at the meeting where it is originally presented.
 - b. All requests over \$1,000.00 will be conducted by ballot. Voters must be present to vote.
7. If the request is under \$1,000.00:
 - a. The request may be voted on at the meeting in which it is presented.
 - b. The request may be conducted by yeas or nays or show of hands.

8. The requestor must be excused during the voting procedure.

ARTICLE III: PURPOSE

The purpose of this organization is to create a closer relationship between the home and the school, so that parents and educators may cooperate intelligently in the training of the child, raise the educational standards of the school, and further a spirit of cooperation among teachers, parents and residents of the community. No Oak Grove PTO member shall personally financially profit from a PTO fundraising event.

ARTICLE IV: MEMBERSHIP AND DUES

The annual dues for members shall be \$10.00 per family/teacher. The dues include one Oak Grove Directory per family/teacher. Membership is open to all parents and guardians of current Oak Grove students, all teachers and staff employed by Oak Grove district # 68, and District 68 School Board Members. Active Members shall be eligible to vote on all issues concerning the organization. An active member shall be one who has paid the annual dues in this organization. All individuals purchasing a PTO lunch will automatically be charged \$10.00 and be an active member in the PTO.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization are the Executive Board. The Executive Board shall consist of the President or Co-President(s), Vice President, Secretary, Treasurer, and PTO Registrar. The President or Co-President(s), Vice President, Secretary and Registrar shall be elected for a one-year term, not to be held for more than three consecutive years. The Treasurer shall be elected for a two-year term, not to be held for more than two consecutive terms (four consecutive years).

Section 2: The duties of the Executive Board shall be the transaction of necessary business between meetings, such business as may be referred to it by the organization, and approval of the plans of work of the standing Committee Chairpersons. The Executive Board shall meet at the discretion of the President or Co-President(s) and/or the request of a member of the Executive Board. When Co-Presidents exist, only one of the two co-presidents will be the voting member of the Executive Board.

Section 3: Officers' terms shall run from the close of one school year to the close of the next. Election for the Board shall be held at the last general meeting of the school year. Vacancies during the school year will be filled by appointment by the President or Co-President(s) with the approval of the Executive Board.

ARTICLES VI: DUTIES OF OFFICERS

- Section 1:* *The President or Co-President(s)*- The President or Co-President(s) shall preside at all meetings of the organization and of the Executive Board. The President or Co-President(s) shall be member ex-officio of all committees, except the Nominating Committee, shall appoint special committees, and shall be a contributing member of the Budget-Finance Committee and the Bylaws Committee.
- Section 2:* *The Vice President*- The Vice President will work closely with the President or Co-President(s) for one year. The Vice President, in the absence of the President or Co-President(s), shall assume the duties of that office. The Vice President shall be a contributing member of the Budget-Finance Committee and the Bylaws Committee. The Vice President shall assist the President or Co-President(s) during PTO meetings regarding adherence of Roberts Rules and the PTO Constitution and Bylaws. The Vice President shall be the PTO's representative at the Oak Grove School Board meetings and the District 70 PTO Coordinating meetings and report back to the PTO at its regular meeting. The Vice President shall be the representative of this organization at the Village of Green Oaks meetings and shall report back to the PTO on an as needed basis. The Vice President will assist in the registration process.
- Section 3:* *The Secretary*- The Secretary shall keep a record of all meetings of the organization and the Executive Board. The minutes of the previous meeting shall be posted for approval at the regular business meeting. The Secretary shall conduct all correspondence and prepare documents for the school website. The Secretary shall be a contributing member of the Budget-Finance Committee and the Bylaws Committee.
- Section 4:* *The Treasurer*- The Treasurer shall receive membership dues and all other money due to the organization and shall pay all approved bills. The Treasurer shall render a Treasurer's Report at every meeting. The Treasurer shall be a contributing member of the Budget-Finance Committee and Bylaws Committee. The Treasurer shall be responsible for the collection attempts of all NSF and Account Closed items, to include checks and charge cards. The Treasurer is responsible for providing information to the Auditing Committee following the last PTO meeting of the year and presenting the auditors report at the September meeting of the following year. The Treasurer shall work closely with the PTO Registrar.
- Section 5:* *PTO Registrar*- The PTO Registrar shall coordinate the registration process and the dissemination of the resulting registration data: PTO fundraiser lunches, pre-packs, homeroom party fees, volunteers, school

directory etc. The PTO Registrar will work closely with the Registration Committee. The PTO Registrar is a contributing member of the Budget Finance Committee and the Bylaws Committee.

ARTICLE VII: STANDING COMMITTEES

Section 1: The Chairpersons of the Standing Committees shall be nominated by the Nominating Committee pending the annual election. Vacancies during the school year shall be filled by appointment by the President or Co-President(s) with the approval of the Executive Board. Chairpersons shall appoint their own committee members.

Section 2: The Committee Chairs must communicate as necessary for their committee with the President or Co-President(s). They can communicate in a verbal or written form and are not obligated to attend the monthly PTO meetings, if unavailable.

Section 3: There shall be the following Standing Committees:

ART AWARENESS COMMITTEE: The Chairperson(s) shall be responsible for developing short programs on different aspects of fine arts and shall coordinate the efforts of volunteers.

BOOK FAIR COMMITTEE (FALL AND SPRING): The Chairperson(s) shall be responsible for organizing the Book Fair. The Chairperson(s) shall work with the company from which the books are bought, set up the Book Fair display, coordinate with the Elementary Secretary for student visits, organize volunteers as needed and oversee all sales and orders.

CANDY SALE COMMITTEE: The Chairperson(s) shall be responsible for coordinating candy sale(s).

CHIPOTLE DAY COMMITTEE: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

CLASSIFIED ADS COMMITTEE: The Chairperson(s) shall be responsible for coordinating classified ads from PTO members, receiving payment for the ads, and for having the ads included in the school newsletter.

CULVER'S DAY COMMITTEE: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

DIRECTORY COMMITTEE: The Chairperson(s) shall be responsible for publishing a telephone directory of Oak Grove students. The Chairperson(s) shall oversee data compilation, document design and execution, reproduction, distribution, and necessary updates. The Directory Committee shall work closely with the registration committee.

EAGLES VOLUNTEERS COMMITTEE: The Chairperson(s) will be responsible for coordinating volunteers for specific activities as needed, including office help, bakers and last minute calls.

GO GREEN COMMITTEE: This committee will include the following:

BOX TOPS COMMITTEE: The Chairperson(s) shall be responsible for organizing the collection of box tops from food products and redeeming for cash or prizes for Oak Grove PTO.

INK JET CARTRIDGE COMMITTEE: The Chairperson(s) shall be responsible for collecting empty ink jet cartridges and sending them in to be redeemed for cash for Oak Grove PTO.

GREEN WATER COMMITTEE: The Chairperson(s) shall oversee the PTO water initiative.

ICE CREAM SOCIAL COMMITTEE: The Chairperson(s) shall organize Ice Cream Socials during the open houses.

JASON'S DELI COMMITTEE: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

JERSEY MIKE'S COMMITTEE: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

K-8th GRADE SOCIAL NIGHT COMMITTEES (K/1st GRADE, 2nd/3rd GRADE, 4th/5th GRADE, 6th GRADE, 7th GRADE, 8th GRADE): The Chairperson(s) shall coordinate an evening of activities. This is not considered a fundraising event.

MALL IN THE HALL COMMITTEE: The Chairperson(s) shall be responsible for organizing a shopping day for students of Oak Grove. The Chairperson(s) shall be responsible for the purchasing of gifts to sell and organizing volunteers and overseeing all sales.

MARKET DAY COMMITTEE: The Chairperson(s) shall be responsible for working with the company from which food is ordered, and organizing volunteers as needed for delivery dates. A schedule for delivery dates shall be submitted annually. The chairperson(s) shall be responsible for

distributing brochure sales forms, collecting forms and overseeing all sales of wrapping paper, gifts and home accents.

OAK GROVE FAMILY PICNIC COMMITTEE: The Chairperson(s) shall be responsible for organizing the annual Oak Grove Family Picnic.

OUTREACH COMMITTEE: The Chairperson(s) shall be responsible for coordinating Outreach programs with the school staff. The Chairperson(s) are responsible for coordinating volunteers.

PANCAKE BREAKFAST COMMITTEE: The Chairperson(s) shall be responsible for organizing a pancake breakfast through volunteer cooks or a catering service.

PASTA DAY: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

PIZZA DAY: The Chairperson(s) shall be responsible for planning and serving lunches and presenting annually a schedule of dates for these lunches.

PRE-PACK SCHOOL SUPPLIES: The Chairperson(s) shall work with the company that sells school supplies and work with the registrar in the distribution of order forms, collection of funds, and distribution of supplies to the students.

PROGRAMS & SPEAKERS: The Chairperson(s) shall be responsible for all PTO sponsored assemblies and presentations during school hours.

PTO LUNCH COORDINATOR: The Chairperson(s) shall coordinate with all of the PTO Lunch Fundraiser Committee chairpersons, help set PTO Lunch Fundraiser Policies and provide the PTO Executive Board with a vendor agreement for PTO Executive Board approval. The agreement shall include a contracted price for each food item, what supplies are included (plates, napkins, forks, condiments, etc.) and the agreed upon dates and times the lunches are to be delivered. The chairperson shall work with the PTO Registrar to set hot lunch prices.

PTO LUNCH SNACK COORDINATOR: The Chairperson(s) shall be responsible for coordinating the ordering of the side items for required PTO Lunch Fundraisers.

RED RIBBON COMMITTEE: The Chairperson(s) shall coordinate with the school and help organize the activities and distribute the Red Ribbon merchandise during Red Ribbon Week.

REGISTRATION COMMITTEE: The Registration Committee will work with the Registrar to facilitate registration, PTO lunch fundraisers, school ID's, registration of new families and the PTO volunteers. The Registration Committee will also coordinate with the Directory Committee.

ROOM PARENT COMMITTEE: The Chairperson(s) shall designate at least two Room Parents for each class by coordinating volunteer lists received at registration. The Chairperson(s) shall hold two organizational meetings (K-4 and 5-8) within the first month of school. The Chairperson(s) will assist all Room Parents in their duties throughout the year. The chairperson(s) is responsible for working with the Treasurer and the PTO Registrar to distribute the room party fees collected during registration to the appropriate room parents.

SOAR (Sharing Our Appreciation for Reading) COMMITTEE: The Chairperson(s) shall coordinate the replenishing and updating of books in classrooms and the Learning Centers with the donations from Oak Grove students and families and any contributing individual or group.

SMOOTHIE DAY: The Chairperson(s) shall be responsible for planning and serving the smoothies and presenting annually a schedule of dates for these drinks.

SNOWFLAKE: The Chairperson(s) shall be responsible for coordinating the Snowflake program with the school staff. The Chairperson(s) are responsible for coordinating volunteers.

SPIRITWEAR COMMITTEE: The Chairperson(s) shall be responsible for organizing the sale of Oak Grove School Spirit Wear throughout the year.

STAFF APPRECIATION MEALS COMMITTEE: The Chairperson(s) shall be in charge of the Staff Welcome Back Luncheon in August to which all staff members, School Board members and PTO Executive Board members are invited. The Chairperson(s) will also be responsible for organizing the Teacher Appreciation breakfasts in Fall and Spring, and the Teacher Conference dinners in November and March.

TARGET COMMITTEE: The Chairperson(s) shall be responsible for coordinating earned income between Target and Oak Grove School.

VARIETY SHOW: The Chairperson(s) will be responsible for organizing the annual Variety Show in the Spring.

WELCOME/NEW FAMILY COMMITTEE: The Chairperson(s) shall call new families to Oak Grove School throughout the school year to welcome them and invite them to PTO meetings and activities. The family names

are then to be given to the appropriate Room Parent who shall place a follow-up call.

5th GRADE MOTHER/DAUGHTER TEA: This Chairperson(s) shall work closely with the school nurse to organize an information night for mothers and daughters.

5th GRADE FATHER/SON NIGHT: This Chairperson(s) shall work closely with the school nurse to organize an information night for fathers and sons.

Section 4: New Standing Committees may be created by a two-thirds vote of the members present at a general meeting. Such committees shall be filed according to Article VII, Section 1 of the Constitution and Bylaws.

Section 5: Each committee chairperson shall submit to the President or Co-President(s) a report of the year's activities and recommendations for changes if needed.

Section 6: Committee reimbursable expenses shall typically be limited to fees for paid speakers or entertainers, admission fees for committee representatives to attend special, pre-approved workshops, and the actual purchase price of materials used directly by committees to carry out their duties. Members who volunteer for committee work donate their own time, effort and transportation. The school building is often available for committee meetings and committee work.

Committee expenditures are budgeted and approved in advance. If a committee anticipates non-budgeted costs or costs outside those generally accepted, they should approach the PTO for approval, and those expenses should be put to discussion and a vote before the costs are incurred. The committee will collect gross revenues and submit to the Treasurer. The committee will also submit documented expenses to the Treasurer for reimbursement. If the committee is revenue producing, yearly reviews of their financial data should be performed to ensure budget targets.

Budgeted funds are only to be used during the current school year. Unused funds cannot be carried over to the next year.

Section 7: Before a committee submits any notice for inclusion in the Oak Grove Newsletter and before a committee prints or distributes any letters or flyers to be sent home with students, the committee must submit the notice, letter or flyer to the PTO President or Co-President(s) for approval. The PTO President or Co-President(s) will be able to immediately approve notices for programs and fundraisers that have already been approved at a PTO meeting. If the President or Co-President(s) determines that a

program or fundraiser being publicized is new or outside the scope of the program that was approved, the committee will be required to submit their program for discussion and vote at the next PTO meeting before releasing any notices, letter or flyers.

ARTICLE VIII: SELECT COMMITTEES

Select committees may be created for a specific task or limited period of time by a two-thirds vote of the members present at a general meeting. Such committees shall be filled by appointment by the President or Co-President(s) with approval of the Executive Board.

ARTICLE IX: SPECIAL COMMITTEES

There shall be the following Special Committees:

AUDITING COMMITTEE: There shall be a third party, individual accounting firm, who is *not* currently reflective of the Executive Board, responsible for auditing the Treasurer's books immediately following the last general PTO meeting of the year and at other times if required. The President or Co-President(s) shall appoint this firm prior to the last meeting of the school year. The Auditing Committee Report shall be presented at the September meeting of the next school year.

BUDGET-FINANCE COMMITTEE: This committee shall consist of the current Executive Board and shall meet before the last meeting of the school year and when deemed necessary. The committee shall submit a proposed budget for the coming year. The budget shall be approved by a two-thirds majority of the members present at the year-end meeting.

BYLAWS COMMITTEE: This committee shall consist of the Executive Board. Their purpose is to review and revise the Bylaws when necessary and in April or May of each year. They shall then submit the changes in the Bylaws for general discussion and voting at the next general meeting.

NOMINATING COMMITTEE: Nominations of the Executive Board and Standing Committee Chairperson shall be made by a Nominating Committee. This committee shall consist of non-board members appointed and approved by the Executive Board. This Nominating Committee shall notify all PTO members of office and committee vacancies to be filled and facilitate filling these vacancies. The PTO votes on these candidates or other nominations from the floor with the consent of these nominees.

TEACHER REPRESENTATIVE COMMITTEE: The Teacher Representative(s) shall be appointed by the Principal and shall attend PTO meetings and serve as a liaison between the PTO and school staff.

ARTICLE X: AMENDMENTS

This Constitution and Bylaws may be amended at any general meeting by a two-thirds vote of the members present. Notification of the Amendments to the Constitution and Bylaws must be published and members notified at least one week prior to the vote.

ARTICLE XI: PROCEDURE

All questions of order not provided for in the Constitution and Bylaws shall be decided by parliamentary procedure as specified in Robert’s Rules of Order.

The preceding **OAK GROVE SCHOOL DISTRICT PARENT-TEACHER ORGANIZATION INC., CONSTITUTION AND BYLAWS** was amended and voted on by a 2/3 vote of the members present on Wednesday, May 26, 2010 by the Oak Grove School Parent Teacher Organization.

Shannon Schweiger _____
Co-President

Leigh Foltz _____
Co-President

Kim Opsahl _____
Vice-President

Karin Stouffer _____
Treasurer

Lynne Lenz _____
Registrar

Beth Williams _____
Secretary