



OXFORD PTO
Striving to further enrich the children of Oxford

Oxford Parent Teacher Organization, Inc.

By-Laws

ARTICLE I – NAME

The name of this organization shall be the **Oxford Parent Teacher Organization, Inc.**, hereinafter referred to as “P.T.O”

ARTICLE II – PURPOSE AND PHILOSOPHY

The P.T.O is a nonprofit organization dedicated to the enrichment and nurturing of a close relationship between the parents, teachers, and the students by advancing opportunities in the school, home, and the community of Oxford. Our philosophy is to provide educational enhancements, including, but not limited to programs, which benefit the majority of the student body and are not normally provided by the Board of Education.

ARTICLE III – MEMBERS

Any parent, guardian, teacher, school administrator or other adult interested in supporting the purpose of the organization may become a member upon payment of dues annually, hereinafter referred to as “Member”

ARTICLE IV – DUES

The Executive Board shall determine the amount of annual dues. Dues are payable at the beginning of the school year. New members pay upon joining the P.T.O.

ARTICLE V – P.T.O. FISCAL YEAR

The P.T.O. fiscal year shall begin on July 1 and end on June 30 of each year.

ARTICLE VI – OFFICERS, EXECUTIVE BOARD AND EVENT COORDINATORS

A. The Officers of the P.T.O. shall be defined as the President, Vice President, Secretary, and Treasurer.

B. The Board of Directors of the P.T.O shall be defined as, and consisting of, all four duly elected Officers, hereinafter referred to as “Board of Directors”.

C. The Executive Board of the P.T.O. shall be defined as, and consisting of, the entire Board of Directors, elected Committee Chairpersons and Co-Chairs, and one (1) teacher or administrator from each school, together hereinafter referred to as the “Executive Board”.

1. Any Member whose dues are paid, and is the parent or legal guardian of a child enrolled in grades pre-kindergarten through eighth grade of the Oxford Public School System during the term the Member seeks to serve, is eligible to run for a position on the Executive Board, with the exception of the President and Treasurer who are required to have served on the Executive Board, in any position, for a minimum of one year. An elected Board Member may complete the remainder of their two year term even if their youngest child graduates eighth grade in the middle of their term.

2. If half of the total number of Executive Board Member positions are vacant, the Board of Directors may, at their sole discretion, choose to nominate, or accept the nomination of, an interested parent/guardian regardless of the grade the child is enrolled in, in order to fill one or more empty positions. Prior to any vote on the candidate, the Board of Directors reserves the right to approve or deny the nomination of any person wishing to be elected to a position on the Executive Board, who normally wouldn't be able to serve based on the requirement that they be the parent or guardian of a child enrolled in grades pre-kindergarten through eighth during the time the candidate seeks to serve. If the Board of Directors approves the nomination of the candidate, the Executive Board would then vote on the candidate, with quorum vote needed.

D. Committee Chairpersons and Co-Chairpersons are those who oversee events within the category of their Committee. Committee Chairpersons and Co-Chairpersons are elected by a majority vote of the Executive Board and shall serve a two year term. Co-Chairpersons are not required for each committee.

E. Event Coordinators are coordinators who oversee a single event, or several events, but who do not hold a voting position and therefore need not be in attendance at each monthly meeting. Event Coordinators are coordinators assigned to individual fundraisers.

ARTICLE VII – DUTIES AND TERMS OF OFFICERS

A. President – The President shall preside at all regular and Executive Board meetings of the P.T.O. The President should preview any P.T.O. materials before their distribution. All phone, teleconferencing or email votes should be

conducted by the President and/or Secretary and are to be recorded in the minutes of the following meeting. When a phone or teleconference vote is taken, all Executive Board members must be notified 3 calendar days prior to the date of the virtual meeting. When conducting a vote by e-mail, the Executive Board shall be given 3 calendar days to respond. The President is the primary spokesperson for the P.T.O.

B. Vice President – The Vice President shall act as an aide to the President and shall perform the duties of the President in his or her absence. The Vice President shall be responsible for enrolling members in the P.T.O. and maintaining and distributing current volunteer lists. The Vice President will also coordinate with the Sunshine / Hospitality chairperson(s). The Vice President shall have voting privileges and needs to be present at the monthly meetings.

C. Secretary – The Secretary shall record and distribute minutes of all meetings of the Executive Board, including the agenda package. All phone, teleconference or email votes should be conducted by the President and/or Secretary and are to be recorded in the minutes of the following meeting. When a phone, teleconference or email vote is taken, all Executive Board members must be notified and quorum must be reached.

D. Treasurer – The Treasurer shall receive and deposit at the banking institution of the P.T.O. all moneys of the P.T.O., shall keep an accurate record of receipts and expenditures and shall pay P.T.O. expenses only as authorized by the Board of Directors. The Treasurer shall present a statement of accounts at every meeting of the organization and at other times upon the request of the Executive Board, and shall make a full report at the Annual Meeting. The P.T.O. may arrange for bonding of the Treasurer. The Executive Board may also make banking deposits, provided a receipt is supplied to the Treasurer within 3 calendar days. Both the President and Treasurer are required to be listed on, and have access to, all P.T.O. banking accounts.

E. Each Officer shall serve for a two-year term. Officers may hold an office for more than one term.

F. No Officer or Member shall receive any profits or payments from the proceeds of any fund-raising activity, except for reimbursements.

ARTICLE VIII – ELECTION OF OFFICERS (as defined in Article VI(A))

A. Election – The outgoing Executive Board shall elect the Officers of the P.T.O. at the last meeting of the school year, by a majority vote.

B. Nomination – In the event that three (3) or more Officer positions shall be vacant for the upcoming term, Nomination of Officers shall be made by a

nomination committee composed of at least three (3) Executive Board Members, two (2) of which are on the Board of Directors. The Executive Board shall select this committee at least six (6) weeks prior to the last meeting of the school year. The nominating committee shall report the name of at least one candidate for each office to be filled at the last meeting of the school year. The consent of each candidate must be obtained before his or her name is placed in nomination. Voting shall not be limited to the nominees.

C. Vacancy – Any vacancy in an office shall be filled by a majority vote of the Executive Board.

ARTICLE IX – EXECUTIVE BOARD (as defined in Article VI(C))

A. The Executive Board shall be the executive authority of the organization.

B. A majority of the Executive Board members shall constitute a Quorum for the purpose of conducting a business meeting and voting (referred to herein as “Quorum”)

C. Two consecutive absences of an Executive Board member could result in the loss of the privilege to vote, and may result in the loss of the position by a majority Executive Board vote. Discretion is afforded to the Board of Directors in this matter.

D. The Executive Board shall approve expenditures of items greater than \$400.

E. The President becomes a voting member in the event of a tie vote.

ARTICLE X – BOARD OF DIRECTORS (as defined in Section VI (B))

The Board of Directors shall be the basic leadership group charged with the following:

A. To conduct the day to day operations necessary to maintain and facilitate the P.T.O.

B. To transact necessary business as well as enforce and introduce new policies in the intervals between meetings.

C. To coordinate with Committee Chairpersons of all standing committees.

ARTICLE XI – CHAIRPERSONS ELECTED BY THE EXECUTIVE BOARD

The following Committee Members shall serve for a two year term following elections. When more than one Chairperson has been elected to a position, the minimum vote is one; the maximum is based on attendance of the Chairpersons.

A. Fundraising Programs – This committee would run various fundraisers, including, but not limited to, catalog sales, gift cards, Box Tops and/or Valentine candy sales. Chairpersons and Co-chairpersons may be elected to run individual fundraisers and each fundraiser equals one vote. When more than one Chairperson has been elected, the minimum vote is one; the maximum is based on attendance of the Chairpersons.

B. Auction – This committee shall propose and arrange all programs for an auction event benefitting the P.T.O.

C. Adult Programs – This committee shall propose and arrange all programs for adult programming, adult trips, seminars and related events.

D. Newsletter – This committee shall be responsible for creating newsletters to effectively publicize programs, events, fundraisers, purposes and best interests of the organization.

E. Hospitality / Sunshine– This committee shall be responsible for providing refreshments for all P.T.O. sponsored functions, as well as sending hospitality correspondence (i.e.: Congratulations cards, Sympathy cards, Get Well cards, etc.) to administrators, teachers, staff, P.T.O. board members, and to any other individual as the Executive Board sees fit.

F. Book Fair – This committee shall coordinate book fairs.

G. Board of Education Liaison – This committee shall be responsible for serving as a liaison with the Board of Education by attending the Board of Education meetings and reporting back to the Executive Board any pertinent information. This position can also be held by the same Liaison who is appointed as the P.T.O Liaison by the Board of Education, by a confirmation majority vote of the Executive Board. Should the Executive Board vote to confirm the P.T.O. Liaison for the Board of Education for this position, this person(s) is exempt from the requirement they be the parent or legal guardian of a child currently enrolled in grades pre-kindergarten through eighth grade in the Oxford Public School System.

H. Plant Sale – This committee is responsible for coordinating any plant sale. The volunteer chairperson may be one per school, or one person to oversee all the schools.

I. Website – This committee is responsible for the operation of the Oxford P.T.O website which includes, but is not limited to maintaining updates and managing our URL.

J. Clothing & Shred Drive – This committee is responsible for coordinating the Clothing Drive & Shred Drive.

ARTICLE XII – EVENT COORDINATORS

A. Event Coordinators – Event Coordinators are individuals who serve as the general coordinator of an event. Event Coordinators will not hold voting privileges and therefore need not be present at each monthly meeting unless their specific event is being planned. Event Coordinators should attend the subsequent P.T.O meeting after their specific event to report on the event. The P.T.O President will oversee Event Coordinators who facilitate fundraising events.

ARTICLE XIII – MEETINGS

A. Executive Board Meetings – The Executive Board shall meet on a monthly basis during the school year. The President or a majority of the members of the Board shall call meetings. Any Member in good standing may attend any meeting.

B. Board of Directors – The Board of Directors may meet at their discretion to conduct the general business of the P.T.O.

ARTICLE XIV – FISCAL GUIDELINES

A. P.T.O will consider only those monetary requests that are school related as opposed to donations to local or national charities or community projects.

B. All moneys allocated to each school, which remain unspent by the last P.T.O. meeting of the school year, will revert back to the P.T.O. General Fund.

C. All memorial contributions for school personnel shall not exceed \$100 and shall be in the form of a lasting school asset or a scholarship.

D. Appreciation gifts should not exceed \$50.

E. Graduation Gifts – Four scholarships of \$100 are to be awarded each year to two girls and two boys from the 8th grade graduating class. The criteria to be used in selection are: The students who show consistent effort and exceptional dedication, to be determined by the Administration of the middle school.

ARTICLE XV – AMENDMENTS

These bylaws may be amended by a majority of the members present at any regular meeting provided notice of the amendment(s) has been given at the previous regular meeting. Bylaws may be amended as needed.

ARTICLE XVI – PARLIAMENTARY AUTHORITY

Parliamentary procedures shall govern all meetings when applicable.

ARTICLE XVII – DISSOLUTION

In the event of the dissolution of the P.T.O. the net assets, after payment of debts, will proceed to the Board of Education of the town of Oxford for use within the Oxford Public School System.

ARTICLE XVIII – POLICY

The P.T.O. is a non-profit, non-sectarian, non-partisan organization.

Adopted November 19, 2020