

**Oak Grove School Dist. Parent-Teacher Organization Inc.,**

**Constitution and Bylaws**

**2018-2019 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 Within the voting procedure, any procedure can be over ridden by 100% of the Board vote.

1. All staff requests must be submitted through administration, Principals or Superintendent, in writing prior to coming to the PTO for funds.
2. All requests for funds must be in writing and copied to the PTO President or Co-President(s) and Superintendent.

3. A written recommendation (positive or negative) from the principals will accompany each request.
4. All requests will be placed on the agenda the following month for discussion.
5. If the request is \$1000 or greater:
  - 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.
6. 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.
7. 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 (except Holiday Halls).

### **ARTICLE IV: MEMBERSHIP AND DUES**

The annual dues for members shall be \$10.00 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 families will be charged a onetime \$10 PTO membership fee, which includes the benefits of using Marla's Brown Bag (PTO Lunch Program) for the entire 2016-2017 school year, and one school directory per family. This is a fee that families can opt-out of during registration. By opting out, access to Marla's Brown Bag for lunches will not be available and a school directory will not be provided.

## **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 one term.

*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.

## **ARTICLE 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. The President or Co-President(s) will manage, along with the Vice-President, the PTO storage units and keep the keys to the storage units' lock.

*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. The Vice President will assist in the registration process. The

Vice President will manage, along with the President or Co-President(s), the PTO storage units and keep the keys to the storage units' lock.

*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 Oak Grove Business Manager following the fiscal year-end for completion of the federal tax form 990 and the Illinois state tax form AG990-IL. The Treasurer is also responsible for preparing a year-end summary report comparing the current-year actual results to the prior-year actual results and to the budget. 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, homeroom party fees, volunteers, school directory etc. The Registrar is responsible for setting up the volunteer spot for hot lunch volunteers. 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:

**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 for student visits, organize volunteers as needed and oversee all sales and orders.

**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.

**BOY SCOUT OF AMERICA(BSA) LIASON:** The Oak Grove PTO is the Charter Organization for Cub Scout Pack 194. This committee head shall be named the Charter Organization Representative's (COR) and is the point of contact between the PTO, Cub Scout Pack 194, the local BSA District and local BSA Council.

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

**CALENDAR COMMITTEE:** The Chairperson(s) shall be responsible for creating and printing the PTO calendar at the beginning of the school year.

**COMMUNITY OUTREACH COMMITTEE:** The Chairperson(s) shall be responsible for handling philanthropy within the community. The Chairperson(s) is responsible for coordinating volunteers.

**DADDY-DAUGHTER DANCE COMMITTEE:** The Chairperson(s) will organize the Daddy-Daughter dance.

**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 PTO Registrar.

**FAMILY FESTIVAL COMMITTEE:** The Chairperson(s) will organize a back to school family festival.

**FIELD DAY COMMITTEE:** The Chairperson(s) will organize a biannual field day event, alternating years with Fine Arts Day.

**FOOD COMMITTEE:** The Chairperson(s) will work with administration on selecting food choices for PTO activities.

**HOLIDAY HALLS COMMITTEE:** The Chairperson(s) shall be responsible for the marketing, organizing of volunteers, set-up and coordination of the following: (1) Kids' Holiday Gift Shop, (2) Pancake Breakfast, and (3) Holiday Market.

Oak Grove PTO will allow parents to profit from the sale of their crafts at this event. A minimum of 10% of their sales must be donated to Oak Grove PTO. A \$10 per table fee applies. All fees must be paid before leaving on event day.

**(1) KIDS' HOLIDAY GIFT SHOP (Formerly Candy Cane Lane) SUBCOMMITTEE.**

The Sub-chairperson(s) shall be responsible for the (a) purchasing or obtaining of gifts or products to sell at the event and (b) organizing of assistants to help children with shopping, and (c) set-up of gift wrapping station.

**(2) PANCAKE BREAKFAST SUBCOMMITTEE:** The Sub-chairperson(s) shall be responsible for organizing a pancake breakfast, which may include other breakfast choices (e.g. eggs, bacon, sausage, hash browns, etc.), through volunteer cooks or a catering service.

**(3) HOLIDAY MARKET (Formerly Mall in The Hall; intended for merchandise, vendors, crafts, etc.) SUBCOMMITTEE:** The Sub-chairperson(s) shall be responsible for (a) the purchasing of gifts or products to sell at the event, (b) organizing



volunteers and overseeing all sales, (c) organizing a shopping day for students of Oak Grove.

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

**K-7th GRADE SOCIAL EVENT COMMITTEES (K/1st GRADE, 2nd/3rd GRADE,**

**4th/5th GRADE, 6th/7th GRADE):** The Chairperson(s) shall coordinate an after school activity. This is not considered a fundraising event.

**MOTHER/SON EVENT COMMITTEE:** The Chairperson(s) will organize a Mother/Son Event.

**PE UNIFORMS COMMITTEE:** The Chairperson(s) shall order and distribute PE uniforms students. **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 VOLUNTEERS COMMITTEE:** The Chairperson(s) will be responsible for coordinating volunteers for specific activities as needed, including office help, bakers and last-minute calls.

**RECYCLING COMMITTEE:** The Chairperson(s) will coordinate OGS's recycling efforts.

**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.

**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.

**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 and Spirit items 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 the Spring, and the Teacher Conference dinners in November and March.

**FUNDRAISERS COMMITTEE:** The Chairperson(s) shall be responsible for coordinating earned income between retailers offering rewards and Oak Grove School.

**TEACHER APPRECIATION COMMITTEE:** The Chairperson(s) shall be responsible for coordinating teacher appreciation week in May with the administration and the PTO board.

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

**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 Chairperson(s) will organize and attend a new family welcome event prior to the start of the school year. 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:

**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 2, 2018, by the Oak Grove School Parent Teacher Organization.

(signature) \_\_\_\_\_  
Liz Howard, Co-President

(signature) \_\_\_\_\_  
Christine Merrild, Co-President

(signature) \_\_\_\_\_  
Agata P. Karpowicz, Vice-President

(signature) \_\_\_\_\_  
Ashley Wilson, Treasurer

(signature) \_\_\_\_\_  
Julie Kovach, Secretary

(signature) \_\_\_\_\_  
Becky Rynes, Registrar