

THE OX-RIDGE PARENT-TEACHER ORGANIZATION DARIEN,  
CONNECTICUT  
BY-LAWS  
(Amended April 2019)

ARTICLE I  
NAME

The name of the organization shall be The Ox Ridge Parent-Teacher Organization (PTO).

ARTICLE II  
PURPOSE

The purpose of the PTO shall be:

1. To promote effective and friendly collaboration between the home and the school;
2. To act as a medium through which the parents, the teachers, the administrative staff and the students may communicate with one another;
3. To raise and provide funds for such items as may contribute to furthering the education or welfare of the children, the staff, or the school as a whole;
4. To increase the awareness of parents and teachers about issues and trends which affect the quality of education in Darien.

### ARTICLE III MEMBERSHIP

The following are members of the PTO and may participate in its activities:

1. All parents or guardians of children attending the school; and
2. All members of the professional staff of the school.

### ARTICLE IV MEETINGS AND VOTING REQUIREMENTS

1. Regular meetings of the PTO (general meetings) shall be held at least three times a year during the school year, the dates to be selected by the Co-Chairs. One of these meetings shall be in the Spring for the purpose of electing Officers, Committee Chairpersons, as well as representatives to Community Organizations;
2. The Executive Board may call additional meetings as necessary;
3. Prior notice of PTO general meetings shall be available to all PTO members by means of the school newsletter (Hoot) and posting on the PTO website;
4. At any meeting of the PTO duly called and held, twenty (20) members shall constitute a quorum for the transaction of business, e.g., vote on the PTO slate and budget;
5. A vote by a simple majority of the members present at any meeting shall be held valid provided there is a quorum, except as stated in Article XII;
6. All members of the PTO shall be eligible to vote at all PTO general meetings. Each member of the PTO shall have one (1) vote.

## ARTICLE V EXECUTIVE BOARD

### Section 1 – Composition of the Board

1. The Officers of the PTO shall be the two Co-Chairs, two Co-Vice-Chairs, Treasurer, Assistant Treasurer, Secretary and Fundraising Co-Chairs;
2. Members of the Executive Board shall be the Officers, School Communications Chair, School Education Chair, Nominating Co-Chairs, Special Education Representative and two Ex-Officio, as well as the Principal and the Assistant Principal who will serve as non-voting members.

### Section 2 – Duties

1. To meet monthly to transact business on behalf of the PTO, and consistent with the PTO's Purpose;
2. To determine the allocation of PTO funds in accordance with furthering the education or welfare of the children, the staff, or the school as a whole;
3. To review and support the progress of the PTO Committees;
4. All Executive Board members are expected to attend all PTO general meetings and Executive Board meetings.

### Section 3 – Procedure

1. At any Executive Board meeting duly called and held, a majority of Executive Board members shall constitute a quorum for the transaction of business, e.g., vote on financial decisions, governance decisions, slate structure and other matters with significant implications for the PTO members as a whole;
2. Any vote must have the simple majority of all of the members of the Executive Board;

3. An email vote of the PTO's Executive Board may be initiated by request of the Co-Chairs or by passing a motion to allow e-mail voting for a specific action. The e-mail will state the motion and the vote will be taken over a period of three days to allow the fullest participation of the members of the Executive Board. For purposes of an email vote, the decision will be considered final when all members have voted, whether or not the voting period has elapsed, when a majority of the Board has voted for one of the available options, whether or not the voting period has elapsed, or when a quorum has voted and the voting period has elapsed. The results of the voting shall be recorded and announced at the next Board meeting.
4. Any interested member of the PTO may attend any Executive Board meeting but will have no vote;
5. If any vacancy shall occur on the Executive Board, the remaining members of the Board shall meet with the Nominating Co-Chairs and recommend a nominee to hold office for the unexpired portion of the term.

## ARTICLE VI FISCAL MATTERS

1. The fiscal year shall run from July 1 through June 30;
2. The Treasurer and the Assistant Treasurer shall be responsible for receiving and administering all funds, disbursing funds as provided for in the currently approved budget or the currently approved preliminary budget, and as otherwise appropriated by the PTO;
3. The Appropriations Committee of the Executive Board shall be the Co-Chairs, Treasurer, Assistant Treasurer and others as deemed appropriate and necessary. This Committee shall make recommendations to the Executive Board regarding the allocation of PTO funds;

4. The annual expenditures of the PTO will be targeted to stay within the guidelines set forth by the Council of Darien School Parents (CDSP) for all elementary schools.
5. The PTO shall vote to approve the proposed budget; the proposed budget shall be posted for all PTO members to review at least fourteen (14) days before the scheduled spring PTO meeting where the vote will be held.

## ARTICLE VII NOMINATIONS AND APPOINTMENTS

### Section 1 – Composition of Nominating Committee

The Nominating Committee shall consist of the following people: Nominating Co-Chairs, PTO Co-Chairs, PTO Co-Vice Chairs, and if needed parent representatives from various grades.

### Section 2 – Duties

The Nominating Committee shall formulate a slate for the following year of all Executive Board members and all Committee Chairmen as well as representatives to Community Organizations.

### Section 3 – Appointment Rules

1. All parents shall be notified that the nominating process has begun for the upcoming school year;
2. The proposed slate shall be posted for all PTO members to review at least fourteen (14) days before the scheduled spring PTO meeting where the vote will be held;
3. Additional nominations may be made directly to the members of the Nominating Committee or from the floor of the PTO meeting;
4. Immediately following the spring turnover meeting, it shall be the responsibility

of outgoing officers and chairmen to ensure an effective transition of their duties to the newly elected officers and committee members. The transition should happen in a timely manner before duties begin. Newly elected Executive Board members and Committee members shall assume their duties at the end of the school year;

5. A person shall not be eligible to serve more than two (2) consecutive years in the same office without approval of the Co-Chairs and Nominating Co-Chairs, or to hold more than one executive board position at any one time;
6. The Nominating Chairman shall present to the Executive Board for its approval a nominee to fill any vacancy on the Executive Board or Committee Chair positions that shall occur during the year.

## ARTICLE VIII RULES OF ORDER

Robert's Rules of Order shall govern all cases in which they are all applicable.

## ARTICLE X COMMITTEES

Committees shall include but are not limited to: Hospitality, Beautification, Ox Appreciation, Ox Events, 5<sup>th</sup> Grade Coordinator, Veterans Day, Bulletin Boards, Directory, Yearbook, The Hoot, Publicity, Welcoming Committee, PTO Website, Book Fair, Ox Ridge Outfitters, Back to School Supplies, Photography Coordinator, Before/After School, Gingerbread Houses, Library, School Wide Enrichment, Edible Gardens, Grade Level Enrichment, Book Club, Hope Chests, Welcome Desk, Kids Care Club, Green Team and SOS.

1. The number of committees may vary with the activities of the PTO from year to year. Committees may be created or dissolved with the approval of the PTO Executive Board.

2. All standing committees will have at least one chair who will serve as the liaison to the Executive Board and shall maintain accurate records of all expenditures. At the time of budgeting in March and transition in May, each committee shall present a complete written report of all the committee's activities, expenditures and recommendations, specifically including any proposed changes for the estimated budget for the next school year. This report shall be submitted to the Co- Chairs and to the Treasurer. The file from each committee shall be forwarded to the incoming committee chair for the following year to ensure continuity in activities;

## ARTICLE XI REPRESENTATIVES TO COMMUNITY ORGANIZATIONS

There shall be representatives to community organizations that shall include but not be limited to: Darien Advocates for Education of the Gifted (DAEG), Special Education Parent Advisory Committee (SEPAC), Music For Youth, Parent Awareness, Darien Environmental Group, UNICEF, Girls on the Run and Let Me Run.

## ARTICLE XII AMENDMENTS

These by-laws may be amended at any meeting of the Executive Board by a two-thirds vote of the Executive Board members present, provided that notice has been given fourteen (14) days in advance of the proposed change of the by-laws and that a quorum is present.

### ARTICLE XIII REVIEW

These by-laws shall be reviewed every three years by the Executive Board.

### ARTICLE IV JOB DESCRIPTIONS

All job descriptions are maintained by the Nominating Co-Chairs in a list available to any PTO member. The list will be circulated to all members each January and may be changed when necessary with input from the Committee Chairs, the Nominating Chairs and the Executive Board.