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## **Oxford Parent Teacher Organization (PTO) Bylaws**

### **ARTICLE I – Name**

The name of this organization shall be the Oxford Parent Teacher Organization (Oxford PTO). Also known as the Oxford Area School District PTO.

### **ARTICLE II – Purpose**

The purpose of this organization is to serve the Oxford Area School community in the following ways:

- A. By providing a channel of communication between students, parents, teachers, the school administrators, and school board.
- B. By examining the needs of the schools and putting whatever suggestions seem appropriate before the school administration and school board.
- C. By keeping the community informed about various phases of the school program.
- D. By assisting in the educational programs in ways in which the administration and teachers feel may be helpful.
- E. The organization may establish partnerships with local businesses, organizations, and community groups that align with its mission and support students and staff across the district.

### **Independence and Governance**

The PTO is an independent organization and operates separately from the Oxford Area School District. The Oxford PTO maintains its own governance, finances, and decision-making authority. All funds raised are the property of the Oxford PTO. The Oxford PTO shall operate as a collaborative, membership-driven, and board-governed organization.

### **ARTICLE III – Membership**

Membership shall be open to all parents of children attending Oxford Area School District schools, teachers, school administration, and residents of the school district. All members in good standing are eligible to participate as outlined in these bylaws.

A. Voting Eligibility

1. Each Member present at a meeting shall be entitled to one vote.
2. To be eligible to vote in elections, bylaw amendments, and other major decisions, a member must have attended at least one PTO meeting or participated in a PTO-sponsored event within the current school year prior to the vote.

**ARTICLE IV – Dues**

The organization shall not require membership dues.

**ARTICLE V – Officers and Duties**

A. Officers

1. Elected Officers:

The organization shall have the following elected officers: President, Vice President, Treasurer, Co-Treasurer, and Secretary.

Each officer shall hold office for a term of one (1) year and may be re-elected; however, no individual shall serve more than two (2) consecutive terms in the same position. An individual may serve additional consecutive terms only if nominated and elected by a majority vote of the membership during the regular election process.

1a. School Representatives:

Each school shall have one (1) representative who serves as a member of the Executive Committee.

1b. Optional Elected Positions:

The organization may elect the following additional positions as needed:

Fundraising Chair, Volunteer Chair, and Media Chair.

These positions shall follow the same term limits as elected officers

2. Appointed Positions:

The Executive Committee may appoint one (1) liaison to serve in a non-voting capacity on the Executive Committee.

The liaison shall attend PTO meetings and, when designated, may represent the PTO at the school board meetings or other official functions.

3. Vacancies:

If any elected or optional position becomes vacant, the Executive Committee shall determine how the responsibilities of the position will be fulfilled until the vacancy is filled in accordance with these bylaws.

B. Eligibility of Officers

All eligibility requirements must be met prior to election unless waived in accordance with Section C. To be eligible to serve as a major office of the organization (President, Vice President, Treasurer, Co-Treasurer, and Secretary), an individual must:

1. Have at least one (1) child enrolled in the Oxford Area School District or registered to attend in the upcoming school year.
2. Be in good standing with the organization.

3. Have attended at least one PTO meeting or participated in a PTO-sponsored event within the current school year.

#### C. Waiver of Eligibility Requirements

In circumstances where an otherwise qualified candidate does not meet the participant requirement outlined in Section B.3:

1. The Executive Committee may recommend that the requirement be waived.
2. The membership may approve the waiver by majority vote of members present and voting at a duly called meeting.
3. Any waiver granted shall apply only to the specific individual and position under consideration and shall not constitute a general exception to these bylaws.

#### D. Duties of Officers

1. President: The President shall preside over all of the meetings of the Organization as well as oversee committees and ensure progress toward organizational goals. The President will make sure that the decisions made by the Executive Committee are carried out. The President will work in tandem with all officers in order to fulfill their duties as described below.
2. Vice President: The Vice President shall preside over meetings in the absence of the President and complete the unexpired term of the President in case of departure or incapacitation.
3. Treasurer: The Treasurer shall oversee all monies received by the organization, maintain accurate and complete financial records, pay approved bills, and present a financial report at each meeting of the organization. The Treasurer shall oversee the development of the annual budget in coordination with the budget committee and shall monitor financial activity to ensure alignment with the organization's financial goals. All funds of the organization shall be handled in accordance with established financial controls and safeguards. The Treasurer shall ensure that all receipts, disbursements, and deposits are properly documented. The Treasurer and Co-Treasurer shall work together, when applicable, to collect, count, and deposit funds. The Treasurer shall be an authorized signer on all organization bank accounts.
4. Co-Treasurer: The Co-Treasurer shall assist the Treasurer in the performance of all duties of the office. The Co-Treasurer shall work in coordination with the Treasurer to collect, count, and deposit funds and shall serve as an authorized signer on the organization's bank accounts. The Co-Treasurer may perform duties of the Treasurer in the Treasurer's absence or as assigned by the Executive Committee.
5. Secretary: The Secretary shall keep accurate minutes of meetings of the organization and of the Executive Committee. The Secretary shall maintain official records of the organization and shall distribute or publish approved minutes as directed by the organization.

6. School Representative: Each school shall have one (1) representative who serves as a member of the Board of Directors.

School Representatives act as a liaison between the organization and the school they represent and are responsible for coordinating and carrying out PTO-approved activities, events, and communications within their assigned school.

School Representatives may manage day-to-day operations and logistics at the school level in alignment with approved PTO programs and budgets but shall not have independent authority to make organization-wide decisions or financial commitments outside the approved budget or policy changes on behalf of the PTO.

7. Fundraising Chair: The Fundraising Chair shall organize and oversee fundraising activities of the organization, present fundraising proposals to the Executive Committee or membership for approval, and coordinate volunteers in collaboration with the Volunteer Chair. The Fundraising Chair may coordinate with community partners and outside organizations in support of approved fundraising activities, subject to oversight by the Executive Committee. The Fundraising Chair may form committees as needed, subject to Executive Committee approval.
8. Volunteer Chair: The Volunteer Chair shall coordinate volunteers for organization activities, maintain volunteer records, and assist in recruiting volunteers and prospective leaders. The Volunteer Chair shall work with community partners, local organizations, and student groups to identify, recruit and engage individuals to support the organization in both volunteer and leadership capacities. The Volunteer Chair shall support the organization's nominating process by helping identify and encourage potential candidates for office. The Volunteer Chair may form committees, as needed, subject to Executive Committee approval.
9. Media Chair: The Media Chair shall manage the organization's public communications, including social media platforms, electronic communications, and other communication tools used by the organization. The Media Chair shall ensure timely and consistent dissemination of information including notice of meetings, events, elections, and other organizational updates. The Media Chair shall work in coordination with the Executive Committee to ensure that communications are accurate and aligned with the decisions of the organization. The Media Chair shall maintain access to and oversight of official communication platforms in accordance with the organization's policies and procedures.

#### **E. Removal of Officers and Committee Members**

1. **Initiation of Removal**

Removal of an officer may be initiated by a written request submitted by a member of the organization the request shall state the reason for removal.

2. **Executive Committee Review**

Upon Receipt of a request of removal, the

- 2a. Executive Committee shall review the request.
  - 2b. The officer subject to removal shall be provided written notice and shall be invited to attend the Executive Committee meeting at which the matter is discussed.
  - 2c. The officer shall be give an opportunity to respond before any recommendation is made.
  - 2d. The Executive Committee may, by majority vote, recommend removal to the membership but shall not have the authority to remove the officer.
3. Notice to Membership and Officer  
Prior to any vote on removal:
- 3a. Written notice shall be provided to the membership at least seven (7) days in advance of the meeting.
  - 3b. The notice shall state that a vote on removal of an officer will take place.
  - 3c. The officer subject to removal shall receive the same notice.
4. Right to Be Heard  
At the meeting where removal is considered:
- 4a. The member(s) bringing the request shall have the opportunity to present their reasoning.
  - 4b. The officer subject to removal shall be given a reasonable opportunity to speak prior to the vote.
5. Vote Required for Removal  
Removal of an officer shall require a two-thirds (2/3) vote of the members present and voting, provided a quorum is established.
6. Vacancy  
If an officer is removed:
- 6a. The position shall be declared vacant.
  - 6b. The vacancy shall be filled in accordance with the vacancy provisions of these bylaws.
7. Removal of Committee Members  
Any committee member, including a committee chair, may be removed in accordance with the procedures outlined in this section.

## **ARTICLE VI – Committees**

Committees shall be formed by a nomination and vote of the membership, as needed, to handle various phases of the activities of the organization.

- A. **Executive Committee:** The Executive Committee shall consist of the elected officer of the organization as described in paragraph A.1 of Article V.

The Executive Committee shall meet to handle current business and formulate policies to be submitted to the membership of the organization for its approval. The Executive Committee may also plan programs for the monthly meetings. The chairman of this

committee shall be the president of organization. This committee should meet three times during the school year; two weeks prior to the school year beginning, the middle of the school year, and within two weeks after the end of the school year.

- B. **Standing Committee:** Standing Committees shall be formed to handle the routine business of the organization and those projects expected to last more than one year. The committees listed below should be formed each year. Standing Committees may be formed with the approval of the membership. The chairman of the standing committees shall be appointed by the committee members. Committee chairs are responsible for coordinating efforts within their area, but must operate under the oversight of the Executive Committee. Committees shall not make binding decisions without approval.
1. **Budget Committee:** The duty of the budget committee is to work in unison with the Treasurer and Co-Treasurer to develop a yearly budget for the organization and make recommendations to the Executive Committee and membership. This committee is not responsible for the actual obtaining of funds. The budget committee will be formed during the May election.
  2. **Events Committee:** The duty of the events committee will be to oversee all major PTO events. One chair will be appointed for each of the major events and shall be decided upon by membership of the committee., This committee can make recommendations for new events to the Executive Committee for approval.
- C. **Temporary Committees:** Temporary committees shall be formed by any member to perform duties and projects that are not expected to last more than one year. Temporary committees may be formed with the approval of the membership.
1. **Nominating Committee:** the duty of the nominating committee is to work in unison with the Volunteer Chair to assist with recruiting potential candidates for all elected positions. This committee shall then present a slate of candidates to the membership.
  2. **Bylaws Committee:** the duty of the bylaws committee for an amendment Article IX., A. to the bylaws is to review the bylaws to make a minor proposed change that was called by a motion at a meeting and present to the membership for final approval by majority vote. The duty of the bylaws committee for a review of Article IX.B, is to review the entire bylaws document and make proposed changes to the Executive Committee to review and offer suggestions and then present to the membership for final approval by majority vote.
  3. **Fundraising Committee:** the duty of the fundraising committee is to support the **fundraising** chair in all PTO fundraisers. The need for a fundraising committee will be decided upon by the fundraising chair.

## **ARTICLE VII – Nominations and Elections**

Nominations for candidates for the positions of elected officers shall proceed as follows:

1. At the May membership meeting, the Executive Committee will oversee elections,

2. At the election meeting, the president shall call for nominations for all elected positions. Any member, nominating committee member, or Executive Committee member shall present nominations for candidates. People wishing to run for a position on the Executive Committee must have attended at least one monthly meeting and/or have shown interest in the PTO by volunteering at one of the organization's events. Eligibility for nominations is at the discretion of the Executive Committee.
3. After receiving nominations, the President shall close nominations and call for elections. Elections shall then be done by raise of hand vote. All members present will vote except the President. Officers shall be elected by majority vote of those present. In the case of a tie, the President shall cast the deciding vote. If a secret ballot is necessary, the current Executive Committee may call for one. If there are more than two candidates for an office and no candidate receives a majority vote, there will be a revote between the two candidates who have received the largest number of votes.
4. In the event any office except that of the president becomes vacant for any reason, a second election will be scheduled at a special meeting to hold an election as soon as possible.

#### **ARTICLE VIII – Meetings**

Full membership meetings should be held every month school is in session for a total of at least nine (9) meetings. Additional meetings or cancellations of meetings and meeting dates and times shall be at the discretion of the Executive Committee and will be announced with proper notice. Executive Committee meetings will be held three (3) times per year. In the event that it is needed, the Executive Committee will call for special meetings.

#### **ARTICLE IX – Amendments and Reviews**

- A. **Amendments**: the bylaws shall be amended in the following way: Any member can call for a motion for the section of a committee to amend the bylaws. The motion triggers a vote to approve the creation of a bylaws committee by membership vote. The bylaws committee shall present its proposed amendments to the membership at a monthly meeting. Amendments shall be approved by majority vote. The Secretary shall be instructed to include the approved amendments in the minutes of the meeting and within the bylaws.
- B. **Review**: The bylaws shall be reviewed in the following way: the President shall entertain a motion for the selection of a committee to review the bylaws every five (5) years to reflect the current operation of the organization. The committee shall present its proposed amendments to the Executive Committee. If the Executive Committee approves the proposed amendments, they shall be presented to the membership at the monthly meeting for approval by a majority vote. The Secretary shall be instructed to include a copy of the amended bylaws within the minutes of the meeting.

## **ARTICLE X – Procedure**

Any rules of parliamentary procedure not covered by these bylaws shall be governed by the latest edition of Robert’s Rules of Order and the PTO’s Best Practices and Safeguards document.

## **ARTICLE XI – Dissolution**

In the event of dissolution of the organization, all assets remaining after liquidation of any liabilities shall be distributed to other non-profit organizations associated with the school district as determined by the Executive Committee.

These bylaws, as amended, after motions properly made, duly seconded, and approved by majority vote of the members of the Oxford Area School District Parent Teacher Organization present at the meeting, after due notice, held on Monday, April 27, 2026 and Tuesday, May 26, 2026, shall and do constitute the true and entire bylaws of said organization and, their adoption, supersede and nullify and all prior bylaws and amendments thereto anytime heretofore made.

Revised Dates:

3/10/87, 3/8/94, 5/8/05, 9/12/18, 2/13/19, 4/27/26, 5/26/26