



Article I. NAME, PURPOSE, AND STRUCTURE

Sec. 1. Name. The name of this association is THE OAKRIDGE PARENTS' CLUB. It is an association organized by the administration and parents of The Oakridge School.

Sec. 2. Purpose. The purpose of the club is to assist the administration, faculty, staff, and Board of Regents in providing for the educational enrichment of the students; to promote the fellowship of the families and staff of The Oakridge School; and to raise funds to accomplish these objectives.

A. The club is nonpartisan, nonsectarian, and apolitical.

B. The club shall neither seek to direct the administrative activities of The Oakridge School, nor shall it attempt to control its policies. However, the club shall endeavor to act in general matters as a liaison body among the parents, the community, and the Board of Regents.

Sec. 3. Structure. The Officers of the club shall constitute the Executive Board. The Officers and General Committee Chairmen shall constitute the General Board.

Article II. MEMBERSHIP AND DUES

Sec. 1. Any person who is a parent, guardian or grandparent of a student, faculty/staff or alumni of The Oakridge School may become a member of the club upon payment of dues. Any other person who is interested in the Purpose of the club may become a member upon the approval of the Executive Board and payment of dues.

Sec. 2. Dues shall be paid annually, or upon joining the club. Dues are set by the Executive Board prior to the beginning of the school year.

Article III. MEETINGS

Sec. 1. General Membership. General Membership meetings will be held 2 times a year, at a date and time to be decided by the President. These meetings can run concurrent with selected General Board Meetings (typically Holiday Brunch and End of Year Luncheon) A quorum shall consist of 5 members of the club.

Sec. 2. General Board. General Board meetings will be held 4 times a year at a date and time to be decided by the President. A quorum shall consist of a majority (51%) of those present and eligible to vote.

Sec. 3. Executive Board. Executive Board meetings will be held 4 times a year at a date and time to be decided by the President. A quorum shall consist of a majority (51%) of officers.

Sec. 4. Special meetings may be called, as requested by the President, by the Executive or General Board, or upon written request to the Executive Board by a group consisting of at least 10 members of the general membership. A five day notice is required prior to any called special meeting.

Article IV. ELECTION OF OFFICERS AND CHAIRMEN

Sec. 1. Officers and General Chairmen.

- A. The eleven Executive Officers of this association shall be:
 - President
 - President-Elect
 - Vice President for Membership & Volunteers
 - Vice President for Fundraising
 - Vice President for Divisional Activities
 - Vice President for Special Events
 - Vice President for Communications
 - Secretary
 - Treasurer
 - Treasurer Elect
 - Parliamentarian (Immediate Past-President)

The election of Executive Officers will be held during the last General Board Meeting of the year, with nomination from the floor accepted, if the candidate's consent is first obtained. The election will consist of those offices starting a new term. These Officers shall be elected by secret ballot. However, if there is but one candidate for any office, the election shall be by voice.

All Executive Officers shall serve their term from the end of year General Membership Meeting to the following end of year General Membership Meeting. Term lengths are as follows: President-1 year term, President-Elect- 1 year term, Parliamentarian- 1 year term (this is not an elected office, but holds it by virtue of past office), all other Officers serve a 2 year term.

B. General Chairmen shall be elected by the General Board at the last General Board Meeting of the school year. Current General Chairmen are: Membership Support, Back to School Fair, Cheers & Tears: Let's Have a Great Year Back to School Event, FUNdraiser Event, Oakridge Pages, School Supplies, Book Fair, Holiday Treasures Gift Shop, Uniform Resale, Boxtops, Owlfest, ECC Activities, Lower School Activities, Middle School Activities, Upper School Activities, Recognition and Appreciation for ECC, Recognition and Appreciation for LS/MS/US, Test Snacks, and Communications Support. General Committees may be created or retired by the Executive Board as may be required to promote the purpose and 3 objectives of the club. The chairman for a newly created General Committee shall be appointed by the President.

Sec. 2. Nominating Committee. Nominations for officers and general chairmen shall be made by a Nominating Committee of six members, with two coming from the General Board and four from the General Membership-one for each division. The Nominating Committee shall be elected by the General Board at least one month prior to the last scheduled General Membership meeting of the school year. The President-Elect shall serve as an advisor to the Nominating Committee, but will not have voting privileges. The first person elected to the Nominating Committee shall serve as Chairman, and is responsible for calling meetings at a time and place convenient for the members. All potential candidates must verbally agree to serve before their names are presented to the General Membership. In addition, the nominee for President-Elect - must be approved by the Headmaster prior to being presented for election, and the nominee for Treasurer must be approved by the Chief Financial Officer prior to being presented for election.

Sec. 3. Term limits. No person shall serve more than two consecutive terms in an elected office unless approved by the Executive Board.

Sec. 4. Vacancies. A vacancy occurring after the election is held will be filled by a candidate receiving a majority vote (51% of those present and eligible to vote) of the General Board. The candidate will fill the job for the remainder of the current term. In case of a vacancy in the office of President, the President-Elect shall assume the office.

Sec. 5. Officer and Committee Chairman Replacement. The Executive Board shall have the authority by a 3/4 vote to replace a current General Committee Chairman who is not fulfilling the responsibilities of the Committee.

Article V. DUTIES OF OFFICERS

Sec. 1. President. The President shall preside at all Membership, General Board and Executive Board meetings of the club; shall serve ex-officio on all committees except the Nominating Committee; shall attend the meetings of the Development Committee and Board of Regents to report on club activities and projects; represent the club at school functions and activities, work closely with the Development Office to facilitate cooperation between parents and administration, encourage committee chairmen in the successful completion of their projects, consult with the President-Elect in order to achieve smooth transition from year to year, and maintain an accurate and complete notebook.

Sec. 2. President-Elect. The President-Elect shall assist the President throughout the year with all their duties; officiate in the absence of the President; be a voting member of the Budget, Bylaws, and Calendar Planning Committee; be a non-voting member of the Nominating Committee and Allocations Committee; shall update the OPC Handbook, collect the Officer and Chair notebooks near the end of the year and revise them for distribution to the newly elected Officers and Chairs by the Orientation meeting; and maintain a complete and accurate notebook.

Sec. 3. Vice President for Membership & Volunteers. The Vice President shall coordinate and act as an advisor to all membership activities to include Membership Support, Orientations and the and will serve as primary contact for the Development Office to receive and subsequently distribute OPC volunteer listings to the respective event Chairs; shall report on these committees at Executive Board meetings and to the President as requested; and shall maintain a complete and accurate notebook.

Sec. 4. Vice President for Fundraising. The Vice President shall coordinate and act as an advisor for all fundraising activities to include the FUNdraiser Event, School Supplies, Boxtops, Uniform Resale and Oakridge Pages; shall report on these committees at Executive Board meetings and to the President as requested; and shall maintain a complete and accurate notebook.

Sec. 5. Vice President for Divisional Activities. The Vice President shall coordinate divisional activities to include ECC, Lower School, Middle School, and Upper School Activities, Teacher Appreciation for ECC, Teacher Appreciation for LS/MS/US, Test Snacks, and serve as primary contact for the Development Office to receive and subsequently distribute classroom parent volunteer listings to the respective Chairs; shall act as an advisor to the Committee Chairmen, and provide support as necessary; shall report on these committees at Executive Board meetings and to the President as requested; and shall maintain a complete and accurate notebook.

Sec. 6. Vice President for Special Events. The Vice President shall coordinate and act as an

advisor to all special event activities to include Holiday Treasures, Book Fair, OwlFest, Back to School Fair, Cheers & Tears; shall act as an advisor to the Committee Chairmen, and provide support as necessary; shall report on these committees at Executive Board meetings and to the President as requested; and shall maintain a complete and accurate notebook.

Sec. 7. Vice President for Communications. The Vice President shall oversee the compilation and publishing of the Parents' Club Newsletter by the Communications Support Chair, coordinate photography and videography at events, work with the Development Office to update the Parents' Club webpage, provide pictures of events and information, they shall report at the Executive Board meetings and to the President as requested; manage and update all social media including but not limited to Facebook, Instagram and Twitter, produce videos and communication materials to promote the mission of the OPC and shall maintain a complete and accurate notebook.

Sec. 8. Secretary. The Secretary is responsible for keeping accurate minutes of all Executive Board, General Board, and General Membership meetings; shall notify all board members of meetings; and shall maintain a complete and accurate notebook.

Sec. 9. Treasurer. The Treasurer is responsible for keeping an itemized account of all money received and expended; submitting a written report at meetings and an annual report at the end of the club year in May; shall be responsible for authorizing and paying all budgeted expenditures; must receive authorization from the President for any non-budgeted expenditure from \$250 up to \$500; shall request approval from the Executive Board for any non-budgeted expenditure over \$500 and up to \$1000; must receive General Board approval of any non-budgeted expenditure over \$1000; shall request General Board recommendation and majority (51% of those present and eligible to vote) approval at a General Membership meeting for any non-budgeted expenditure over \$5000, shall be a non-voting member of the Allocations Committee and shall maintain a complete and accurate notebook.

Sec. 10. Parliamentarian. The Parliamentarian shall be the Immediate Past-President and is responsible for advising the President of all points of procedure according to these bylaws and standing rules, or if none apply, according to Robert's Rules of Order, Newly revised. The Parliamentarian shall also serve on the Allocations Committee and as Chairman of the Bylaws Committee when called by the President.

Sec. 11. Treasurer-Elect. The Treasurer-Elect shall assist the Treasurer, work and learn alongside the Treasurer in preparation for the transition into the Treasurer position.

Article VI. GENERAL CHAIRMEN

Sec. 1. Membership & Volunteer Support Chair: Assist the VP of Membership & Volunteers with membership and volunteer drives (which includes attending and supporting parent information nights, Back to School Fair, Cheers & Tears: Let's Have a Great Year Welcome Back Event and other events as deemed necessary for the promotion of OPC membership and volunteers), system input, the compilation of volunteer lists from in-class sign up as well as online sign ups, and downloading/distributing volunteer forms to respective chairs as needed, distributing gifts to new parents and assist the VP of Membership & Volunteers in the duties of the office as needed.

Sec. 2. Back to School Fair. Held in conjunction with the Family Picnic, the Back to School Fair provides opportunities to get involved and support the school, set up lunch accounts, learn about after school activities, turn in important forms, and purchase gently used uniforms as well as Middle School PE clothes.

Sec. 3. Cheers & Tears: Let's Have A Great Year Welcome Back Event. Held the morning of the first day of school. This event allows parents to learn about and join the Parents' Club and learn about Volunteer opportunities.

Sec. 4. FUNdraiser Event. This is the major fundraiser of the school year.

Sec. 5. School Supplies. This Chairperson works with LS Division Head to produce a supply list and sell school supplies to families in those divisions.

Sec. 6. Book Fair. This Committee conducts a sale of new reading books and related materials to the students.

Sec. 7. Holiday Treasures. This Committee organizes a holiday market for students to purchase gifts for family and friends.

Sec. 8. Uniform Resale. This Chairperson coordinates the collection and sale of used school uniforms.

Sec. 9. Box Tops. This Chairperson is responsible for collection and redemption of Box Tops

Sec. 10. Owlfest. This Committee holds a fall festival for the younger students.

Sec. 11. ECC Activities. This Chairperson is a liaison with parents in the ECC for club events involving ECC students. They also oversee the Grade-Level Coordinators for their division.

Sec. 12. Lower School Activities. This Chairperson is a liaison with parents in the Lower School for club events involving Lower School students. They also oversee the Grade-Level Coordinators for their division.

Sec. 13. Middle School Activities. This Chairperson is a liaison with parents in the Middle School for club events involving Middle School Parents. They also oversee the Grade-Level Coordinators for their division.

Sec. 14. Upper School Activities. This Chairperson is a liaison with the Upper School for club events involving Upper School students. They also oversee the Grade-Level Coordinators for their division.

Sec. 15. ECC Recognition and Appreciation. This Chairperson coordinates the appreciation events held to honor faculty in the ECC.

Sec. 16. LS/MS/US Recognition and Appreciation. This Chairperson coordinates the appreciation events held to honor faculty in the Lower School, Middle School and Upper School.

Sec. 17. Oakridge Pages. This Chairperson promotes and coordinates the sale of listings to OakridgePages.com, an online business directory of business owners that are Oakridge parents, alumni and/or friends of Oakridge. The chairman also promotes the directory to the entire Oakridge community.

Sec. 18. Test Snacks. This Chairperson will coordinate and provide snacks during final exams for Middle and Upper School students.

Sec. 19. Communications Support Chair: Assist the VP of Communications with the creation and publishing of the Parents' Club Newsletter, and assist the VP of Communication in the duties of the office as needed.

Article VII. OTHER STANDING COMMITTEES

Standing Committees shall be created or retired by the Executive Board as may be required to promote the purpose and objectives of the club. The Chairperson for a newly created standing Committee shall be appointed by the President. All Standing Committee Chairmen are responsible for keeping a complete and accurate notebook to be turned in to the President-Elect at the end of their term.

A. Budget Committee. The Budget Committee shall be comprised of the President, President-Elect, Parliamentarian, Treasurer and the Development Office Liaison shall act as advisor. The President shall act as Chairman. The budget for the next year shall be presented for approval at the last Membership meeting of the school year. A majority vote (51% of those present and eligible to vote) is necessary to authorize expenditures proposed after the budget is approved.

B. Calendar Planning Committee. The Calendar Planning Committee shall consist of the President, President-Elect and the Development Office Liaison. The committee shall meet in the spring to set dates for club activities.

C. Bylaws Committee. The Bylaws Committee shall consist of the Parliamentarian as Chairman, President-Elect and three General Board members appointed by the President. See Article VIII. Amendments

D. Nominating Committee. See ARTICLE IV, SECTION 2.

E. Allocations Committee. The Allocations Committee shall consist of the President, President-Elect, Parliamentarian, Treasurer and the Development Office Liaison. All members act as advisors except the President. This Committee works with the Development Office to review Allocation proposals. The President retains sole discretion for the final approval of the current year's Allocations recommendations. Final Allocations recommendations shall be presented for approval at the last General Board meeting of the year. A majority vote (51% of those present and eligible to vote) is necessary to approve Allocations.

Article VIII. AMENDMENTS

F. Proposed changes in the bylaws shall be referred to the Bylaws Committee. The Bylaws Committee will present the proposed changes to the Executive Board. Upon Executive Board approval, a thirty day written notice will be given. Bylaws may be amended at any General Board or General Membership meeting by a majority vote (51%) of those present and eligible to vote.

AMENDMENTS TO BYLAWS

Amended: Executive Board approved 10-27-99
General Board approved 5-16-01
Article IV. Section 1, Paragraph B. Article V. Section 3
Article VI. Sections 2, 4, 6, and 7

Amended: Executive Board approved 8-31-00

General Board approved 5-16-01
Article V. Sections 5 and 7 Article VI. Section 8

Amended: Executive Board approved
General Board approved
Article IV. Sections 1b
Article V. Section 3, 4, 7 and 11 Article VI. Deleted Section 11 Article VI.
Section 16 and 17

Amended: Executive Board approved 3-10-09
General Board approved 4-21-09
Article IV. Sec. 1 Eliminate Historian
Article IV. B. Eliminate Safe Home and OPC Merchandise
Article V. Sec. 2 Add: The President-Elect shall coordinate with
Executive Board members to get the Safe Homes mailing out. The
President-Elect shall acquire pictures and coordinate printing of an end-of-
year digital scrapbook. The President-Elect shall collect the officer and
chair notebooks near the end of the year and revise them for distribution to
the newly elected officers and chairs at an end of year meeting.
Article V. Sec. 11. Eliminate
Article VI. Sec. 3. Eliminate
Article VI. Sec. 7. Eliminate

Amended: Executive Board approved 4/7/2014
General Board approved 5/8/2014
Bylaws Committee: Holly Fagan Chairman, Lara Haddock President-Elect,
General Board Members: Tessa Guevara, Andrea Meller & Denise White
Article II. Sec. 1. Add: grandparent & faculty/staff
Article III. Sec. 1. Add: 3 times a year, Eliminate: quarterly
Sec. 2. Add: 4 times a year & of those present and eligible
to vote. Eliminate: quarterly & of members of General
Board.
Sec. 3. Add: 4 times a year, Eliminate: quarterly
Article IV. Sec. 1. A. Add: Executive, The election will consist of
those offices starting a new term., shall & All Officers shall
serve their term from the end of year General Membership
meeting to the following end of year General Membership
meeting. Term lengths are as follows:
President-1 year term, President-Elect- 1 year term,
Parliamentarian- 1 year term (this is not an elected office,

but holds it by virtue of past office), all other Officers serve a 2 year term. Eliminate: 1st, 2nd, 3rd, 4th, 5th, - in Fund-raising, by motion from the floor, may & The Parliamentarian is not elected, but holds office by virtue of past office.

All other Officers shall serve a term of one year commencing with their elections, and running until the election of new officers the following year.

B. Add: Back to School Fair, Oakridge Pages, Pastries for Parents, ECC, ECC Recognition and, Recognition and, Recognition and, Upper School Recognition and Appreciation & Parent Ambassador Program. Eliminate: Family Picnic, Locker Setup, Soup Label, Spring Field Day, Preschool, Preschool, Graduation & Grandparents' Day (Grandparents' Day will be removed after 2014).

Sec. 2. Add: verbally

Sec. 3. Add: unless approved by the Executive Board

Sec. 4. Add: (51% of those present and eligible to vote)

Article V. Sec. 1. Add: Development Committee and & Development Office.

Eliminate: Headmaster

Sec. 2. Add: and Allocations Committee, update the OPC Handbook & Orientation. Eliminate: The President-Elect shall coordinate with Executive Board members to get the Safe Homes mailing out. The President-Elect shall acquire pictures and coordinate printing of an end-of- year digital scrapbook. The President-Elect & at an end of year.

Sec. 3. Add: and act as an advisor to all, Back To School Fair, and Parent Ambassador Program & will serve as primary contact for the Development Office to receive and subsequently distribute OPC volunteer listings to the respective event Chairs. Eliminate: 1st, 1st, Family Picnic, Safe Homes; and Locker Set-up/; shall act as an advisor to the General Committee Chairmen & provide support as necessary;.

Sec. 4. Add: and act as an advisor for all, s to Boxtops & Oakridge Pages. Eliminate: 2nd, 2nd, - in Fund-raising, OPC Merchandise & Soup Label.

Sec. 5. Add: Pastries for Parents, ECC & and serve as primary contact for the Development Office to receive and

subsequently distribute classroom parent volunteer listings to the respective Chairs. Eliminate: 3rd, 3rd, Spring Field Day, Preschool & including Room Parents.

Sec. 6. Add: and act as an advisor to all, Recognition and & for Faculty and Staff. Eliminate: 4th, 4th, Teacher, and Graduation & Grandparents' Day (Grandparents' Day will be removed after 2014).

Sec. 7. Add: Newsletter, coordinate picture taking at events, work with the Development Office to continually update the Parents' Club webpage, provide pictures of events and allocations for the annual video and produce, publish and print the end-of-year digital scrapbook; Eliminate: 5th, 5th, Handbook, the monthly newsletter, and coordinate writing the monthly Outlook article detailing club news; coordinate all written notices for club activities, and any other written material requested by the President; & shall collect notebooks at the end of the year, and distribute notebooks to newly appointed Committee Chairmen;

Sec. 9. Add: must receive, from \$250, and up to \$1000, must receive, over \$1000 & (51% of those present and eligible to vote). Eliminate: shall request, shall request, of between \$500 and \$5000 & shall be a non-voting member of the Allocations Committee.

Sec. 10. Add: on the Allocations Committee and.

Article VI. Sec. 1. Add: Back to School Fair. Held in conjunction with the Family Picnic, the Back to School Fair provides opportunities to get involved and support the school, set up lunch accounts, learn about after school activities, turn in important forms, and purchase gently used uniforms as well as Middle School PE clothes.

Eliminate: Family Picnic. This event is a group event co-sponsored by The Oakridge Parents' Club, The Board of Regents, The Development Office, and The Booster Club. Our annual picnic is the Saturday before school begins.

Sec. 2. Add: to learn about the Parents' Club and all Volunteer opportunities. Eliminate: the opportunity to join the Parents' Club and volunteer to help with one of the many upcoming events.

Sec. 3. Add Parent Ambassador Program. This program coordinates Parent Ambassadors, representing all divisions, to welcome new families to the school. Eliminate: Locker Setup. This chairperson coordinates volunteers to assist with the textbook sale.

Sec. 5. Add: This Chairperson works with LS and MS Division Heads to produce a supply list and & to families in those divisions. Eliminate: This committee works during the summer to package and.

Sec. 7. Eliminate: younger

Sec. 9. Eliminate: Soup Label/, Soup Labels and.

Sec. 11. Add: Pastries for Parents. This Chairperson coordinates an ECC event to provide ECC parents an opportunity to meet parents from all divisions and learn about OPC events. Eliminate: Spring Field Day. This committee works with the Physical Education Department to host outdoor games and a picnic.

Sec. 12. Add: ECC, Chairperson & ECC. Eliminate: Preschool, Chairman, the room & preschool.

Sec. 13. Add: Chairperson. Eliminate: Chairman & the room.

Sec. 14. Add: Chairperson. Eliminate: Chairman & the room.

Sec. 15. Add: Chairperson. Eliminate: Chairman & the room.

Sec. 16. Add: Chairperson. Eliminate: Chairman & including Survivor Island.

Sec. 17. Add: ECC, Recognition and, Chairperson & ECC. Eliminate: Preschool, Teacher & Chairman.

Sec. 18. Add: Recognition and & Chairperson. Eliminate: Teacher, Chairman & parents' involvement during.

Sec. 19. Add: Recognition and & Chairperson. Eliminate: Teacher, Chairman & parents' involvement during.

Sec. 20. Add: Recognition and & Chairperson. Eliminate: Teacher, Chairman & parents' involvement during.

Sec. 21. Eliminate after 2014: Grandparents'/Grandfriends' Day. This chairman, in cooperation with the Development Office, coordinates the event program, and any parent volunteers needed for the celebration.

Sec. 22. Add: Oakridge Pages. This Chairperson promotes

and coordinates the sale of listings to OakridgePages.com, an online business directory of small business owners that are Oakridge parents, alumni and/or friends of Oakridge. (will become Sec. 21 after 2014). Eliminate: Graduation. This chairman coordinates volunteers and the reception for graduation.

Sec. 23. Add: Test Snacks. This Chairperson will coordinate and provide snacks during final exams for Middle and Upper School students. (will become Sec. 22 after 2014)

Article VII. Add: Chairperson & President-Elect. Eliminate: Chairman & 5th Vice President.

A. Add: Parliamentarian, the Development Office Liaison shall act as advisor, President & (51% of those present and eligible to vote). Eliminate: 2nd Vice President for Fund-raising, Treasurer & The administrative representative shall be an advisor.

B. Add: the & Office Liaison. Eliminate: with the appropriate administrative representative.

C. Add: See Article VIII. Amendments.

D. No change

E. Add: Allocations Committee. The Allocations Committee shall consist of the President, President-Elect, Parliamentarian, Treasurer and the Development Office Liaison. All members act as advisors except the President. This Committee works with the Development Office to review Allocation proposals. The President retains sole discretion for the final approval of the current year's Allocations recommendations. Final Allocations recommendations shall be presented for approval at the last General Board meeting of the year. A majority vote (51% of those present and eligible to vote) is necessary to approve Allocations.

Amended Executive Board approved 12-4-14

General Board approved 2-3-15

Bylaws Committee: Kelly Broadus, Chairman; Linda Wright, President-Elect;

General Board Members: Barbara Arnondin, Denise Barley, and Amy Key

Article IV Section 1, A: Add: ten; Eliminate: eleven

B: Add: Chairmen & Membership Support. Change: Treasurers to Treasures. Eliminate: Committees & Pastries for Parents

Section 2: Add: In addition, the nominee for President-Elect must be approved by the Headmaster prior to being presented for Election,

and the nominee for Treasurer must be approved by the Chief Financial Officer prior to being presented for election.

Article V Section 3: Eliminate: the; Add: Membership Support

Article VI Section 1: Add: Membership Support: Assist the VP-Membership

with membership drive (which includes parent information nights), system input, and downloading/distributing volunteer forms to respective chairs.

Section 11: Eliminate: Pastries for Parents: This Chairperson coordinates an ECC event to provide ECC parents an opportunity to meet parents from all divisions and learn about OPC events.

Section 21: Eliminate: small. Add: The chairman also promotes the directory to the entire Oakridge community.

Amended Executive Board approved 02-28-17

General Board approved 04-11-17

Bylaws Committee: Linda Wright, Chairman; Michal Tincup, President-Elect;

General Board Members: Shelley Hodges, Lorraine LaRovere, Melissa Steer-Koon

Article IV Section 1, A. Change: ten to eleven Executive and Add: Vice President for Communications and Treasurer-elect.

Section 1, B: Change: Meet & Greet to Cheers & Tears: Let's Have a Great Year Welcome Back Event, Change: Magazine Sales to

FUNdraiser

Event, Add: Volunteers Support and Communications Support.

Article V Section 3: Change: Meet & Greet to Cheers & Tears: Let's Have A Great Year Welcome Back Event.

Article V Section 4: Change: Magazine Sales to FUNdraiser Event.

Article V Section 7. Eliminate: Vice President of PR and Publicity position description and Add: position description for Vice President for Communications. Vice President for Communications. The Vice President shall oversee the compilation and publishing of the Oakridge Parents' Club (OPC) Newsletter by the Communications Support Chair, coordinate photography and videography at events, work with the Development Office to continually update the OPC webpage, provide pictures of events and allocations for the annual video and oversee the creation of the end-of-year digital scrapbook; shall report at the Executive Board meetings and to the President as requested; manage and update all social media including but not limited to Facebook, Instagram and Twitter,

produce videos and communication materials to promote the mission of the OPC and shall maintain a complete and accurate Notebook.

Article V Section 11, Add: position description for Treasurer-Elect. The Treasurer-Elect shall assist the Treasurer, work and learn alongside the Treasurer in preparation for the transition into the Treasurer position.

Article VI Section 1, Change: position description for Membership Support Chair. Membership Support Chair: Assist the VP of Membership with membership drive (which includes attending and supporting parent information nights, Back to School Fair, Cheers and Tears: Let's Have a Great Year Back To School Event and other events as deemed necessary for the promotion of OPC membership), system input, distributing gifts to new parents and assist the VP of Membership in the duties of the office as needed.

Article VI Section 3, Change: Meet & Greet to Cheers & Tears: Let's Have A Great Year Welcome Back Event.

Article VI Section 5, Change: Magazine Sales to FUNdraiser Event.

Article VI Section 23, Add: position description for Communications Support Chair. Communications Support Chair: Assist the VP of Communications with the creation and publishing of the Parents' Club Newsletter, end of the year digital scrapbook, and assist the VP of Communication in the duties of the office as needed.

Article VI Section 24, Add: position description for Volunteer Support chair. Volunteer Support Chair: Assist the VP-Membership in the compilation of volunteer lists from in-class sign up as well as online sign ups (which includes attending parent information nights, Back to School Fair, Cheers & Tears: Let's Have a Great Year Back to School Event and other events as deemed necessary for the promotion of volunteerism within OPC), system input, and downloading/distributing volunteer forms to respective chairs as needed.

Amended: Executive Board approved 1/11/2019
General Board approved 2/11/2019
Bylaws Committee: Michal Tincup, Chairman, Shelley Hodges, President-Elect,
General Board Members: Susan Jones, Deme Cleveland, Leslie LeMond

Article III. Sec. 1. Change: 2 times a year, Eliminate: 3; Add: These

meetings can run concurrent with selected General Board Meetings (typically Holiday Brunch on the Bridge and End of Year Luncheon).

Article IV. Sec. 1A. Add: & Volunteers; Change: Recognition and Appreciation to Special Events.

Sec 1B. Change: LHMS Activities, UHMS Activities to Middle School Activities; Change: ECC Recognition and Appreciation to Recognition and Appreciation for ECC: Change: Lower School Recognition and Appreciation, Middle School Recognition and Appreciation, and Upper School Recognition and Appreciation to Recognition and Appreciation for LS/MS/US. Eliminate: Parent

Article V. Sec 2. Add: throughout the year with all their duties

Sec 3. Add: & Volunteers; Eliminate: Back to School Fair, Cheers & Tears: Let's Have a Great Year Welcome Back Event, Parent Ambassador Program

Sec. 4. Eliminate: Book Fair, Holiday Treasures

Sec. 5. Eliminate: OwlFest; Add: Teacher Appreciation for ECC, Teacher Appreciation for LS/MS/US, Test Snacks

Sec 6. Eliminate Section and Replace: Vice President for Special Events. The Vice President shall coordinate and act as an advisor to all special event activities to include Holiday Treasures, Book Fair, OwlFest, Back to School Fair, Cheers & Tears; shall act as an advisor to the Committee Chairmen, and provide support as necessary; shall report on these committees at Executive Board meetings and to the President as requested; and shall maintain a complete and accurate notebook.

Sec. 7. Eliminate: creation of the end-of-year digital scrapbook.

Article VI Sec. 1. Add: & Volunteers, Add: & Volunteers; Add:

Volunteer Drives; Add: and volunteers; Add: the compilation of volunteer lists from in-class sign ups as well as online sign ups, and downloading/distributing volunteer contact information to respective chairs as needed,; Add & Volunteers

Sec. 4. Eliminate section 4 (This changes section numbers through end of article.)

Sec 11. (prev. Sec.12) Add: They also oversee the Grade-Level Coordinators for their division.

Sec. 12 (prev. Sec 13) Add: They also oversee the Grade-Level Coordinators for their divisions

Sec. 13 (prev. Sec.14) Eliminate Section

Sec. 14 (prev. Sec.15) Eliminate Section

Add Sec. 13. Middle School Activities. This Chairperson is a liaison with parents in the Middle School for club events involving Middle School Parents. They also oversee the Grade-Level Coordinators for their division.

Sec. 14 (prev. Sec.16) Add: They also oversee the Grade-Level Coordinators for their division.

Sec. 18. Eliminate Section

Sec. 19. Eliminate Section

Sec. 20. Eliminate Section

Add Sec. 16. Teacher Recognition and Appreciation for LS/MS/US. This chairperson coordinates the appreciation events held to honor faculty in the Lower School, Middle School, and Upper School.

Sec 21. Eliminate Section.

Article ends with Section 19 after sections are eliminated/added and renumbered.