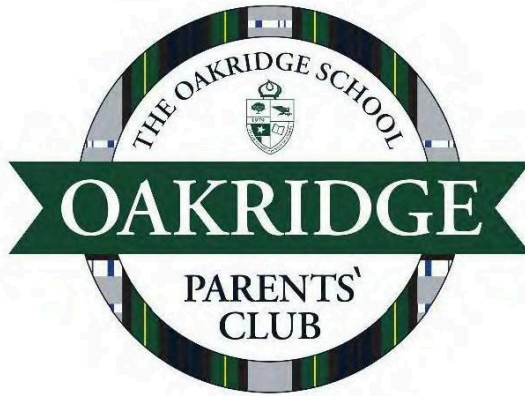




Bylaws of The Oakridge Parents' Club

Revised June 2025

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 Chairpersons shall constitute the General Board.

Article II. MEMBERSHIP AND DUES

Sec. 1. Membership

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 or stakeholder 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

Dues shall be paid upon joining the club, and shall then be paid when due annually thereafter. Dues are set by the Executive Board prior to the beginning of each school year.

Article III. MEETINGS

Sec. 1. General Membership

General Membership meetings will be held a minimum of 3 times a year, at dates and times to be decided by the President. These meetings can run concurrently 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 a minimum of 4 times a year at dates and times 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 a minimum of 4 times a year at dates and times to be decided by the President. A quorum shall consist of a majority (51%) of officers.

Sec. 4. Special Meetings

Special meetings may be called, as requested by the President, by the Executive Board, or the 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 special meeting.

Article IV. ELECTION OF OFFICERS AND CHAIRPERSONS

Sec. 1. Officers and General Chairpersons.

- A. The Executive Board Officers of this club shall be:
 - President
 - Vice President(s) of Special Events and Division Events
 - Secretary
 - Parliamentarian/ Immediate Past President
 - Treasurer
 - Treasurer Elect (as needed)
 - School Liaison (A school employee who shall serve as Advisor in a non-voting capacity)

The election of Executive Officers will be held in April/May when the Nominating Committee's slate is presented for vote of the general membership.

All Executive Officers shall serve their terms 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,

All other Officers- 2-year term.

Executive Officers shall attend 75% of all scheduled board meetings, in person or via electronic means.

B. General Board Chairpersons and Committees

The election of General Board Chairpersons will be held in April/May when the Nominating Committee's slate is presented to the General Membership. General Board Chairpersons shall be required to attend 50% of all scheduled board meetings.

General Committees may be created or retired by the Executive Board. The chairperson for a newly-created General Committee shall be appointed by the President.

General Committees are: FUNdraiser Event, School Supplies, Book Fair, Holiday Treasures Gift Shop, Uniform Resale, Owlfest, ECC Activities, Lower School Activities, Middle School Activities, Upper School Activities, Faculty & Staff Appreciation for ECC, and Faculty & Staff Appreciation for LS/MS/US.

Sec. 2. Nominating Committee

Nominations for officers and general committee chairpersons shall be made by a Nominating Committee. The Committee shall be composed of six members, with at least one representative who is the parent of a child from each division. The President will appoint the Chairperson who shall be a current executive board member. The Chairperson will select the additional five committee members who may be any member of the club. The President and School Liaison shall serve as advisors to the Nominating Committee, but they will not have voting privileges. The Chairperson is responsible for calling meetings at a time and place convenient for the members, whether in person or via electronic means.

The Committee's recommendation for President must come from the current Executive Committee. All other nominees may be any member of the club. The Nominating Committee's recommended slate of officers and general committee chairpersons shall be approved by the Executive Board at least one month prior to the last scheduled General Membership meeting of each school year. All potential candidates must verbally agree to serve before their names are presented to the General Membership for approval. The nominee for Treasurer must be approved by the School's Chief Financial Officer prior to being presented for election.

The Nominating Committee shall prepare and present for approval the recommended slate of officers and general committee chairpersons to the General Membership at the last scheduled

General Membership meeting of each school year.

Except as otherwise provided in these bylaws, any votes contemplated in these bylaws may be conducted in person and/or via electronic means, in the discretion of the President.

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 may be filled by a candidate appointed by the President, or the President may choose to combine two positions when necessary or to promote efficiency. . The appointee will fill the job for the remainder of the then-current term. In the case of a vacancy in the office of President, an election shall be held by the General Board, at which the two Vice-Presidents shall be the nominees, or the decision may be made by agreement of the Vice- Presidents. The President may then fill any vacancy in a Vice-President position, or may combine officer positions, in the President's discretion.

Sec. 5. Officer and Committee Chairperson Replacement

The Executive Board shall have the authority by a 3/4 vote to replace a current Officer or General Committee Chairperson who is not fulfilling the responsibilities of the office stated in the bylaws.

Article V. DUTIES OF OFFICERS

Sec. 1. President.

The President shall: preside at all Membership, General Board, and Executive Board meetings of the club; serve in an ex-officio capacity on all general committees; serve in a voting capacity on all standing committees; work closely with the School Liaison to facilitate cooperation between parents and administration; represent the club at school functions and activities; encourage committee chairpersons in the successful completion of their projects, and maintain an accurate and complete notebook or Google Drive of the work of the President.

Sec. 2. Vice-Presidents

Each Vice-President shall: report at Executive Board meetings and to the President as requested; officiate in the absence of the President; act as an advisor to the General Board Chairpersons and Committees; and maintain a complete and accurate notebook or Google Drive of the work of the Vice-President. The Vice-Presidents shall also oversee the following areas: Membership & Volunteers, Divisional Activities, and Special Events

Sec. 3. Secretary

The Secretary is responsible for: keeping accurate minutes of all Executive Board, General Board, and General Membership meetings; tracking attendance at all Executive Board, General Board, and General Membership meetings; notifying all board members of meetings and posting previous minutes for approval prior to a meeting; coordinating photography at events and providing The School with pictures and information for publications and social media use;

promoting the mission of the club on club social media accounts; and maintaining a complete and accurate notebook or Google Drive of the work of the Secretary.

Sec. 4. Parliamentarian

The Parliamentarian shall be the Immediate Past-President and is responsible for advising the President on all points of procedure according to these bylaws and standing rules, or if none apply, according to the most recent edition of Robert's Rules of Order. The Parliamentarian shall also serve on the Allocations Committee and as Chairperson of the Bylaws Committee when called by the President. If a Past-President is not available, then the President can appoint someone else to fill this role or may combine this role with another officer's position.

Sec. 5. 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; authorizing and paying all budgeted expenditures; receiving authorization from the President for any non-budgeted expenditure from \$250 up to \$500; requesting approval from the Executive Board for any non-budgeted expenditure over \$500 and up to \$1000; receiving General Board approval of any non-budgeted expenditure over \$1000; requesting 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, serving as a non-voting member of the Allocations Committee; and maintaining a complete and accurate notebook or Google Drive of the work of the Treasurer.

Sec. 5. Treasurer-Elect (as needed)

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

Article VI. GENERAL BOARD CHAIRPERSONS

Sec. 1. Book Fair Chairperson

This Chairperson conducts a sale of new reading books and related materials to the students; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 2. ECC Activities Chairperson

This Chairperson is a liaison with parents in the ECC for club events involving ECC students. The Chairperson also oversees the Grade-Level Coordinators for the division; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 3 ECC Faculty & Staff Appreciation Chairperson

This Chairperson coordinates the appreciation events held to honor faculty and staff in the ECC; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 4. Holiday Treasures Chairperson

This Chairperson organizes a holiday market for students to purchase gifts for family and friends; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 5. FUNdraiser Event Chairperson

This Chairperson plans and executes the major OPC fundraiser event each year; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 6. Lower School Activities Chairperson

This Chairperson is a liaison with parents in the Lower School for club events involving Lower School students. The Chairperson also oversees the Grade-Level Coordinators for the division; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 7. Middle School Activities Chairperson

This Chairperson is a liaison with parents in the Middle School for club events involving Middle School students, including Test Snacks during Finals. The Chairperson also oversees the Grade-Level Coordinators for the division; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 8. Upper School Activities Chairperson

This Chairperson is a liaison with parents in the Upper School for club events involving Upper School students, including Test Snacks for Finals. The Chairperson also oversees the Grade-Level Coordinators for the division, and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 9. LS/MS/US Faculty & Staff Appreciation Chairperson

This Chairperson coordinates the appreciation events held to honor faculty in the Lower School, Middle School, and Upper School; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 10. Owlfest Chairperson

This Chairperson holds a fall festival for ECC and LS students; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 11. School Supplies Chairperson

This Chairperson works with Division Heads to establish needs and sell school supplies to families in those divisions; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Sec. 12. Uniform Resale Chairperson

This Chairperson coordinates the collection and sale of used school uniforms; and shall maintain a complete and accurate notebook or Google Drive of the work of the Chair.

Article VII. 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, after regular elections are held, shall be appointed by the President. All Standing Committee Chairpersons are responsible for keeping a complete and accurate notebook or

Google Drive of the work of the Chairperson to be turned in to the President at the end of their terms.

- A. **Budget Committee.** The Budget Committee shall be comprised of the President, at least one Vice-President, the Parliamentarian, and the Treasurer. The President shall act as Chairperson. The School Liaison shall act as advisor. 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 and Vice-Presidents. The committee shall meet in the spring to set dates for club activities and present proposed dates to the School Liaison for coordination with the school calendar.
- C. **Bylaws Committee.** The Bylaws Committee shall consist of the Parliamentarian as Chairperson, the Vice-Presidents, and three General Board members appointed by the President. The School Liaison shall act as advisor. The Committee shall review the bylaws when requested by the President. The Committee's responsibilities are outlined in Article VIII below.
- D. **Allocations Committee.** The Allocations Committee shall consist of the President, President-Elect, Parliamentarian, and Treasurer. This Committee works with the School Liaison to review Allocation proposals. The President retains sole discretion for the final recommendation of the current year's Allocations. 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

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.