



# Constitution & Bylaws of the St. Mary School Parent Teacher Organization REVISED AUGUST 2020

## **Article I | NAME**

The name of the organization is St. Mary School Parent Teacher Organization (P.T.O.)

## **Article II | PURPOSE**

The purpose of the St. Mary School P.T.O. is to work hand-in-hand with school faculty, staff and parents to enrich the school environment through education, fund-raising, social activities, and communication.

## **Article III | MEMBERSHIP**

- A. Every parent and guardian of a child attending St. Mary is a member of the P.T.O. School faculty, staff, administration members and our pastor are also members.
- B. Those who are considered “Friends of St. Mary School,” are also welcome and will be considered non-voting members.

## **Article IV | OFFICERS & ELECTIONS**

### *Section 1 | OFFICERS*

The executive board of the organization shall be made up of the following president, vice president, secretary, treasurer, pastor (or pastor’s delegate,) principal (or principal’s delegate.)

#### **A) PRESIDENT**

The president shall set the agenda for and preside over all meetings of the PTO and the executive board. They shall serve as the primary contact for the principal and teachers. He/she shall identify event chairpersons and monitor their progress on various school events while maintaining activity files on all standing school events. They shall provide information for the weekly newsletter regarding PTO activities to the school office. The president shall be in charge of the St. Mary P.T.O. email address.

#### B) VICE PRESIDENT

The vice president shall assist the president as needed and carry out the president's duties in his or her absence or inability to serve. The vice president shall be ready to assist the president in their duties and be prepared to accept overflow work.

#### C) SECRETARY

The secretary shall keep all records of the organization, take and record minutes, and handle correspondence. The secretary also keeps a copy of the minutes book, bylaws, rules, and membership list. They will post and send appropriate documents to the necessary places in a timely manner.

#### D) TREASURER

The treasurer shall receive all funds\* of the organization, keep an accurate record of receipts and expenditures and request reimbursement for expenses (pay out funds) in accordance with the approval of the executive board. He or she will present financial statements to the parish business office and PTO meetings monthly and at other times of the year when requested by the executive board or parish business office. A full financial report is due at the end of the year in correspondence with the parish business manager.

\*The PTO only handles funds for PTO sponsored events and fundraisers. The handling of funds for large fundraisers (e.g. golf outing, 5k, raffle) monies are handled by the parish business office. The committee chair of large fundraisers is responsible for maintaining records only and submitting records to the parish business office for reconciliation.

#### *Section 2 | NOMINATIONS AND ELECTIONS*

Nominations for the following school year will be made at the April meeting. Elections will be held at the May meeting. Voting shall be by voice vote if nominees are unopposed. If more than one person is running for an office, a ballot vote shall be taken. Newly elected officers shall assume their duties at the end of the last meeting of the year.

#### *Section 3 | ELIGIBILITY*

Members are eligible for office if they are voting members.

#### *Section 4 | TERMS OF OFFICE*

Officers are elected for one year and may continue to serve as they are needed, willing, and able. Each person elected shall hold only one office at a time for a maximum of 2 consecutive years.

### *Section 5 | VACANCIES*

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

### *Section 6 | REMOVAL FROM OFFICE*

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given or at the discretion of the pastor.

### *Section 7 | QUORUM*

Half the number of executive committee plus one constitutes a quorum.

### *Section 8 | ROOM REPRESENTATIVES*

There shall be a parent/guardian representative for each homeroom. Room Representatives shall attend monthly PTO meetings as scheduled and act as a liaison between the parents and the Executive Committee. If needed, Room Representatives coordinate classroom parties and help with special classroom projects. They shall be responsible for assisting in the recruitment of volunteers for PTO functions from their classrooms as well as encouraging their fellow parents/guardians to attend P.T.O. meetings and functions.

### *Section 9 | APPOINTMENTS*

The Executive Committee may appoint any chairperson, which they consider necessary. All chairpersons report to the Executive Committee. Chairpersons shall give progress reports at P.T.O meetings.

## **Article V | Meetings**

### *Section 1 | Regular Meetings*

The St. Mary School P.T.O. will meet monthly on the first Thursday. Meetings will begin at 6:30 p.m. and last approximately one hour depending upon the agenda set by the President. The location of the meetings may vary and will be advertised via the school newsletter and P.T.O. social media pages.

### *Section 2 | Special Meetings*

The president and any two members of the executive board, the pastor, principal, or five general members may call special meetings by submitting a written request to the secretary. Notice of the special meeting shall be sent to the members via the school newsletter and/or P.T.O. social media channels.

## **Article VI – Finances**

### *Section 1 |*

The treasurer, with the assistance of the executive board, committee chairs, and principal will produce a tentative budget summary for the Church/School fundraisers and PTO budget summary, drafted in the fall for each school year and approved by a majority vote of the members present.

### *Section 2 |*

The treasurer shall keep accurate records of any disbursements, income, and account statements for the PTO budget summary.

### *Section 3 |*

The treasurer shall review records from the committee chair over an individual Church/School fundraiser of any disbursements, income, and statements prior to submitting a monthly summary to the church office.

### *Section 4 |*

The board shall approve all expenses of the organization.

### *Section 5 |*

The treasurer shall prepare a final budget summary at the end of the year, to be reviewed by the president, principal and church/school financial representative

### *Section 6 |*

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

### *Section 7 |*

The fiscal year shall coordinate with the school year.

## **Article VII | Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

## **Article VIII | Standing Rules**

The Executive Board may approve standing rules and the secretary shall keep a record of the standing rules for future reference.

## **Article IX | Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

#### **Article X | Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.