

# SAINT MARY'S CATHOLIC SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

## Article I – Name of Organization

The name of this organization shall be Saint Mary's Catholic School Parent-Teacher Organization (hereinafter known as "Saint Mary's PTO" or "PTO"). Saint Mary's PTO operates as a part of Saint Mary's School ("the School"), which is a 501(c)(3) charitable organization.

## Article II - Purpose

The purposes of the PTO are as follows:

- A. Support and promote quality Catholic education;
- B. Encourage Catholic Standards of Family Life;
- C. Share with teachers the values that parents are attempting to develop with their children at home;
- D. Provide a means by which parents may raise funds for the following:
  1. the School;
  2. Events benefiting and bringing together the School community;
  3. To show appreciation for and support the School faculty and staff; and
  4. Any other purpose deemed necessary and appropriate by the PTO with approval from the PTO Executive Board.

School policies and Diocesan School Policies must be followed in developing the work of the PTO. The School and PTO shall adhere to the mission statement found in Addendum #1 of this document.

### **Article III - Membership**

The active membership of the PTO shall consist of all parents and guardians of students attending the School. Teachers are also members of the PTO by contractual agreement.

### **Article IV – Executive Board**

Section 1. An Executive Board (“the Board”) of the PTO shall be established. The purpose of the Board is to recommend programs consistent with School, Diocesan, and state guidelines that contribute to the fulfillment of the purpose of the PTO, and commitment to Jesus Christ and the Church. The Board shall consist of at least four (4) Officers and three (3) Teacher Liaisons, for a total of at least seven (7) voting members.

Section 2. Board Officer elections for the upcoming school year shall be held by virtual vote of the general membership.

- A. Board Officer candidates for the upcoming school year shall be nominated by the general membership;
- B. An explanation of the duties and obligations associated with each Board office is outlined in Article IV, Section 4 of these Bylaws, and shall be made available to the general membership;
- C. The Executive Board shall announce the Board offices that will be vacant in the upcoming school year at least one (1) month prior to the last PTO general membership meeting of the current school year;
- D. The Executive Board shall review all nominations to determine each candidate’s suitability for the position. Any person nominated and wishing to run for a Board office shall furnish a brief statement to the Executive Board regarding their background and reason for interest in the office;
- E. The Executive Board shall email a ballot with the list of candidates running for vacant Board offices to the entire general membership, allowing for one (1) week to submit their votes for elections;
- F. The candidate(s) receiving the most votes for each vacant office shall become Board Officer(s) in the following school year, subject to approval of the Principal.

Section 3. The Executive Board Officers:

- A. The Executive Board shall consist, at a minimum, of a President, Vice President of Finance, Vice President of Communications, and at least one of the other Vice Presidents listed in Article IV, Section 4 below.
- B Two individuals may be permitted to run as co-officers for a Board Office with the approval of the Principal;
- C. The term of each Board office shall be one (1) year. No person shall serve more than two (2) consecutive terms in the same office. No person shall serve more than four (4) consecutive years on the Board overall;
- D.If the office of the President becomes vacant before the term has expired, either the Vice President of Operations or the Vice President of Community Involvement shall serve as President for the remainder of the term, after Executive Board collaboration and approval of the Principal to determine which person shall assume the position. Notwithstanding the restriction in Article IV, Section 3(C), regarding serving two (2) consecutive terms in the same office, a Vice President who ascends to the office of President as a result of a mid-year vacancy may continue to serve as President the school year after the vacancy occurred, as would have occurred had the Vice President succeeded the Presidency after a regular term.
- F. In the event of a vacancy of another Board office, a successor shall be appointed immediately by the Executive Board with the approval of the Principal. The school year served on the Board by an individual appointed as a result of a vacancy will not count toward the four consecutive year maximum unless the appointment was made prior to January 1.
- G. Elected officers shall take office at the close of the fiscal year, on June 30th.

Section 4. The Executive Board Officer responsibilities are:

- A. President
  - 1. Preside at Board and general membership meetings;
  - 2. Serve as a member of the School Advisory Board. The President acts as a liaison between the two, ensuring that PTO goals are established in

conjunction with the goals of the School Advisory Board, including the integration of the strategic plan into PTO endeavors;

3. Coordinate with the Principal, School Advisory Board, Development Coordinator, and PTO Executive Board to bring social programs and fundraising events to the school that help benefit the School and the its community of families, faculty, and staff;
4. Oversee all PTO Executive board positions;
5. Provide regular updates on PTO goals, plan implementation, integration, and outcomes to the School and PTO general membership;
6. Act as the direct line of communication with the Principal regarding PTO events and operations;
7. Manage and maintain the Facebook Community Page in conjunction with the Vice President of Communications, including but not limited to monitoring posts, membership requests, and posting about upcoming PTO events;
8. Establish a coverage schedule for Executive board members at all PTO events;
9. Serve as member of the Gala committee; and
10. Assist and support the Principal as necessary.

#### **B. Vice President of Operations**

1. Attend all Board and general membership meetings;
2. Be willing to preside over all Board and general membership meetings in the absence of the President;
3. Be willing to assume the duties of President in the event of resignation, vacancy, or removal at the discretion of the School Principal;
4. Oversee Ad Hoc and Standing Committees (“Committees”)
  - a. Help recruit and appoint Chairs to the Committees, with approval from the President and Principal.

- b. Standing Committees include but are not limited to: Trunk or Treat, Christmas Shoppe, Advent Brunch, Chili Cook-off, and Gala.
5. Submit a report of committee activity to the Executive Board;
6. Oversee general hospitality for School events, including but not limited to: Teacher's Work Week, New Family Social, Meet the Teacher Day, Constitution Day, and Open House;
7. Organize and oversee general hospitality for PTO events including but not limited to: holiday teacher events, and periodic staff meals and treats.
8. Assist and support the President and Principal as necessary.

### **C. Vice President of Community Involvement**

1. Attend all Board and general membership meetings;
2. Be willing to preside over all Board and general membership meetings in the absence of the President;
3. Be willing to assume the duties of President in the event of resignation, vacancy, or removal at the discretion of the School Principal;
4. Oversee the Room Parent volunteers
  - a. Coordinate communication between the Board, School, and Room Parents.
  - b. Manage the school "Favorites List."
  - c. Communicate responsibilities and expectations including volunteer requirements with Virtus, background checks, etc.
  - d. Manage the Volunteer Sign-up Genius account.
5. Oversee Teacher's Appreciation Week and Catholic Schools Week;
6. Liaison between the School and parents regarding volunteer hours
  - a. Assist the school with communication about volunteer opportunities to meet volunteer hour requirements.
  - b. Assist the school with sending a general notice to parents regarding volunteer hour fulfillment requirements on a quarterly basis using a report generated by the school.

7. Assist and support the President and Principal as necessary.

#### **D. Vice President of Communications**

1. Attend all Board and general membership meetings;
2. Take detailed notes during Board and general membership meetings;
  - a. Record votes, decisions, and future action items.
  - b. Type a draft of meeting minutes and distribute it to the Board for review. Amend, edit, and submit any suggested changes of the meeting minutes as necessary to the President and Principal for review and Board approval.
  - c. Distribute a copy of final meeting minutes to the Board.
  - d. Keep a file of meeting minutes for future reference.
3. Coordinate with the school's Communications Coordinator
  - a. Provide timely communications to the School Communications Coordinator for review and dissemination.
  - b. Provide any submissions the PTO would like included in School correspondence, including but not limited to the Friday Flash, social media posts, church bulletins, or community emails in a timely manner.
  - c. In conjunction with the Principal and PTO President, the Vice President of Communications shall assume responsibility for disseminating communications relating to PTO events and operations.
  - d. Send updates to the Communications Coordinator regarding information for the PTO page on the school website.
4. Manage and maintain the Facebook Community Page in conjunction with the President, including but not limited to monitoring posts, membership requests, and posting about upcoming PTO events;
5. Distribute any other communications and advertisements as needed;
6. Oversee Board governance to include adherence to and updates of the Bylaws;

7. Compile, produce, and record election candidate statements and election results;
8. Assist and support the President and Principal as necessary.

#### **E. Vice President of Finance**

1. Attend all Board and general membership meetings;
2. Establish a budget within the working of the school's fiscal management;
  - a. Keep a full and accurate account of proceeds and expenditures using information gathered from invoices, receipts, committee reports, BetterWorld, and from the School account;
  - b. Make disbursements as authorized by the Principal and the Board;
3. Communicate regularly with the School's Bookkeeper providing timely notification for checks, cash box, Clover device, and other reports needed;
4. Collect all monies of the PTO and deposit same in authorized depository;
5. Pay all expenses submitted under the PTO
  - a. Maintain reimbursement form and prepare timely reimbursements; and
  - b. Write reimbursements checks for School Administration to sign, and ensure that all payments are ready for mailing, pickup, or submission.
6. Secure ABC licensure for PTO events as needed;
7. Attend all Board and general membership meetings;
8. Present a monthly financial statement to the Principal, Executive Board, the School Finance Committee, and at other times as requested by the Board and/or Principal;
9. Serve as a member of and attend meetings for the bi-monthly School Finance Committee; and
10. Assist and support the President and Principal as necessary.

## **F. Vice President of Fundraising**

1. Attend all Board and general membership meetings;
2. Keep a full and accurate account of their fundraising proceeds and expenditures, and report them to the Vice President of Finance;
3. Coordinate with the school's Development Coordinator
  - a. Assist Development with activities and initiatives that benefit the school. Examples include but are not limited to Monarch Fun Day (Fun Run), Giving Tuesday, Gala, and special events.
4. Provide the Development Coordinator with suggested pricing for all events after approval from the Executive board, pending Principal's approval;
5. Assist in PTO organized fundraising efforts through community initiatives
  - a. Examples include but are not limited to: Tag Days, Spirit Nights, Used Uniform Sale, Painless Fundraising, Wiseman's Purse, etc;
6. Assume the duties of VP of Finance in the event of resignation, vacancy, or removal at the discretion of the School Principal; and
7. Assist and support the VP of Finance as necessary;

Section 5. Three (3) Teacher Liaisons shall serve on the Board. The Early Childhood Development Center (ECDC), Elementary School, and Middle School will each have one (1) Liaison representative serve on the Board. The Principal will appoint Teacher Liaisons on an annual basis. Teacher Liaisons shall assume Board responsibilities at the close of the fiscal year, June 30<sup>th</sup>. Teacher Liaisons shall hold voting privileges on the Board along with the officers. In the event of resignation, vacancy, or removal of a Teacher Liaison, the Principal shall appoint a successor immediately.

Section 6. If a conflict arises between the Board and the School administration, the matter shall be referred to the Pastor and/or Office of Catholic Schools for final resolution.

## **Article V - Meetings**

Section 1. The Board shall meet a minimum of six (6) times per year, but typically monthly. Special meetings may be called at the request of the President and/or

Principal. The general membership of the PTO shall meet a minimum of two (2) times per year.

Section 2. The Board shall meet to supervise and promote the activities of the PTO, advise the Principal regarding all expenditures, and determine the fundraising policies and events for the PTO.

Section 3. A written agenda, committee reports, monthly financial statements, and a copy of the minutes of the previous Board meeting will be made available to all Board members prior to each regularly scheduled Board meeting. The agenda for all general membership meetings shall be prepared by the President in consultation with the Board and Principal.

Section 4. A quorum shall be established when at least two (2) Board officers and at least one (1) Teacher Liaison are present for a Board meeting or general membership meeting. A vote in a Board meeting shall be passed by a simple majority of the Board members present. The Principal does not have voting privileges on the PTO Board; however, the Principal shall break any ties in votes conducted among the Board members.

Section 5. The PTO Board shall decide on the procedures for the orderly running of a Board or general membership meeting.

**Article VI - Committees**

Section 1. Committees shall be formed to coordinate all PTO fundraisers, approved community events, or other such activities to benefit and promote the School.

- A. A Chairperson (“Chair”) shall preside over each Committee. A Co-Chairperson (“Co-Chair”) may also be appointed to a committee to assist the Chair when deemed appropriate by the President.
- B. All Ad Hoc and Standing Committee Chairs and Co-Chairs shall be appointed by the President in consultation with the PTO Board Officers, subject to approval of the Principal.
- C. The Chair shall be responsible for reporting committee activity to the President and fiscal status to the Vice President of Finance.
  - 1. An Event Form shall be provided to the Chair for the purpose of reporting status, updates, and financial report for each committee. The Chair shall

be responsible for maintaining a current Event Form, and be prepared to share the Event Form at the request of the President

2. The Chair shall provide a final Event Form to the President no later than two (2) weeks after the event, which shall include a final report and a financial accounting of any profits and expenses.
- D. The Chair shall be responsible for reaching out to the Assistant to the Principal to reserve a room for any and all event or committee meetings occurring on school or church premises. This reservation must be made prior to advertisement or planning of the event or meeting.
- E. The Chair is responsible for submitting a room set-up form to the school office no later than two (2) weeks prior to the event.
- F. Each Committee shall have a budget for the event or activity that has been determined by the PTO Officers and subject to approval of the Executive Board or Principal.
1. Committee members and/or any other person or entity purchasing items for a committee or event must obtain approval from the Chair before purchasing any item, regardless of the amount of the expense. Failure of the person or entity to obtain approval from the Chair may result in denial of reimbursement for that expense.
  2. The Chair must submit a written request to the President for approval of any expenses in excess of \$300.00. Failure to obtain such approval will result in denial of reimbursement for said expense.
  3. All reimbursement requests must be submitted to the Treasurer no later than two (2) weeks after the event. Any reimbursement requests submitted after that time may be denied. If extenuating circumstances arise, the Chair must submit a written explanation to the Vice President of Finance and the President for determination.
- G. The Chair shall be responsible for sharing school safety procedures, including but not limited to School volunteer requirements, sign-in policy, and any other safety procedures which may pertain to the committee, volunteers, and/or event.

Section 2. PTO Committees are as follows:

- A. Ad Hoc Fundraising/Activities Committees – The purpose of all Ad Hoc committees is to organize and coordinate all PTO fundraisers, activities, and approved community events except for Standing Committees as described in *Article VI, Section 2(B)*. Ad Hoc Committees shall be created or dissolved by the President in consultation with the PTO Officers, and by approval of the Principal.
  
- B. Standing Committees: The purpose of each standing committee is further outlined in their respective subsection. Standing committees shall not be dissolved except by amendment to the Bylaws.
  - 1. School Benefit Assistance Committee: Shall help the Development Coordinator with the annual School Benefit. This event has been known by names including the “Gala” and the “Adult Social.”
  - 2. Room Parent Committee: Shall be made up of all Room Parents, who are chosen by the homeroom teachers of each class. The Room Parent Committee shall be responsible for coordinating activities to support teachers and the classroom, and coordinating a class basket for the annual School Benefit.

Section 3. Additional duties and responsibilities of both Standing and Ad Hoc Committees shall be determined by the Board and the Principal.

**Article VII - Amendments**

Section 1. These bylaws and all subsequent amendments shall be effective upon approval by a simple majority of voting members of the Board at a virtual or in-person meeting in which a quorum is present, and with the approval of the Principal.

Section 2. The President and Vice President shall conduct an annual review of the bylaws every January of their term. Any suggested changes will undergo evaluation and go to a vote for approval by the Board by the end of April of the same year.

Section 3. If a special amendment is needed outside the general amendment timeframe outlined in *Article VII, Section 2*, a Board member can call for a vote at the next Board meeting to consider a special amendment to the bylaws.

## **Article VIII - Finances**

**Section 1.** The PTO Board, in conjunction with the Principal, shall provide and approve an annual PTO budget.

**Section 2.** The Vice President of Finances shall be the custodian of all monies of the PTO. The Vice President of Finances shall pay all bills authorized under the budget that are approved by the Board. The Vice President of Finances shall faithfully discharge these fiscal duties. The Vice President of Finances accounts shall be subject to annual professional audit, and this audit shall be submitted for approval by the Board and/or internal audit by the Diocese.

- A. The Vice President of Finances shall be added as an authorized user and signatory on all PTO bank accounts no later than September 15th;
- B. The Vice President of Finances shall be granted access to review all PTO financial accounts including all checking accounts, savings account, credit card account, money transfer or “cash app” electronic payment accounts, BetterWorld or other charitable payment platform, deposit accounts, and/or any other financial account relating to PTO financials. The Vice President of Finances shall be granted access to these accounts no later than August 31.
- C. The Vice President of Finances -elect shall meet with the Vice President of Finances for training and review of PTO finances no later than June 1st. At this time, the Vice President of Finances-elect shall be given access to review all hard and electronic files in preparation of their term. On June 1<sup>st</sup>, the current Vice President of Finances shall turn over to the Vice President of Finances -elect all documents and information pertaining to the PTO finances, including all thumb-drives, electronic storage devices, cloud storage passwords, email account passwords, financial account passwords, physical files, physical documents, and/or any other account or passwords.

**Section 3.** All funds of the PTO shall be reported to the PTO Executive Board and Principal in a monthly financial report, and held in a separate PTO school account.

**Section 4.** The Principal shall have ultimate control over PTO accounts. The Principal must be a signatory on and listed as an “owner” on all PTO accounts. All PTO checks and/or other such instruments shall require the signature of two (2) signatories.

## **ADDENDUM #1**

## **MISSION STATEMENT**

Saint Mary's Catholic School exists to provide an opportunity to grow in faith, wisdom and knowledge in a challenging academic environment formed by Catholic tradition.

## **PHILOSOPHY**

As builders of the faith community of Saint Mary's Catholic School, we believe learning is the process of acquiring and applying knowledge, thinking critically to solve problems, and stimulating curiosity through inquiry and discovery. We encourage learning through a multi-sensory approach that encompasses basic skills acquisition, higher level thinking, and collaboration within an integrated curriculum.

We recognize diverse learning styles among our students and strive to differentiate instruction so that creativity is fostered and individual needs are addressed.

Our Christ-centered approach to learning encourages responsibility, accountability, respect, and above all compassion for one another. We endeavor to instill within the child and the community a life-long love of learning rooted in Catholic values and the conviction to follow them.