



# **St. Patrick Interparish School**

## **PTO Bylaws**

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Revised October 2014

## **ARTICLE I - NAME**

The organization shall be named St Patrick Interparish School Parent-Teacher Organization (PTO); herein referred to as the PTO.

## **ARTICLE II - MISSION STATEMENT**

The PTO is organized for the purpose of supporting a Christ centered environment for the Administration and Staff of St. Patrick Interparish School while meeting the needs of its students in cooperation with their families and guardians.

## **ARTICLE III - POLICIES**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c) 3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

**Section 4:** The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these

schools or seek to control its policies.

**Section 5:** Any person volunteering at a PTO event or serving in an official PTO position must have completed *fingerprinting and Protecting Gods Children* prior to volunteering.

## **ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

## **ARTICLE V - MEMBERSHIP & DUES**

**Section 1: Membership.** Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member. Each individual will become a card carrying member after registering with the PTO.

**Section 2: Dues.** There are no dues for PTO membership.

**Section 3: Vote.** Only one vote per family with student(s) attending St Patrick School who are member(s) of the PTO at least 14 calendar days prior to the PTO Meeting and those who are employed by St. Patrick School and are members of the PTO. Voting may take place by voice or, upon request, by written ballot.

## **ARTICLE VI - OFFICERS**

**Section 1: Officers.** The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President may be a shared position between two individuals, thus acting equally as Co-Presidents.

**Section 2: Eligibility.** Only Members in good standing shall be eligible to serve in any Officer position.

**Section 3: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

**Section 4: Term of Service.** Voting shall take place by written ballot at the May PTO meeting during the election year. Officers shall be elected for a term of two calendar years (beginning on July 1st and ending on June 30<sup>th</sup> of the next fiscal year) by the general PTO Membership. An individual may serve for consecutive terms as long as they have a student at St. Patrick Interparish School. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

**Section 5:** In the event the PTO fails to fill an Officer position at the May PTO meeting, the incumbent of the expiring term may remain in office for two additional school years or until an election of a new official at any regular meeting.

**Section 6:** All Officers shall act in the best interest of the PTO.

**Section 7: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 8: Attendance.** Each Officer shall attend the Executive Board and monthly PTO meetings.

**Section 9: Committee Service.** Each Officer is expected to serve on a minimum of one committee.

**Section 10: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 11: Removal from Office.** Any Officer can be removed from office, with cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

**Section 12:** When a position on the Board is vacated prior to the completion of the term, then the Board may accept nominations at the next Regular PTO membership meeting. Ballots shall be cast based on those nominations and the nominee with the most votes shall be elected. The quorum will be determined by those present at the Regular Monthly PTO Meeting. Votes shall consist of one vote per family of a student at the school or one vote from each teacher or administrator and/ or their family of the school. Proxy votes may be accepted if in writing by a parent or teacher from the school. The position will be for the remaining term of the exiting Board Member. This position may also hold an additional term of two years as outlined in Section 5 of ARTICLE VI. Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

## **ARTICLE VII - OFFICER DUTIES**

### **Section 1: President**

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at the school advisory meeting or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
7. Review and approve all financial requests submitted to PTO.
8. Sign checks, notes, etc. in the absence of the Treasurer.

9. Appoint Special Committees as needed.
10. Announce PTO meetings to the School population at least one week in advance of that meeting.

## **Section 2: Vice President**

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assist the Principal with the preparation and distribution of the School handbook.
3. Research, write, and solicit educational grants.
4. Plan and implement the PTO membership drive in the fall.
5. Keep confidential records of all members, and create a membership directory to be distributed by December.
6. Perform other duties as requested by the PTO President and Executive Board.
7. Maintain a binder with all information relevant to the position to be passed on to the successor. Include all relevant notices, memos, budget information, etc. produced while executing duties of post. This includes a copy of the bylaws.

## **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO.  
These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.

5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.

#### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

## **ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal and the Teacher Representative shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

**Section 3: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

## **ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTO -** Shall be held periodically, preferable monthly, except during June, July and December, at the School, on a date and time pre-established by the Executive Board.

**Section 2: Executive Board Meetings -** Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

**Section 3: Special Meetings of the PTO -** May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and



presented to the PTO membership at least 10 days prior to the meeting.

**Section 4: Quorum.** At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5:** The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

**Section 6:** The final PTO meeting shall take place in May, prior to the close of school.

## **ARTICLE X - FUNDS**

**Section 1: Use.** PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship award.

**Section 2: Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first,

and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

**Section 5: Reporting.** An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

**Section 6: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

## **ARTICLE XI - COMMITTEES**

**Section 1: Standing Committees.** The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Academic and Enrichment, Social and Hospitality, Athletics, Volunteering and Community Service and Marketing. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

**Section 2: Chairpersons.** Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the PTO meeting. Elections shall take place at the PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

**Section 3:** The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

**Section 4: Committee Members.** Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

**Section 5: Contracts & Purchases.** No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 6: Term of Service.** A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

**Section 7: Attendance.** Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

**Section 8:** Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

**Section 9: Committee Meetings.** Committee meetings shall be held as decided by the Committee Chairperson or the PTO Board representative presiding over that Committee. These meetings will be at the discretion of those committee members and shall not be governed by the PTO Board. The Committee meetings are set to advance the focus and direction of its committee's purpose and to follow an agenda. The agenda shall be given to the PTO Board member either verbally or in writing.

## **ARTICLE XII - COMMITTEE DUTIES**

### **Section 1: Academic and Enrichment Chair**

The Academic and Enrichment Chair shall:

1. Coordinate educational enrichment programs for students in all grades.
2. Work with the Principal and teachers to coordinate events that enhance current curriculum.
3. Notify the Publicity Committee in advance of event dates for photo coverage.
4. Coordinate after-school programs (i.e. An Introduction to Sign Language; Crafts & More: Lego Engineers; Responsible Babysitting; etc.)
5. Write a summary of each event for publication in the newsletter or School website for the purposes of informing School parents that the event was sponsored by the PTO.
6. Work with Principal and teachers to coordinate uniform policies and/or changes to the student dress code.

### **Section 2: Social and Hospitality Chair**

The Social and Hospitality Chair shall:

1. Plan and implement all not-for-profit social activities for School students and their families; including, but not limited to, the Ice Cream Social, Spirit Days, and Student Holiday Workshop.
2. Coordinate a monthly not-for-profit Fun Event for the students.
3. Plan and serve refreshments at the monthly PTO meetings and other PTO functions.
4. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and Welcome Back Cookout.
5. Maintain records of Home Room Parents (i.e. name, phone, email) to contact these individuals.

6. Coordinate and review with the Home Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory, supporting the teacher with class parties, coordinating the decoration of Field Day t-shirts, and recruiting parent volunteers to assist at various PTO events.

### **Section 3: Athletics Chair**

The Athletics Chair shall:

1. Maintain communication between Athletic Coordinator and Committee recommendations to enrich the athletic experience of the student.
2. Gather feedback and provide awareness of sports programs for parents
3. Develop student attendance and participation.
4. Develop parent attendance and participation.

### **Section 4: Volunteering and Community Chair**

1. Prepare and execute volunteering and community projects as approved by the Executive Board.
2. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, Pop-taps, etc.).
3. Research and present playground maintenance and improvement plans.
4. Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's grounds.
5. Purchase equipment, supplies, and services necessary to maintain and improve the school grounds as approved (by vote) by the PTO membership

### **Section 6: Marketing Chair**

The Marketing Chair shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter, and School website
2. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.
3. Coordinate annual parental consent forms necessary for the publication of student photos.
4. Coordinate and execute the School photo to be taken in September each year.
5. Work closely with the School Principal to build and maintain the School website.
6. Work closely with the Publicity Chair to publicize School events on the website.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

**Section 2: Bylaws Committee.** A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and

- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

## **ARTICLE XIV - DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.