

# **BYLAWS OF THE PARENT-TEACHER ORGANIZATION OF ST. MARY SCHOOL**

## **ARTICLE I - NAME**

The name of this organization shall be the Parent-Teacher Organization of St. Mary School ("Organization").

## **ARTICLE II - PURPOSE**

The purpose of this Organization shall be to support and enhance the welfare of St. Mary School by promoting a spirit of cooperation among the parents of pupils, the school authorities, and the school faculty. The Organization encourages members, students, administration, and faculty to take an active part in school affairs.

The Organization strives to provide an atmosphere for parental support by offering an arena to voice concerns, share ideas, and encourage solutions. The Organization will contribute funds where needed and services through volunteerism.

## **ARTICLE III - BASIC POLICIES**

Section 1. The Organization shall be noncommercial and nonpartisan. It shall not be affiliated with a national parent-teacher organization.

Section 2. The Organization shall seek to improve the quality of the education for all students at St. Mary School.

Section 3. The Organization shall not engage in any activities that are in conflict with the policies or procedures of St. Mary School.

Section 4. The name of the Organization or the names of any members in the official capacities shall not be used in conjunction with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the Organization.

Section 5. Commitment of monies of the Organization can only be made by majority vote of the general membership at a regularly scheduled meeting or by a majority vote of the officers of an Executive Board meeting.

## **ARTICLE IV - TAX-EXEMPT STATUS**

The policies in this Article have been established to maintain a tax-exempt status as defined in section 501(c)(3) of the Internal Revenue Code.

Section 1. The Organization shall be established and operated for charitable and educational purposes only.

Section 2. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Organization shall include propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

#### **ARTICLE V - FISCAL YEAR**

The fiscal year of the Organization is from July 1 to June 30.

#### **ARTICLE VI - MEMBERSHIP AND DUES**

Section 1. Any person interested in the purpose of this Organization may become a member upon payment of dues.

A. Dues shall be determined on a yearly basis by the Executive Board.

B. Dues will be per family per year and payable on or before the first general meeting. Upon payment of dues, each family will receive one telephone directory and one school calendar. Additional directories or calendars may be purchased through the Organization.

Section 2. The members of the faculty and the administration of St. Mary School shall automatically become members of the Organization.

Section 3. Members shall have the following duties:

A. To vote by simple majority of those attending or responding on issues put before it;

- B. To approve the budget of the coming school year and ratify the Organization's expenditures for the previous school year;
- C. To approve unbudgeted expenditures in excess of \$2500.00 that are recommended by the Executive Board.
- D. Voting may occur at a General Meeting or by paper vote through the White Envelope.

## **ARTICLE VII - OFFICERS AND THEIR ELECTION**

Section 1. The officers of this Organization shall be a Spiritual Director, who shall be the Pastor of St. Mary Church, the President, President-Elect, Vice-President, Recording Secretary, Treasurer, Auditor, Public Relations Secretary, and Corresponding Secretary. Additional members shall be the Immediate Past President of the Organization, who shall serve for a period of (1) year, the principal of St. Mary School and (1) Faculty Representative. These individuals shall constitute the Executive Board and each shall have one vote.

Section 2. The **Nominating Committee** shall consist of the Immediate Past President, President, President-Elect and at least one (1) other Executive Board Member and at least two (2) General Members, who are appointed by the Executive Board. This Committee shall be convened and appointed at the January Executive Board Meeting.

Section 3. In the month of March, the Nominating Committee shall present a single slate of Nominees for offices as listed in Article VI, Section 1, of these bylaws. The PTO newsletter shall include complete job descriptions in January and a tear-off sheet with space to write suggestions of people to fill the office(s). These petitions will be given to the Nominating Committee for consideration in the selection process. Nominations must have the consent of the nominee. The Nominating Committee shall present the slate to the Executive Board within 10 days of receiving the petitions or at the earliest opportunity.

Section 4. Election shall be by majority vote of the General Membership of those responding via the White Envelope, with a slate presented and voted on in the month of March.

Section 5. The President and Faculty Advisor will count the ballots within 48 hours of completion of the vote.

Section 6. The President-Elect, Recording Secretary, Public Relations Secretary, and Treasurer shall be elected in even years.

The President-Elect, Vice-President, Corresponding Secretary, and Auditor shall be elected in odd years.

Section 7. A. The Recording Secretary, Treasurer, Vice-President, Corresponding Secretary, Public Relations Secretary, and Auditor shall serve for two (2) years.

B. The President-Elect shall serve for three years. The President-Elect shall automatically progress to President the following year and the Immediate Past President thereafter.

C. The Faculty Advisor shall serve a term of three years. The Faculty Advisor is not nominated by the Organization.

D. No elected officer may serve more than two consecutive years in the same office, and no member shall hold more than one office at a time. In the event that a current officer is slated for a different board position:

i. The nominee shall serve the balance of the remaining term and then will be slated with the new board in March.

ii. If an office is not slated by the Nominating Committee, the Nominating Chairman will seek a nominee by advising the General Membership of the open position. Members of the General Membership may submit nominees to be considered for the open position(s). The Nominating Committee will then reach a consensus on the candidate(s) and post with the slate in March.

Section 8. If a vacancy occurs prior to the term being completed, the Nominating Committee shall provide the Executive Board with the names of individuals to fill the vacancy. The Executive Board shall fill the position by a majority vote of the Executive Board. In the event the office of President-Elect becomes vacant, the Executive Board will nominate a candidate to be voted on by the General Membership at a special election called by the Corresponding Secretary. Said special election may be completed through a general meeting or through a paper vote in the White Envelope. Thereafter, the election procedure shall follow Article IV, Sections 4 and 5.

## **ARTICLE VIII - EXECUTIVE BOARD COMMITTEE**

Section 1. The Executive Board Committee shall consist of the officers of the Organization.

Section 2. The duties of the Executive Board are as follows:

A. Schedule and announce General and Special meetings of the Organization.

B. Prepare and submit an annual budget to the Organization for approval.

C. Keep the General Membership apprised of the status of the Organization through meetings or newsletters.

- D. Prepare and maintain a complete and accurate record of the accounts of the Organization and the minutes of its meetings.
- E. Create and manage the various committees of the Organization.
- F. Authorize expenditures that have been budgeted and approved by the General Membership.
- G. Transact the necessary business that arises between the General or Special meetings of the membership and any other business that may be referred to the Organization for decision. The Executive Board shall not modify or reverse any action approved by the general membership at a General Meeting.

## **ARTICLE IX - EXPENDITURES AND DISBURSEMENTS**

The President must approve all checks, which are written for disbursement. The checks shall be signed by the Treasurer and/or pastor. *Checks over \$250 will be signed by the Treasurer and the President Elect or Pastor.* The Treasurer shall maintain all receipts, which show any expenses paid. Only the Treasurer, *President Elect* and/or Pastor may sign checks drawn on the PTO account. Neither the Treasurer, *President Elect* or Pastor may direct another individual to sign checks on his or her behalf.

It is understood that the use of the funds as acquired by the PTO and held in the PTO account shall be used in accordance with the bylaws of the PTO and for PTO purposes as directed by the Executive Board of the PTO.

The Treasurer will issue a report at the *beginning and* end of the PTO fiscal year. Said report will reflect the revenues, expenditures and other activity related to the PTO account. All interest relative to the PTO account shall accrue to the account and may be used in accordance with the bylaws of the PTO and for PTO purposes. (Addendum B, amended 10/4/10)

## **ARTICLE X - MEETINGS**

Section 1. There will be at least two (2) General Membership Meetings per year. The Executive Board shall conduct all other business between meetings.

Section 2. Special meetings may be called by the Spiritual Director, by the President or upon written demand of thirty (30) members in good standing.

Section 3. The Executive Board shall meet once per month during the school year or upon the call of the President. Executive Board meetings are open to all general members. A general member attending an Executive Board meeting may be heard but shall not vote or move.

Section 4. The minutes of all Executive Board meetings shall be recorded and made available to a general member upon request.

## ARTICLE XI - DUTIES OF OFFICERS

**Section 1.** The **Spiritual Director** shall provide spiritual guidance for the Organization.

**Section 2.** The **President's** duties shall include the following:

- A. Preside at all meetings of the Executive Board and of the Organization;
- B. Approve all expenditures and checks with the Treasurer;
- C. Appoint the chairpersons of all committees of the Organization with the approval of the Board;
- D. Approve the actions of all committees of the Organization except the Nominating Committee;
- E. Maintain a file of all Organization business;
- F. Represent the Organization at all Education Commission meetings and any other parish Commission meeting;
- G. With the assistance of the Corresponding Secretary, publish a newsletter to the membership following each Executive Board meeting.

**Section 3.** The **President-Elect's** duties shall include the following:

- A. Observe all functions of the office of President in preparation for assuming that office the following year;
- B. Obtain and file all committee and officer reports;
- C. Assist the President as a representative as provided in Article XI, Section 2;
- D. Attend the Nominating Committee meetings;
- E. Perform the duties of the President in case of the President's absence or disability;
- F. Succeed the President in the event of a vacancy in that office.
- G. Maintain contact with those committee chairs for which President-Elect is the liaison.

**Section 4.** The **Vice President's** duties shall include the following:

- A. Assist the President as needed, including special projects;
- B. Assist with the directory, including distribution;
- C. Attend all Board meetings;
- D. Volunteer as needed in support of the Organization's activities;
- E. Maintain contact with those committee chairs for which the Vice President is the liaison;
- F. Prepare a report for successor to assist in transition.

**Section 5.** The **Recording Secretary's** duties shall include the following:

- A. Record the proceedings of each General and Special meeting;
- B. Record the proceedings meeting of the Executive Board;
- C. Furnish copies of minutes to all Executive Board members and make the minutes available to general membership;
- D. Collect and forward any handouts distributed during a meeting to any absent Executive Board members.

**Section 6.** The **Treasurer's** duties shall include the following:

- A. Prepare and monitor the annual budget under the direction of the President;
- B. Maintain the statements of the assets and liabilities of the Organization;
- C. Prepare an annual report of expenditures and receipts to be distributed at the first General Meeting of the new school year;
- D. Receive all dues and other monies payable to the Organization;
- E. Pay all bills as authorized by the Executive Board;
- F. Deposit all monies in the name of the Organization and balance checking account monthly;
- G. Report on the financial status of the Organization at each General and Executive Board Meeting;
- H. Furnish copies of financial reports to all Executive Board officers.

**Section 7.** The **Auditor's** duties shall include the following:

- A. Audit the Organization's books and accounts, which generate revenue in excess of \$5,000;
- B. Signify that the audit is complete;
- C. Report any discrepancies to the Executive Board by the end of the academic year.
- D. Actively participate in all regularly scheduled Board meetings;
- E. Volunteer as needed in support of the Organization's activities;
- F. Maintain contact with committee chairs for which the Auditor is the liaison;
- G. Be prepared to assume Treasurer's role in the event the Treasurer is unable to fulfill her term as a result a short term absence;
- H. Attend annual budget meeting;
- I. Manage the Christmas Fund by:
  - i. drafting initial and follow-up flyers requesting contributions;
  - ii. have all correspondence reviewed by President and Principal;
  - iii. arrange for flyer to be copied and inserted into White Envelope;
  - iv. collect contributions;

- v. obtain accurate list of those faculty and staff to be included in distribution of contributions;
  - vi. work with Treasurer to obtain checks for distribution;
  - vii. arrange "wrapping" of gift;
  - viii. coordinate time and date of presentation of gifts with Principal and President at Christmas assembly;
  - ix. prepare news release thanking the General Membership for their support and contributions; total amount of contributions and give to Corresponding Secretary.
- J. Prepare a report for successor to assist in transition.

**Section 8.** The **Corresponding Secretary's** duties shall include the following:

- A. Produce all of the Organization's correspondence;
- B. Send out notices of meetings and events;
- C. Keep a list of all correspondence sent.
- D. Photocopy all materials for the White Envelope for the Organization's committees; however, any communications such as booklets or multiple-paged copies in excess of four pages will be the responsibility of the committee wishing to distribute the material;
- E. Actively participate in all regularly scheduled Board meetings;
- F. Volunteer as needed in support of the Organization's activities;
- G. Assist President as needed;
- H. Maintain contact with committee chairs for which Corresponding Secretary is the liaison;
- I. Send cards of condolences to all families with deaths in their immediate families and arrange a mass through the rectory to be said in deceased memory. In the event the family is not Catholic, a donation is sent to the charity as designated by the family;
- J. Set up, type, copy and arrange distribution of the monthly PTO newsletter. Set appropriate deadlines to receive information to be included in newsletter;
- K. Prepare a report for successor to assist in transition.

**Section 9.** The **Public Relations Secretary's** duties shall include the following:

- A. Prepare Organization announcements for the Parish bulletin and the Bell of St. Mary;
- B. Forward pertinent information to the editor of the church newsletter;
- C. Coordinate publicity for the Organization's functions.
- D. Actively participate in all regularly scheduled Board meetings;
- E. Volunteer as needed in support of the Organization's activities;
- F. Assist President as needed;
- G. Maintain contact with committee chairs for which Public Relations Secretary is the liaison;



- H. Maintain and update the Organization's display board in the school;
- I. Prepare a report for successor to assist in transition.

## **ARTICLE XII - NEWLY ELECTED OFFICERS**

Section 1. Newly elected officers shall assume their duties after a formal installation and following the combined meeting of the outgoing and incoming Executive Board held prior to the end of the academic year.

Section 2. Newly elected officers shall review the bylaws and make plans for the coming year before the first General Meeting held in September.

## **ARTICLE XIII - COMMITTEES OF THE ORGANIZATION**

Section 1. Committee chairpersons of the Organization shall be appointed by the President as provided in Article XI, Section 2. Chairpersons shall form the memberships of their committees.

Section 2. The Committees of the Organization shall be those designated by the President with the approval of the Executive Board. The Committees may attend the Executive Board meetings and have voice but no motion or vote.

Section 3. Special Committees shall be appointed by the President as the need arises with the approval of the Executive Board. Special Committee chairpersons may attend the Board meetings and have voice but no motion or vote.

Section 4. Upon completion of the business of each committee, each chairperson shall prepare brief, but informative reports to be filed with the President-Elect. Each committee is assigned a Board Member as a committee liaison as described in Article XIV.

## **ARTICLE XIV - COMMITTEE LIAISON**

An Executive Board officer will be appointed as a liaison between Committee Chairs and the Executive Board. The President will evaluate all committees and activities for the upcoming school year and assign each board member their Committee Liaison Responsibilities for the year. The Board Member will assist the Committee Chairpersons in the event any questions or concerns arise. The Board Member will also arrange for their assigned Committee Chairpersons to either be present at the Monthly Executive Board Meeting for which their Committee Report is on the Agenda or obtain their information prior to and present it themselves. The President will assist the Board Member and Committee Chairperson as needed.

## **ARTICLE XV – QUORUM**

The Quorum of this Organization shall be two (2) officers and thirty-five (35) members to transact business. The Quorum of the Executive Board shall be a majority of its members.

## **ARTICLE XIV - AMENDMENT OF BYLAWS**

These bylaws may be amended by majority vote of the Executive Board and the approval of the Education Commission.

## **ARTICLE XV - DISSOLUTION OF THE ORGANIZATION**

Section 1. The Organization may be dissolved in the following manner:

- A. The Executive Board shall give notice to the General Membership that dissolution of the Organization is being considered;
- B. After notice is provided to the General Membership, a Special Meeting shall be held to discuss the proposed dissolution and to vote upon the dissolution;
- C. If dissolution is approved by a majority of the General Membership, the dissolution shall take effect upon disbursement of any remaining funds;
- D. Disbursement of any remaining funds shall be in accordance with Article IV, Section 3.

approved by PTO Board 11/7/07

Amended 3/29/10 – Addendum A, approved by PTO Board 3/29/10, approved by Education Commission 4/6/10

Amended 10/4/10 – Addendum B, approved by PTO Board & Education Commission 12/6/10

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**ADDENDUM A**  
***Changes approved by PTO Board on 3/29/10***

**PROPOSED AMENDMENT TO THE**  
**BYLAWS OF THE PARENT-TEACHER ORGANIZATION OF**  
**ST. MARY SCHOOL (3/2010)**

Pursuant to Article XIV – Amendment of Bylaws, the bylaws of the Parent-Teacher Organization (hereinafter “PTO”) may be amended by majority vote of the Executive Board and the approval of the Education Commission.

Currently, Article IX – Expenditures and Disbursements reads:

**The President must approve all checks, which are written for disbursement to pay an expense of the Organization. The checks shall be signed by the Treasurer. The Treasurer shall maintain all receipts, which show the expense paid.**

At the March 2010 PTO Board Meeting, the Executive Board of the PTO, under the direction the Spiritual Director, Father Ken Schartz, determined that the PTO checking account currently held at U.S. Bank will be moved to Fifth-Third Bank in order to be within the “umbrella” of Archdiocesan accounts held therein. The Executive Board was supplied with a *partial* document entitled the Temporal Affairs Document which indicates, “All funds of parish societies are presumed to have been acquired in the name of the parish, even though deposited in a separate bank account in the name of the parish society.” The pastor shall be added as a signatory to the current account held at U.S. Bank. At the end of the 2009/2010 school year, the Treasurer shall transfer the account to Fifth-Third.

With the above being understood as the background underlying the following changes, the proposed paragraph should be substituted in total for Article IX – Expenditures and Disbursements:

**The President must approve all checks, which are written for disbursement. The checks shall be signed by the Treasurer and/or pastor. The Treasurer shall maintain all receipts, which show any expenses, paid. Only the Treasurer and/or pastor may sign checks drawn on the PTO account. Neither the Treasurer nor the pastor may direct another individual to sign checks on his or her behalf.**

**It is understood that the use of the funds as acquired by the PTO and held in the PTO account shall be used in accordance with the bylaws of the PTO and for PTO purposes as directed by the Executive Board of the PTO.**

**The Treasurer will issue a report at the end of the PTO fiscal year. Said report will reflect the revenues, expenditures and other activity related to the PTO account. All interest relative to the PTO account shall accrue to the account and may be used in accordance with the bylaws of the PTO and for PTO purposes.**

PTObylawamendment2010

Amended 3/29/10 – Addendum A, approved by Board 3/29/10, approved by Education Commission 4/6/10

**ADDENDUM B**  
*Changes proposed to PTO Board 10/4/10, approved 12/6/10*  
*Changes approved by Education Commission 12/6/10*

**PROPOSED AMENDMENT TO THE**  
**BYLAWS OF THE PARENT-TEACHER ORGANIZATION OF**  
**ST. MARY SCHOOL (10/4/10)**

Pursuant to Article XIV – Amendment of Bylaws, the bylaws of the Parent-Teacher Organization (hereinafter “PTO”) may be amended by majority vote of the Executive Board and the approval of the Education Commission.

Currently, Article IX – Expenditures and Disbursements reads:

**The President must approve all checks, which are written for disbursement. The checks shall be signed by the Treasurer and/or pastor. The Treasurer shall maintain all receipts, which show any expenses, paid. Only the Treasurer and/or pastor may sign checks drawn on the PTO account. Neither the Treasurer nor the pastor may direct another individual to sign checks on his or her behalf.**

**It is understood that the use of the funds as acquired by the PTO and held in the PTO account shall be used in accordance with the bylaws of the PTO and for PTO purposes as directed by the Executive Board of the PTO.**

**The Treasurer will issue a report at the end of the PTO fiscal year. Said report will reflect the revenues, expenditures and other activity related to the PTO account. All interest relative to the PTO account shall accrue to the account and may be used in accordance with the bylaws of the PTO and for PTO purposes.**

In May, June & September 2010, Father Ken Schartz held “Parish Wide Groups & Commissions” meetings. The purpose of these meetings was to compose & institute a written operating policy for parish financial operations within St. Mary Church. Under the direction of Father Ken, the *St. Mary Church – Hyde Park Operating Policy for Parish Financial Operations* was adopted. The Archdiocesan Temporal Affairs Document was used as a basis for said policy, and states: “...normally, all checks will be signed by no less than two officers of the organization. A report is to be issued to the pastor on an annual basis of all revenues, expenditures, and other activity in these accounts.” The PTO by-laws are in compliance with the Parish Financial Operations document with the exception of the following provision: “All checks over \$250 must be signed by two authorized signatories of the organization (typically officers) or Parish

(Pastor and Business Manager). Additionally, all Parish Organizations will review their financial operations with the St. Mary – Hyde Park Finance Commission twice a year.”

At the October 4, 2010 PTO Board Meeting, the Executive Board of the PTO determined that the President Elect will be added as a signor on the PTO checking account to comply with the parish co-signatory mandate on checks over \$250.

With the above being understood as the background underlying the following changes, the proposed paragraph should be substituted in total for Article IX – Expenditures and Disbursements:

**The President must approve all checks, which are written for disbursement. The checks shall be signed by the Treasurer and/or pastor. *Checks over \$250 will be signed by the Treasurer and the President Elect or Pastor.* The Treasurer shall maintain all receipts, which show any expenses paid. Only the Treasurer, *President Elect* and/or Pastor may sign checks drawn on the PTO account. Neither the Treasurer, *President Elect* or Pastor may direct another individual to sign checks on his or her behalf.**

**It is understood that the use of the funds as acquired by the PTO and held in the PTO account shall be used in accordance with the bylaws of the PTO and for PTO purposes as directed by the Executive Board of the PTO.**

**The Treasurer will issue a report at the *beginning and end* of the PTO fiscal year. Said report will reflect the revenues, expenditures and other activity related to the PTO account. All interest relative to the PTO account shall accrue to the account and may be used in accordance with the bylaws of the PTO and for PTO purposes.**

PTObylawamendmentB/Nov2010  
Approved by PTO Board 12/6/10  
Approved by Education Commission 12/6/10