

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 be made by a majority vote of the general membership or a majority vote of the officers of the Executive Board. (See Article XV - Quorum)

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 attempt 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 via the financial management solution for the school - FACTS. Upon payment of dues, each family will receive one directory. Additional directories may be purchased through the School Office.

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 electronic vote through the weekly eNews.

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 Parish, the President, President-Elect, Vice-President, Recording Secretary, Treasurer, Auditor, Public Relations Secretary, Major Fundraiser Secretary and Community Outreach 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 February 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 March PTO E-newsletter shall include a survey link with complete job descriptions and 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 to ensure the slate is approved and announced to the general membership before the May meeting.

Section 4. Election shall be by majority vote of the General Membership of those responding via the weekly eNews, with a slate presented and voted on no later than the month of April.

Section 5. The President and Incoming President will count the ballots upon 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, Major Fundraiser Secretary, Community Outreach Secretary, and Auditor shall be elected in odd years.

Section 7. Terms will adhere to the following guidelines:

- A. The Recording Secretary, Treasurer, Vice-President, Major Fundraiser Secretary, Community Outreach 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 at least three years. The Faculty Advisor is not nominated by the Organization.
- D.** Except in the case of a nominee not being slated, as outlined in subsection ii below, no elected officer may serve more than one term in the same office. 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 inducted with the new board in May.
 - ii. If the Nominating Committee is unable to slate a nominee for a vacated position and no suitable nominee has been put forward by the General Membership, the Executive Board may agree by majority vote to allow a member to serve a second consecutive term.

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 meeting called by the President. Said special or via an electronic vote in the weekly eNews. 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.
- H.** 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-Elect 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.

ARTICLE X - MEETINGS

Section 1. There will be at least one (1) General Membership Meeting 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 request 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 must request and receive permission from the Executive Board to attend a meeting and may be heard upon approval from the Executive Board 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. Create agenda for Board and General meetings;
- C. Approve all expenditures and oversee execution of the budget with the Treasurer;
- D. Appoint the chairpersons of all committees of the Organization with the approval of the Board and send detailed information to all committee chairpersons at the beginning of the school year;
- E. Approve the actions of all committees of the Organization except the Nominating Committee;
- F. Maintain a file of all Organization business;
- G. Represent the Organization at all Commission meetings, Finance Committee meetings (in absence of the Treasurer) and any other parish Commission meeting.
- H. Stay apprised of and assist with all functions of the Executive Board, as needed.

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. Assist the President as a representative as provided in Article XI, Section 2;
- C. Attend the Nominating Committee meetings;
- D. Perform the duties of the President in case of the President's absence or disability;
- E. Succeed the President in the event of a vacancy in that office;
- F. Approve all disbursements and sign all outgoing checks over \$250 as designated in Article IX;
- G. Maintain contact with those committee chairs for which President-Elect is the liaison;
- H. Conduct bylaw review, proposing and executing any changes.
- I. Actively participate in all regularly scheduled Board meetings
- J. Volunteer as needed in support of PTO activities.

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

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

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 file approved minutes with school office for publication on PTO website;
- D. Collect and forward any handouts distributed during a meeting to any absent Executive Board members;

- E. Confer with President on agenda for Board Meetings;
- F. Maintain contact with those committee chairs for which the Recording Secretary is the liaison;
- G. Transmit approved minutes to school administration for posting on the PTO webpage.
- H. Prepare a report for the successor to assist in transition.

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 prior to the first General Meeting of the new school year and at the end of the school year. The end of year report should be provided to the Parish Finance Commission;
- D. Receive all dues via the parish FACTS financial system and all 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;
- I. Represent the organization at the Parish Finance Commission Meetings;
- J. Prepare a report for the successor to assist in transition.

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

- A. Audit the Organization's books and accounts on a monthly basis;
- B. Signify that the audit is complete and sign off on the top of each sheet;
- C. Report any discrepancies to the Executive Board by the end of the academic year;
- D. Support the parish office's oversight of the Safe Parish program as it relates to PTO volunteers;
- E. Actively participate in all regularly scheduled Board meetings;
- F. Volunteer as needed in support of the Organization's activities;
- G. Be prepared to assume Treasurer's role in the event the Treasurer is unable to fulfill her/his term as a result a short term absence;
- H. Attend annual budget meeting;
- I. Manage the collection and distribution of the PTO Christmas Fund;
- J. Maintain contact with those committee chairs for which the Auditor is the liaison;
- K. Prepare a report for the successor to assist in transition.

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

- A. Organize and oversee all communication materials for the Organization's committees to be included in the weekly Wednesday eNews;
 - i. Work with the administration to ensure there is a streamlined communication

process, including oversight by the PTO President and School Vice-Principal, and maintain agreed-upon deadlines.

- ii. Forward communication of events, as needed, to the parish office for inclusion in the weekly parish newsletter.
- B. Ensure that PTO information on the school website is posted and up to date;
- C. Maintain and update the Organization's display board in the school;
- D. Coordinate outreach efforts to families in our school community in cases of death or severe illness;
- 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 Community Outreach Secretary is the liaison;
- I. Prepare a report for the successor to assist in transition.

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

- A. Coordinate publicity for the Organization's functions, working with the school office to implement a year-round plan that supports school activities, such as Catholic Schools Week, Open House, Walkathon, Community Service Efforts, etc.;
- B. Oversee and help coordinate community fund-raising events like restaurant nights, that connect to our neighborhood and provide families an easy way to support the school;
- C. Represent the PTO, along with the President and Spiritwear, at in-person events at the start of school and during Open House;
- D. Oversee the PTO Parents Facebook Group page, ensuring all members are current parents and sharing updates of current events as needed;
- E. Attend all regularly scheduled Board meetings and keep Executive Board apprised of all publicity and community fundraising efforts;
- F. Volunteer as needed in support of the Organization's activities;
- G. Assist President as needed;
- H. Maintain contact with committee chairs for which Public Relations Secretary is the liaison;
- I. Prepare a report for the successor to assist in transition.

Section 10. The **Immediate Past President's** duties shall include the following:

- A. Organize the Room Parent Liaison committee, communicating all volunteer procedures and guidelines, answering questions throughout the year, and providing communications from the organization to be shared with parents;
- B. Advise the President as needed.
- C. Actively participate in all regularly scheduled Board meetings;
- D. Maintain contact with committee chairs for which the Immediate Past President is the liaison.

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 lead the memberships of their committees. The PTO Board will provide a volunteer signup for each committee to the General Membership throughout the year on the PTO website and/or the eNews. These volunteers will be added to committees and communicated to each Chairperson.

Section 2. The Committees of the Organization shall be those designated by the President with the approval of the Executive Board. The Committees will be invited to attend one Executive Board meeting and have voice but no motion or vote. Committees may request approval from the Executive Board to attend additional meetings.

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 upon approval of the Executive Board and have voice but no motion or vote.

Section 4. Reports to the Board shall be provided upon request by the President for inclusion in meeting minutes. 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 XVI - AMENDMENT OF BYLAWS

These bylaws may be amended by majority vote of the Executive Board.

ARTICLE XVII - 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.