

# ST. MARY'S SCHOOL PTO

## BYLAWS

### **Article I – Name**

The name of the organization shall be The St. Mary's School PTO.

### **Article II – Purpose**

The PTO is organized for the purpose of supporting academic and enrichment programs for the benefit of the students and teachers.

### **Article III – Members**

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

### **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer.

- a. **President.** The president shall preside over meetings of the PTO and executive board, serve as the primary contact for the principal, represent the PTO at meetings outside the school, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The

secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

- d. **Treasurer.** The treasurer shall receive all funds of the PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

### **Section 2. Nominations and Elections.**

Nominations will be held at the second to last meeting of the school year. At that meeting, any PTO member in good standing may nominate another member or him/her self. Voting shall take place at the last meeting of the school year by a voice vote. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominations.

**Section 4. Terms of Office.** Officers are elected for two (2) years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

### **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the PTO shall be on the second Thursday of each month during the school year at 7 p.m., or at a time and place determined by the executive board at least one month before the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer or e-mail.

**Section 3. Quorum.** The quorum shall be 5 members of the PTO.

### **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparations for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

### **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Playground and Hospitality.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

### **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the spring for each school year and approved by the majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information. All income will go through the treasurer for deposit into the PTO account.

**Section 3.** All expenses must be presented in writing using the expense request form and approved by the president and treasurer.

**Section 4.** All checks will be distributed through the school accountant. Authorized signers shall be the principal or Father.

**Section 5.** The treasurer shall prepare a financial statement to be presented at each monthly meeting.

**Section 6.** Upon the dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

### **Article IX – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

### **Article X – Dissolution**

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

### **Article XI – Amendments**

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