



# BYLAWS OF THE ST. EDWARD CATHOLIC SCHOOL PARENT TEACHER ORGANIZATION

as amended May 2021

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## ARTICLE I

### Name

The name of this organization shall be St. Edward Catholic School Parent Teacher Organization, (referred to hereinafter as "the PTO").

## ARTICLE II

### Purpose and Objectives

- Section 1      The purpose for which the PTO is formed is to support St. Edward Catholic School teachers, students and staff.
- Section 2      The objectives are:
- a. To provide assistance to parents in their primary roles as the primary educators of their children;
  - b. To serve as a communication liaison between the home and school regarding organizational activities;
  - c. To build and strengthen the home-school community;
  - d. To assist in fundraising activities that will benefit the educational programs of St. Edward Catholic School.

## ARTICLE III

### Support of School Policies

The PTO shall respect the established school policies and practices as set forth by the Pastor, Principal, and School Board.

## ARTICLE IV

### Membership

#### Section 1

Parents, guardians, teachers, and staff of St. Edward Catholic School, who support the purposes of the PTO are eligible for membership. Only members have the privilege of participating, voting on the Executive Board and serving in any of the PTO's elected or appointed positions. Teachers are not eligible to hold an elected or appointed position.

## ARTICLE V

### Meetings

#### Section 1

- a. The PTO shall hold a minimum of nine (9) meetings per school year.
- b. The date and time of such meetings shall be decided upon by Executive Board and Principal, three (3) days' notice having been given.

## ARTICLE VI

### PTO Executive Board and Elections

Section 1      The organization shall be governed by the PTO Executive Board (referred to herein after as the "Executive Board").

Section 2      Duties: The powers of this organization shall be vested in the Executive Board. They shall handle management, control the business and shall carry out as they deem advisable for the PTO.

Section 3      There are four members of the Executive Board and they shall be elected annually.

- a. The Executive Board consists of the: President, Vice-President, Secretary and Treasurer;
- b. The Executive Board shall be elected annually at the April Meeting. If there is only one nominee for an office, the election for that office shall be by acclamation;
- c. The Executive Board shall be elected by a majority of those voting; and
- d. The Executive Board shall assume their official duties in May and shall serve for a term of one year or until their successors are elected.

- Section 4      Eight (8) or more, as deemed necessary by the President, members of the PTO shall be standing committee chairpersons which are appointed and approved by the Executive Board.
- Section 5      No member of the Executive Board shall be eligible to hold the same office for more than two (2) consecutive years unless there is no one to take his or her position or approved by the Principal.
- Section 6      All Executive Board members must notify the Secretary prior to the meeting if they are unable to attend.
- Section 7      Any Executive Board member who misses more than three (3) regular meetings during the year, except for illness or other good cause, shall be deemed to have forfeited his/her office. He/she shall be notified of this in writing by the Secretary.
- Section 8      Vacancies: In case of a vacancy on the Executive Board through resignation, removal or other cause, the remaining Executive Board members may select a successor to fill the vacancy until the next general election. This must be approved by a majority vote of the Executive Board. Consideration shall be given to those who ran for that office in order of their vote totals.
- Section 9      A majority of the Executive Board shall constitute a quorum. A quorum must be present in order to transact required business of the Executive Board.
- Section 10     Order of business for all PTO meetings shall be as follows:
- a. Call to Order
  - b. Prayer
  - c. Roll Call
  - d. Reading of minutes of preceding meeting and action thereon
  - e. Treasurer's Report
  - f. Committee Reports
  - g. Principal's Report
  - h. Closing Prayer

Section 11 Parliamentary Authority: The rules contained in Roberts' Rules of Order, Revised shall be the Parliamentary Authority of this organization in all matters to which they are applicable and in which they are not consistent with these Bylaws.

## ARTICLE VII

### Duties of the Executive Board

Section 1 Office of the President:

- a. Preside at and conduct all meetings of the PTO & Executive Board;
- b. Submit a meeting agenda to the Secretary prior to monthly meeting;
- c. Shall have the general supervision of all affairs and business of the organization, subject to the Executive Board;
- d. Submit a detailed calendar and budget for the upcoming school year to the Executive Board at the first meeting of the new term;
- e. Report to the school Principal on all matters decided by this organization;
- f. Report to the members as deemed necessary; and
- g. Perform other duties deemed necessary by the PTO or as prescribed in these Bylaws.

Section 2 Office of the Vice-President:

- a. Shall, in the absence of the President, perform and conduct all duties of the President;
- b. Advise and support the Fundraising Committee in organizing specific events; and
- c. Assist in generating volunteers for activities and special events held by the organization.
- d. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for the student's Field Day lunch and snacks.
- e. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for special student snacks during Catholic Schools Week and Red Ribbon Week.
- f. Shall be responsible for facilitating and selling a professional recording of the annual student Christmas Program.

Section 3 Office of Secretary:

- a. Keep a correct and complete record of all proceedings of the PTO. This record shall include all that is related to the election of officers and meetings;
- b. Keep all the official minutes, records, reports, PTO meeting sign-in logs, and papers belonging to the PTO.

Section 4

Office of Treasurer:

- a. Communicate with Church Bookkeeper and Booster Club regarding deposits;
- b. Keep an accurate record of all receipts and expenditures of the PTO;
- c. Give a complete report of the PTO's account at each meeting or when requested by the Executive Board;
- d. Shall assist in collecting and processing money for fundraisers; and
- e. Perform any additional duties as prescribed by the PTO Executive Board.

## ARTICLE VIII

### Committee Chairs

Section 1

All committee chairs shall be appointed annually and assume their official duties in May for the following school year. All committee chairs shall attend at least five (5) monthly PTO meetings.

- a. If a committee chair is unable to attend, he/she shall (a) send notice to the PTO Secretary and President and (b) shall send a monthly update on his/her committee to the President at least two days prior to the meeting.

Section 2

All Committee expenditures must be preapproved by the PTO President. Approved expenditures must be submitted for reimbursement no later than 30 days from purchase. A copy of deposit and expenditures must be submitted to the PTO Treasurer.

## ARTICLE IX

### Duties of Committee Chairs

Section 1

Room Parent Chair

- a. Shall work with the PTO President to update Homeroom Parent Handbook;
- b. Shall work with the Executive Board in selecting homeroom parents for each class and will submit list to specified school personnel;
- c. Shall call and lead a meeting with all selected homeroom parents to explain handbook and answer questions;
- d. Shall communicate with homeroom parents via e-mail on a regular basis to ensure that deadlines outlined in the Room Parent Handbook are being met; and
- e. Shall communicate with the PTO President and school regarding any concerns or challenges needing assistance.

Section 2 Teacher Appreciation Chair

- a. Shall work directly with the school to ensure that 'Getting to Know You Forms' are distributed, completed and updated in automated system;
- b. Shall work directly with the teachers to ensure that they have the opportunity to submit 'wish list' items multiple times throughout the year and that the lists stay up-to-date;
- c. Shall lead and organize activities for "Teacher Appreciation Week;" and
- d. Shall communicate with the Room Parent Chair and ensure that the information is disseminated and parents made aware of program.

Section 3 Fundraiser Chair

- a. Shall work with the Executive Board on the major annual fundraisers;
- b. Shall be responsible for coordinating volunteers for the fundraisers; and
- c. Shall assist the PTO Treasurer in collecting and processing money for fundraisers; and
- d. Shall be responsible for contacting businesses to schedule spirit nights.
- e. Shall be responsible for donor acknowledgements.
- f. Shall be responsible for promoting cash back programs such as Amazon Smile, Box Tops, etc.

Section 4 Birthday Club Chair

- a. Shall communicate with the school to obtain a list of student birthdays at the beginning of each month, from August (includes July birthdays) to May (includes June birthdays);
- b. Shall purchase pizza, cupcakes and water for Birthday lunches; and
- c. Shall be responsible for facilitating and/or coordinating volunteers for the Birthday lunches.

Section 5 Spirit Items Chair

- a. Shall communicate with designated Executive Board member prior to purchasing additional supplies and shall maintain adequate inventory;
- b. Shall coordinate volunteers for PTO spirit sales; and
- c. Shall collect money from sales, complete deposit slip, and submit to designated church or school person.
- d. Shall be responsible for setting up the online Spirit Store and making sure PTO proceeds are received.

Section 6 Hospitality Chair

- a. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for the Orientation Day Ice Cream Social, Parents and Pastries, Grandparents' Day, and Veterans' Day Breakfast.

Section 7 Good Shepherd Chair

- a. Shall communicate with the school to obtain a list of new families;
- b. Shall coordinate with the school to develop a list of shepherd families and match them with new families;
- c. Shall be responsible for communicating and coordinating the welcoming breakfast for new families the Sunday before the First Day of School; and
- d. Shall be responsible for bereavement as communicated from the school or Executive Board, (e.g., condolence cards, flowers, meal train).
- e. Shall be responsible for assisting School Board create and update the new family pamphlet.

Section 8 Monarchs with Merit

- a. Shall be responsible for keeping school bulletin outside of gymnasium seasonally updated;
- b. Shall be responsible for keeping 2 school bulletin inside of elementary and junior high building seasonally decorated and acknowledging Monarch with Merit students every month; and
- c. Shall make copies of group picture for each Monarch with Merit student that month and give them to the school counselor to distribute.

Section 9 Lunchroom Volunteer Chair

- a. Shall recruit, coordinate, and maintain a schedule for lunchroom volunteers; and
- b. Shall provide a copy of schedule to appropriate school personnel.
- c. Shall call and lead a meeting with all selected lunchroom volunteers to explain distribution of lunches, and answer questions.

Section 11 Teacher Luncheon Chair

- a. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for the Back to School Teacher Luncheon and two (2) teacher/staff luncheons on parent/teacher conference days.

- Section 12      Used Uniform Sales Chair
- a. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for at least (2) used uniform sales.
  - b. Shall collect money from sales, complete deposit slip, and submit to designated church or school person.
- Section 13      Library Chair
- a. Shall work directly with the school librarian to plan the annual book fair.
  - b. Shall be responsible for setting-up, cleaning-up, facilitating and/or coordinating volunteers for the book fair.
- Section 14      Steps for Students Chair
- a. Shall be responsible for planning kick off events, organizing registration, and incentives,
  - b. Shall be responsible for picking up, sorting, and distributing the race packets.
  - c. Shall organize the race day events and attend the race.

## ARTICLE X

### Ex-officio Members

The ex-officio members of the PTO shall be comprised of the following:

- Section 1      Pastor of the St. Edward Catholic Community, who:
- a. Shall act as liaison between the Executive Board and the Parish; and
  - b. Has the right to veto any Executive Board consensus which he deems detrimental to the parish, school, staff or the PTO.
- Section 2      Principal of St. Edward Catholic School, who:
- a. Has the right to veto any Executive Board consensus as he or she sees fit; and
  - b. Shall be a non-voting member of the Executive Board.

## ARTICLE XII

### Amendment to Bylaws

The Bylaws may be amended by the vote of a quorum present at any meeting. At least two weeks prior to proposed vote, written notice of such contemplated amendment must be given to the Executive Board members.