

**St. John Paul II Catholic School Parent-Teacher Organization
Bylaws Amended as of August 21, 2018
(the “PTO Bylaws”)**

ARTICLE I – NAME

The name of this organization shall be St. John Paul II Catholic School Parent-Teacher Organization (the “PTO”).

ARTICLE II – OBJECTIVES

The objectives of the PTO shall be:

- To administer parent volunteer programs within St. John Paul II Catholic School (the “School”),
- To develop between parents and staff, such united efforts as will promote the spiritual, educational, physical, and cultural welfare of the St. John Paul II student body,
- To bring into closer relationship the home and School so that parents and teachers may cooperate intelligently in the education of the child,
- To work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of the School and to coordinate such events.

ARTICLE III – POLICIES

The work of the PTO shall be carried on primarily through committees and events. The PTO shall work with the Principal as to all policies. The Principal and School Board shall have final authority in policy matters. The PTO shall assist the Principal in scheduling and coordinating School fundraising and other related events and

activities. The School Principal is the sole party with authority to sign contracts on behalf of the PTO, unless the Principal specifically delegates that authority to another party for a specific purpose.

ARTICLE IV – PTO MEMBERSHIP

The membership of the PTO shall consist of all registered families and faculty for the current school year. The annual membership dues for families are determined by the Principal and paid by the School each year. All dues are collected as part of each family's tuition payments and paid from School funds to the PTO on or before the first month of the school year, as determined by the School.

ARTICLE V – MEETINGS AND QUORUM

Section 1 - The meetings of the PTO shall be held at times and locations as determined by agreement of the Principal and President with input from the PTO Executive Board. The date, time, and place shall be announced publicly (i.e., via the school newsletter, website, and/or marquee) at least 24 hours in advance of each meeting.

Section 2 - The Executive Board shall meet monthly during the academic school year to conduct business of the organization. PTO monthly meetings shall satisfy this requirement. Additional Executive Board meetings may be held at the discretion of the President for special purposes. All meetings of the PTO Board are open to the general membership. In addition, at the discretion of the PTO President and School Principal, one general PTO meeting shall be held each academic semester – usually in conjunction with a school

performance – to provide a general report on PTO activities to the general membership in attendance.

Section 3 - For all PTO meetings in which business is conducted, the President or Vice-President must attend and preside, along with a quorum of the Executive Board. A quorum shall consist of a simple majority of the PTO Executive Board. The PTO Secretary shall act as secretary of all meetings of the Executive Board, but in the absence of the Secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 4 - All meetings and business of the PTO Board shall be conducted according to Robert’s Rules of Order, when not inconsistent with the Bylaws. The PTO adheres to all Archdiocesan rules and regulations.

Section 5 - A PTO Board member who has any personal or financial conflict of interest in any matter affecting the PTO or School shall fully disclose such interest to the PTO Board and shall not participate in any discussion or vote on the matter. Should the existence of a conflict be disputed, the decision of the majority of the Executive Board as to the existence of a conflict shall govern.

ARTICLE VI – OFFICER SELECTION AND INSTALLATION

Section 1 - The Executive Board: The Executive Board of the PTO (the “Executive Board”) shall consist of the School Principal, the immediate Past President of the PTO and the following PTO Officers: President, Vice President (also known as “President Elect”), Secretary, Treasurer, Hospitality Directors (up to 5 positions), Promotions Directors (up to 3 positions), Communications Director,

Volunteer Coordinators (up to 2 positions), Room Parent Coordinators (up to 2 positions), and FITS Coordinator. The Executive Board is responsible for the day-to-day management of the PTO and each member in good standing has full voting rights for all PTO business decisions. In the event that a Board member holds multiple positions, only one vote per person may be counted. The Executive Board may remove from office by majority vote any Officer of the PTO Board for failing to perform his or her requisite duties on the PTO Board or for violating school policy, school rules, or Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the remaining portion of the term by majority vote of the Officers present at the designated Executive Board meeting.

Section 2 - The Nominating Committee: The nominating committee of the PTO (the “Nominating Committee”) shall consist of the current President, current Vice-President, and the most recent Past-President of the PTO. If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. This committee shall consider interested candidates and select a candidate for each available PTO office. If more than one person is interested in serving in the same office, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote before the Executive Board. The Nominating Committee will present a recommended slate of officers at a PTO Board meeting held at least one month prior to the scheduled installation of new officers (in either March or April of the school year).

Section 3 - Eligibility, Selection, and Installation of Officers: In February of each school year, an announcement shall be published in the school newsletter about available positions on the Executive Board. PTO members are eligible for office if they are members in

good standing as determined by the Nominating Committee. Members are eligible for the office of Vice-President and President only if they have previously served on the Executive Board for at least one year, or have other previous experience on PTO Committees and have the approval of the School Principal and Nominating Committee to hold the office. Except in extenuating circumstances, candidates for the office of President must have served as Vice-President for at least a portion of the immediately preceding school year. Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience.

The Nominating Committee's proposed slate of officers will be introduced at a PTO Board meeting in the second semester of the school year with prior notice given to PTO members via the school newsletter. The Executive Board and any other PTO members who attend the Executive Board meeting shall be eligible to vote on the proposed slate of officers presented by the Nominating Committee.

The President will then present the approved slate of Officers to the Principal for final approval before Installation.

The Principal will install the approved PTO officers for the following school year during the School's annual PTO Recognition Mass held in May of each year. The new Executive Board will learn their responsibilities and will assume their official duties on or before the last day of school after Installation occurs. To better prepare for the next school year, the new President may hold an introductory Executive Board meeting in the second semester after Installation of the new Executive Board.

Section 4 - Terms of Office: The term of each office shall be one year with the exception of Treasurer, Promotions Directors and Hospitality Directors, which shall have a 2-year term. The two-year termed offices of Promotions and Hospitality will operate, when

possible, on a rotation, such that at least one director is serving in his/her second year and a different director is serving in his/her first year. All officers may hold the same office for two or more consecutive terms, if the Principal and PTO Executive Board provide consent for such persons to continue in the office, and the officer desires to remain in the position. Each office of President, Vice President (President-Elect), Treasurer, and Secretary may only be held by one person at a time. The aforementioned individuals may only hold a secondary position on the PTO Executive Board if the position has multiple directors and/or coordinators. Positions with multiple directors include the following: Directors of Hospitality, Directors of Promotions, Volunteer Coordinators, and Room Parent Coordinators.

ARTICLE VII – OFFICER DUTIES

Section 1 - President: The President works in conjunction with the Principal to further the objectives of the PTO. The President shall:

- a. preside and preserve order at all PTO meetings,
- b. provide an agenda for such meetings based upon communication with the Principal and Committee Chairs,
- c. act as Chair of the Executive Board, be a member of all PTO committees, and serve as an ex-officio (non-voting) member of the St. John Paul II Catholic School Board (the “School Board”),
- d. approve expense reports and check requests from PTO members for PTO expenses,
- e. approve information from committees for publication in school newsletters as needed,
- f. meet monthly during the school year with the Principal to discuss ongoing PTO business, and

- g. at the end of the term, assist the President-Elect with transition to office of President.

Section 2 - Vice-President/President-Elect: The Vice President/President-Elect (the "Vice President") shall:

- a. serve as an aide to the President and officiate in his/her absence,
- b. assist the School in the annual "Grandparents' Day" event,
- c. assume the office of President for the remaining term if the office becomes vacant, and
- d. assume the office of President the following school year after serving as Vice-President.

Section 3 - Secretary: The Secretary shall:

- a. record the attendance and minutes of each meeting of the Executive Board and provide copies to the President and Vice-President within 48 hours of each meeting,
- b. publish the PTO meeting minutes, after review by the President and/or Vice-President, on the school website, and include notice of the next PTO meeting date and time,
- c. keep a readily-available copy of the minutes, meeting agendas, bylaws, code of conduct, PTO forms, and any other necessary documents or supplies and bring them to meetings, and
- d. perform other duties as assigned.

Section 4 - Treasurer: The Treasurer shall:

- a. work with the President to establish a PTO Proposed Budget for the School year before the first meeting is held,
- b. keep accurate records of all receipts and expenditures of money by the PTO, and reconcile such records with the School

- business manager's records periodically through ongoing communications with School business manager,
- c. prepare and present a financial report, including year-to-date expenditures and income received, at each Executive Board meeting,
 - d. maintain and provide upon request updated expense reimbursement or "check request" forms for all PTO-related expenses, and have authority to approve such expenditures for reimbursement,
 - e. request cash box(es), as needed, from the School business office for PTO events,
 - f. adhere to the policies and procedures described in the Treasurer's binder, and
 - g. maintain the Treasurer's binder in good order and provide it to the new Treasurer for transition into this office.

Section 5 - Hospitality Directors: There shall be up to five (5) directors of Hospitality, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. ensure that facilities are prepared and decorated (if desired) and food/beverages are provided (if requested) for designated School and PTO events, including monthly faculty meetings, Staff Appreciation Luncheons, and Grandparents' Day,
- b. order and provide food and beverages, if requested, for additional events such as Snacks with Santa, New Student Testing, and New Family Orientation,
- c. serve and/or re-stock food as needed at designated events, and
- d. perform other duties as requested and assigned by the President.

Section 6 - Promotions Directors: There shall be up to three (3) directors of Promotions, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. manage and operate the business of the PTO Spirit Store and maintain the Spirit Store website,
- b. order and re-stock inventory for the Spirit Store, with all purchases requiring prior approval of the Principal,
- c. attend designated events (such as Ice Cream Social, Meet and Greet, Holiday on the Parkway, and coaches' athletics meetings) to sell Spirit Store inventory, and
- d. conduct an annual inventory of the Spirit Store each summer before ordering additional inventory, and conduct additional inventory checks during the school year, as needed.

Section 7 - Communications Director: The Communications Director shall:

- a. coordinate, update, and review all PTO communications efforts within the PTO, School community and external publications, if applicable,
- b. work with the PTO President and School office administration to keep the PTO information (including links to PTO documents and forms) accurate and up-to-date,
- c. communicate with PTO officers and committees to solicit and gather information for publication in the school's newsletter and to ensure consistency in communication,
- d. facilitate publication of upcoming PTO events in School newsletters, and ensure submissions are sent in a timely fashion (in accordance with School deadline),
- e. upon request of PTO President, write announcements and articles for inclusion in School newsletters or other publications, and
- f. ensure PTO volunteers are recognized and thanked for their service either in School newsletters or by other means as agreed upon by the Executive Board.

Section 8 - Volunteer Coordinators: There shall be up to two (2) Volunteer Coordinators, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. set up and maintain a method (via website, email, or otherwise) to secure School-approved volunteers for Ice Cream Social, Meet 'n Greet, Holiday on the Parkway, and other large School or PTO events, as requested by the President,
- b. provide announcements for the school newsletter about volunteer opportunities as they arise, and work with Room Parent Coordinators to solicit volunteers via email if and when needed,
- c. communicate with PTO Committee Chairpersons to ensure they are adequately staffed with volunteers when needed, and
- d. perform other duties as assigned.

Section 9 - Room Parent Coordinators: There shall be up to two (2) Room Parent Coordinators, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. solicit and select Room Parents for each homeroom class at the beginning of each School year, with the assistance of the School Principal and staff assigned by the Principal to oversee volunteer approval procedures,
- b. conduct a Room Parent training meeting after selections have been confirmed,
- c. communicate and work closely with Room Parents throughout the School year to ensure sufficient volunteer staffing for classroom-based events, such as Lunch Bunch, Field Trips, Staff Appreciation Luncheons, and classroom parties or other events and activities that arise throughout the year,

- d. communicate and work closely with School staff to help ensure volunteers for classroom-based events and activities are properly screened and verified as “approved volunteers” under the volunteer approval procedures outlined in the St. John Paul II Parent-Student Handbook, and
- e. perform other duties as assigned.

Section 10 – *FITS Coordinator*: There shall be one (1) Coordinator of Fun in the Sun (FITS), who will work to carry out the following duties:

- a. research and present potential underwriters of FITS,
- b. contact and negotiate with vendors within the approved FITS budget,
- c. manage and operate the FITS website,
- d. provide the treasurer with payment information as needed,
- e. organize all activities related to FITS and delegate other duties to selected co-chairs, and
- f. manage and coordinate vendors and volunteers on FITS day.

Section 11 - All Officers: In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a. attend the back-to-school events at the beginning of each school year as volunteers, unless extenuating circumstances exist and advance notice is given to the President,
- b. attend a minimum of five (5) monthly PTO Board meetings, including at least 2 meetings in each semester of the school year, and when unable to attend, submit an oral

- or written report of any recent PTO business to the President,
- c. stay informed of the ongoing School and PTO business by reading school and PTO communications (i.e. newsletters, IRIS Alerts, emails from the PTO President, etc.), and
 - d. read and comply with these PTO Bylaws and the PTO Code of Conduct, attached as Appendix A.

ARTICLE VIII – COMMITTEES

Section 1 – All PTO committees are coordinated through the PTO Executive Board and are formed for the primary purpose of sponsoring projects and events that benefit the School or a School-sponsored community service. A committee shall be made of parent volunteers and led by at least one Committee Chairperson.

Section 2 – Special committees shall be appointed from time to time as deemed appropriate by the PTO Board to promote objectives of the organization and to carry out its work.

Section 3 – Committee Chairpersons shall be appointed among School-approved volunteers. The Chairperson of each committee shall present reports to the Executive Board during Board meetings, and provide additional oral or written reports as requested by the President.

Section 4 – Committee Chairpersons shall read and sign the PTO Code of Conduct attached as Appendix A and shall abide by all standing PTO rules, procedures, and Bylaws, where applicable.

ARTICLE IX – AMENDMENTS OF PTO BY-LAWS

The Bylaws shall be distributed to Executive Board members for review at the beginning of each school year. Bylaws may be amended at any PTO Executive Board meeting by a two-thirds (2/3) vote of the PTO Executive Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Principal. The Bylaws may be amended no more often than ONCE every year with the exception of required Archdiocesan changes or changes in School Policy. A copy of the Bylaws is available from the PTO Secretary upon request.

ARTICLE X – FINANCIAL ACTIVITIES

The President, based upon information provided by the Treasurer, shall make available a general income and expense report to PTO Board members at the beginning of the school year for the prior school year.

The President, based upon information provided by the Treasurer and Chairpersons, shall provide a Proposed Budget to the PTO Executive Board at the beginning of the school year for the current school year. The Board shall vote on acceptance and significant amendments to the Proposed Budget.

Each Officer or Chairperson is responsible for monitoring the expenditures, if any, of its office or committee and filling out all check request forms for said expenditures. Such expenditures shall be consistent with the PTO's Proposed Budget, and any exceptions require approval from the President or Treasurer.

Each Officer or Chairperson is responsible for ensuring that all check requests and deposits are submitted to the PTO Treasurer in a timely manner, consistent with the PTO's current financial procedures. Forms and instructions for check requests and deposit procedures will be provided by the President and/or Treasurer at the beginning of each school year and are available upon request from the Secretary or Treasurer.

The PTO Board, in conjunction with the Principal or School business office, shall determine annually the disbursement of the PTO net profits at the conclusion of the School year.

ARTICLE XI – STANDING RULES

The Executive Board, with the advice of the Principal and the approval of a majority of the PTO Board, may adopt standing rules and procedures consistent with its needs to ensure the efficient operation of the PTO.

ARTICLE XII – RECORD RETENTION POLICY

The PTO shall retain records related to PTO business for a minimum of 3 years and a recommended 7 years for financial records following the end of the calendar year to which they pertain. Records to be retained include, but are not limited to, minutes from all PTO board meetings, documents pertaining to the PTO budget and expenses, any and all bylaw amendments, correspondence from the school implementing any major change(s) to the PTO's governing board or responsibilities, and other documents that are deemed of vital importance by the current PTO President. The records shall be kept by the PTO in digital format with financial records password

protected as well as in a “read only” format. Any electronic records shall be backed up through a secure server into a hard drive and shall be accessible to the members of the PTO executive board.

St. John Paul II Catholic School PTO
CODE OF CONDUCT (Appendix “A” to PTO Bylaws)

The St. John Paul II PTO is operated by volunteers and is governed by the rules of our Catholic Archdiocese, our School Board, and our Principal. Below is a list of guidelines we would like to follow in the interest of productivity and respect for all volunteers.

By signing this Code, all PTO Officers and Chairpersons agree to:

1. Follow school policy at all school-related functions, activities, and meetings.

Always follow the guidelines set forth in VIRTUS training. Sign in with the front office and abide by the school rules when on campus.

2. Be polite and respectful of fellow PTO members.

Discussions, questions, and even disagreements should be polite and courteous. Conflicts should focus on issues, not individuals. Speak up when you have an opinion or question but please support the final decisions of the PTO and/or our school principal.

3. Be a team player.

Use your talents and gifts to the best of your ability and let others do the same. Everyone has something to contribute.

4. Fulfill their duties or responsibilities.

Please fulfill your obligations to the best of your ability. The reputation and success of the PTO and event for which you've volunteered depends on promises being kept.

Being a part of the PTO is about the support and improvement of St. John Paul II Catholic School and our children. Put the best interests of the school and the students ahead of individual desires.

5. Refrain from bringing children to formal meetings or school functions without the Principal's express approval.

Our PTO meetings are designated for adults to come together and share ideas and discussion. Children can be a distraction to you and others attending formal meetings. At school events, children who are not being supervised by a teacher can distract volunteers who are serving. More importantly, our school policy generally forbids children who are not students to be on campus for most volunteer activities that take place during school hours. If you are making a campus visit to pick up or drop off items or perform a brief function in the PTO room, your children may be permitted to accompany you (with approval) if you supervise them.

6. Be an ambassador for our school.

Promote our school and speak well of it to others. Be especially respectful of our school and its personnel and programs in conversations with others and when using social media and other means of publicity.

Look for opportunities to introduce yourself and invite other parents to be involved in the PTO. We will grow and thrive given the support of many.

Support our PTO by attending meetings and volunteering when it's convenient for you.

Stay informed about what is happening with the PTO by checking our school website, reading school newsletters, and reading emails sent by PTO Executive Committee members.

Our goal is to support our wonderful teachers, administrators, PTO members, and parents. We all want what is best for our children and our school community.