

**Saint Mary School**  
**Greenville, Wisconsin**  
**Parent Teacher Organization (PTO) Bylaws**

**Article I - Name**

The name of the Association shall be the St. Mary Parent Teacher Organization of Greenville in the state of Wisconsin, Diocese of Green Bay.

**Article II – Objectives**

1. To foster a partnership between the parents and the school's administration and faculty.
2. To provide a forum of information sharing and communication between the administration, faculty and parents.
3. To provide auxiliary services, including financial aid to the school that will assist it in carrying out its educational program.

**Article III – Membership**

1. Any parent, guardian or other adult standing in loco parentis for a St. Mary Student or any Staff Member is eligible for membership and has voting rights. Members have one vote per household.
2. All PTO Members must be Virtus trained in order to participate in any PTO event.
3. There shall be at least one Membership Meeting held in May of each year. Additional meetings shall be held at regular intervals throughout the year (1<sup>st</sup> Thursday of the month, September-May at 6:00pm)

**Article IV – Officers**

**A: Eligibility and Terms**

1. The Officers of the Organization are President, Vice President, Secretary and Treasurer.
2. All PTO Members are eligible to run for office.
3. Each Officer serves a two year term. President and Secretary are elected on even years. Vice President and Treasurer are elected on odd years.
4. Elections occur at the May Meeting. Term begins July 1.

**B: The duties of the President are:**

1. To work with the Executive Board and Principal to identify goals for the school year.
2. To reside at meetings of the Executive Board and Membership.
3. To coordinate and execute business of the Organization between meetings.
4. To appoint Chairperson(s) for committees and to ensure that expectations of the Chairperson(s) are clear.
5. To communicate with parent/teacher community.
6. To perform other duties normally associated with this office or as directed by the Executive Board.

**C: The duties of the Vice President are:**

1. To provide guidance and oversight to all chairpersons.
2. To secure committee chairs for all open positions with the help of the board.
3. Assumes the duties of PTO President if he/she is unable to fulfill remaining time in office.
4. To perform other duties normally associated with this office or as directed by the Executive Board.

D: The duties of the Secretary are:

1. To manage all communications of the Organization.
2. To prepare the agenda and record and distribute minutes from meetings and maintain records of the Organization.
3. To maintain a membership list (including committee chairs).
4. To perform other duties normally associated with this office or as directed by the Executive Board.
5. To maintain/update PTO Bylaws as appropriate.

E: The duties of the Treasurer are:

1. To work with the parish business manager to track funds (receipts and expenditures), make deposits, distribute reimbursements and audit the Organization's account.
2. To create a monthly budget report and share it at Member Meetings.
3. To provide any necessary training to committee chairs that collect money.
4. To provide other duties normally associated with this office or as directed by the Executive Board.

F: Elections and Vacancies

1. Nominations shall open at the meeting prior to the annual May membership meeting and remain open until voting commences.
2. Nominees must confirm willingness to run, but do not need to be present at the membership meeting.
3. A plurality shall elect for each office. In the event of a tie, the election shall be determined by lot.
4. A vacancy in the office of President shall be filled by the Vice President for the remainder of the year. If a second year remains in the term, a special election will be held to fill the second year of the term. A vacancy in any other office shall be filled by a special election of the Board.

#### **Article V – Executive Board**

1. The officers of the Organization, the Pastor and School Principal make up the Executive Board.
2. A quorum of at least three members must be present to conduct business.
3. Meetings of the Executive Board are open to all Members of the Organization.

#### **Article VI – Committee**

The Executive Board may establish committees as necessary. Committee Chairpersons may be invited to report at the meetings as requested by the Executive Board.

#### **Article VII – Amendments**

The constitution may be amended at any annual meeting by a majority vote of the members present and entitled to vote providing that such amendments have been submitted at least one month prior to the annual meeting.