



Please review this document and submit comments or requests for revisions to pto@saintmaryschool.net by September 30. All comments and requests will be reviewed and voted on during the next general membership meeting.

BYLAWS OF THE SAINT MARY CATHOLIC SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE I: NAMING

1.1 This organization shall be known as Saint Mary Parent Teacher Organization, hereinafter referred to as Saint Mary PTO.

ARTICLE II: OBJECTIVE AND MISSION STATEMENT

2.1 The primary objective of Saint Mary PTO shall be to foster community and communication between parish and school leaders, teachers, and parents to support the Saint Mary Catholic School community, raise funds for the continual improvement of the student learning environment, and garner wider community support and involvement with Saint Mary Catholic School.

2.2 Springing from a foundation of Catholic Christian values, the mission of the Saint Mary Parent Teacher Organization (PTO) is to build a vibrant, engaged community that enriches the educational experience for all students at Saint Mary Catholic School. We aim to support our dedicated educators and parents committed to a Catholic education for their children through fellowship, hands-on participation, and select fundraising efforts.

ARTICLE III: MEMBERSHIP

3.1 Any parent or legal guardian of a Saint Mary Catholic School student will automatically be considered a voting member of Saint Mary PTO and may be elected or appointed to any position on the Board or Committee. Extended family members or other adults acting in loco parentis for a student are eligible to become voting members of the Saint Mary PTO and may be elected or appointed to any position on the Board or Committee provided they obtain written approval from the student's parent or legal guardian to act in their stead.

ARTICLE IV: BOARD MEMBERSHIP

4.1 A President, Vice President, Secretary, and Past President shall comprise the Board of the PTO.

4.2 The Principal of the school shall be the Honorary President.

4.3 A member of the school finance team shall serve as Treasurer and shall retain a vote on the Board.

4.4 Officers shall serve a term of one year.

4.5 The President, upon completion of their term, can serve as Past President for the following year. If the immediate Past President is not available for office, the Board may choose to appoint any former President to the position.

4.6 No officer shall serve more than two consecutive terms in the same office.

ARTICLE V: DUTIES OF OFFICERS

5.1 The President shall preside over all meetings, be the official spokesperson of the Saint Mary PTO, be the primary liaison with Saint Mary school administration/parish leadership and any other community organizations, serve as the liaison to all committee chairs, produce the weekly PTO Corner newsletter update, and maintain edits to the PTO webpage.

5.2 The Vice President shall assume the duties of absent or vacant Officers, assist other officers in their duties, and serve as the official PTO liaison to the Archangel Ambassador Program.

5.3 The Secretary shall validate qualification for elected positions and committee appointments, prepare the agenda for all meetings, keep and publish the minutes for all meetings, and share the meeting minutes link with class reps, meeting attendees, and parents who have opted in to hearing from the PTO.

5.3.1 A draft of the general meeting minutes shall be posted online within seven days and presented at the next general membership meeting for approval.

5.4 The Treasurer shall keep and render monthly an accurate account of the receipts and disbursements. All disbursements shall be made by check signed by the Principal, in accordance with Diocesan regulations.

5.4.1 The Treasurer shall ensure that all money in the PTO spending account is moved to a savings account at the end of each fiscal year.

5.4.2 The Treasurer's Report shall be presented at the general membership meeting and, upon approval, shall be posted online within seven school days.

5.4.3 The Treasurer shall provide the school with information on PTO volunteer hours to help parents meet volunteer requirements as tracked by the school.

ARTICLE VI: ELECTIONS

6.1 Nominations for Board positions will be offered by the members present at the March general membership meeting and will be vetted by the Secretary to ensure that all nominees are eligible for PTO membership and office (qualifications in 3.1).

6.2 Elections of officers shall be held by ballot at the April general membership meeting.

ARTICLE VII: AMENDMENTS

7.1 Requests for amendments to governing documents may be submitted to the Secretary by any member and will be reviewed and voted on annually by the Board during the May general membership meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

8.1 The most current Robert's Rules of Order shall be the Parliamentary authority for all matters not covered by Saint Mary PTO governing documents.

ARTICLE IX: COMMUNITY POLICIES

9.1 Saint Mary PTO shall follow all policies set by Saint Mary Catholic School administration and Saint Mary Catholic Church unless variations are approved by the Principal or the Pastor.

ARTICLE X: TERMS OF OFFICE AND REMOVAL

10.1 The Terms of Office shall begin immediately following the May meeting. Prior to the end of the school year, the past and present Board shall meet to exchange information concerning transition.

10.2 Nonattendance of an officer for any two consecutive meetings, without good and sufficient reason, shall be equivalent to resignation, and the Board shall fill the vacancy.

10.3 In the event of death, resignation, or transfer of an officer, the Vice President shall fulfill the duties until the Board appoints a replacement. Appointments expire at the election of the next Board.

ARTICLE XI: MEETINGS

11.1 Quorum shall be established by the Secretary and shall be one-half of Board members present at each Board meeting or general membership meeting.

11.2 Board Meetings will be scheduled when needed and all Board members shall be notified of all meetings via email.

11.3 The first general membership meeting of Saint Mary Parent Teacher Organization (Saint Mary PTO) shall be within the first month of the new school year. Motions will require a majority vote to pass.

11.3.1 The Saint Mary PTO governing documents shall be presented and discussed at the first general membership meeting.

11.3.2 The Board may change the date of the general membership meetings provided a one-week notice is given to the general membership.

11.4 Special Meetings may be called by a majority vote of the Board with three days' notice to attendees. Motions will require a majority vote to pass.

ARTICLE XII: COMMITTEES

12.1 Standing committees shall be named annually to meet the needs of the organization and the school.

12.2 Committee chairperson(s) shall be appointed among volunteers by vote and approved by the PTO Board Members.

12.3 Special Committees shall be appointed from time to time as deemed appropriate by the PTO Board to promote objectives and to carry out its work.

Article XIII: FUNDING REQUESTS

13.1 All funding requests must be approved by a vote.

13.2 Funding requests may be submitted by any member of the school staff.

13.3 Requestors must submit a funding request form online with detailed information about the requested funds.

13.3.1 The form shall include:

- The amount of funding requested.
- A detailed description of the purpose and intended use of the funds.
- Any supporting documentation that may help in the decision-making process.

13.4 All submitted funding requests will be reviewed and verified for completeness and accuracy by the PTO Board and presented at the next scheduled PTO meeting.

13.5 Funding requests will be discussed and put to a vote by all PTO members present at the meeting.

13.5.1 A majority vote of the members present is required to approve a funding request.

13.5.2 The outcome of the vote will be recorded in the meeting minutes and communicated to the requestor promptly.

13.5.3 Funding requests may be approved between PTO meetings if they are at or below \$200, however, this is not encouraged. All board members are required to vote on requests between PTO meetings.

13.6 Approved funding requests will be processed by the PTO Treasurer.

13.7 Recipients of approved funding are required to submit a follow-up report detailing how the funds were used and the impact of the funding.

Article XIV: CLASS REPRESENTATIVES

14.1 Representation

14.1.1 Each grade shall have at least one Class Representative.

14.1.2 Ideally, there should be one Class Representative for each homeroom teacher.

14.2 Roles and Responsibilities

14.2.1 Facilitate communication from teachers to the PTO for any needs or ideas.

14.2.2 Act as a liaison for parents, directing their questions, ideas, and concerns to the appropriate channels within the PTO.

14.2.3 Guide teachers and parents to the correct channels for issues, compliments, questions, or ideas.

14.2.4 Help build community spirit within the classroom by participating in and promoting class activities.

14.2.5 Encourage parent involvement as volunteers for PTO events.

14.2.6 Invite class families to join and participate in PTO and school-related events.

14.3 Selection and Term

14.3.1 Class Representatives will be selected at the beginning of each school year.

14.3.2 The term for each Class Representative is one school year, with the possibility of reappointment for subsequent years.

14.4 Meetings and Communication

14.4.1 Class Representatives are expected to attend regular PTO meetings.

14.4.2 They should maintain regular communication with their assigned grade's teacher(s) and parents to ensure effective representation and relay information between the PTO and the class.