



Please review this document and submit comments or requests for revisions to pto@saintmaryschool.net by September 1. All comments and requests will be reviewed and voted on during the next general membership meeting.

CONSTITUTION 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 The Saint Mary PTO mission statement is: Springing from a foundation of Catholic Christian values, the Mission of Saint Mary Catholic School Parent Teacher Organization (PTO) is to foster community and communication between parish/school leaders, teachers, families, and the broader Fort Walton Beach community to support school projects directed towards academics, athletics, morale, facility improvements or any other improvement approved by the Saint Mary Catholic School Administration. Further, as we believe the family is the first building block of society, family involvement in the education of their children will be continually encouraged through all activities of the Saint Mary Catholic School PTO.

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, shall serve as Past President for the following year. If the immediate Past President is not available for office, the Board shall 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 and be the primary liaison with Saint Mary school administration/parish leadership and any other community organizations.

5.2 The Vice President shall assume the duties of absent or vacant Officers and shall assist other officers in their duties.

5.3 The Secretary shall validate qualification for elected positions and committee appointments, prepare the agenda for all meetings, and keep and publish the minutes for all meetings.

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

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.