

## **ST. MARY ACADEMY PARENT TEACHER ORGANIZATION**

### **CONSTITUTION**

#### **ARTICLE I: Objectives**

Given that a Catholic parish school represents a unique opportunity to coordinate the values and expectations of home, school, and church, and given that the spiritual, intellectual, and physical growth of students is best fostered in a community marked by the mutual respect of all parties, the St. Mary Academy Parent Teacher Organization, or PTO, commit to the following objectives:

1. Foster academic excellence, physical development, and Catholic morals and values.
2. Coordinate programs and services which enhance the quality of the school.
3. Provide financial support in ways that will supplement, but not substitute for, the Parish's responsibilities for the maintenance and operations of the school and for the materials and supplies necessary for the teaching of the children.
4. Cooperate with the administration and faculty of St. Mary Academy to encourage by personal example and active participation the development and practice of Catholic principles and Christian values within the family, school and parish.
5. Publicize the qualities, achievements, and activities of St. Mary Academy and Catholic education.
6. Cooperate with other governmental, civic, parish, diocesan, and educational organizations, agencies, groups or coordinating councils that are active in fostering child welfare and whose activities are compatible with the fundamental objectives of this PTO.

#### **ARTICLE II: Membership**

1. All parents and guardians of children attending St. Mary Academy may become members of the PTO.
2. The Pastor, Associate Pastor, the Principal and teachers of the school, and school staff shall automatically be considered members.
3. Adults other than parents or guardians of children attending St. Mary Academy who have demonstrated an interest in the objectives of the PTO may become members. Such members may attend meetings, hold membership on committees, speak, make motions, and vote, but may not hold elective office.

#### **ARTICLE III: Officers and Executive Board**

1. The Officers of the PTO shall consist of a President, Vice President, Secretary and Treasurer, 2 members-at-large.
2. The Officers shall be elected annually at the May General Meeting by a vote of the members present.
3. Officers shall serve for a term of two years beginning July 1 and ending June 30. No officer shall be eligible for the same office for more than two consecutive terms.
4. The Executive Board for each year shall consist of the Pastor or designate, the Principal of the School or designate, the elected officers, the immediate Past President, teacher representatives, the Chairs of the Standing Committees, and the appointed representatives to the Education Commission of the Parish Advisory Board.
5. Elected Officers and Chairs of the Standing Committees shall serve without remuneration, direct or indirect, for their service in connection with the activities of the PTO.

6. Teacher representatives will channel faculty proposals to the Executive Board and report on PTO initiatives at faculty meetings.

#### **ARTICLE IV: Order of Precedence**

The President shall be the Presiding Officer at all meetings. In the absence of the President, the order of precedence for Presiding Officer shall be Vice President, Secretary, and Treasurer.

#### **ARTICLE V: Meetings**

1. General Meetings of the PTO shall be held monthly, September through June, and at such times as determined at the July Executive Board meeting. Whenever necessary in its judgment, a special meeting may be called by the President or the Executive Board.
2. Those present constitute a quorum. In the event of a tie vote, the President casts the deciding vote.
3. All business, including motions presented from the floor and written recommendations, at the discretion of the Presiding Officer, may be discussed and/or voted on at the General Meeting. If a vote or discussion is not allowed, the issue must be submitted to the Executive Board and a report made for consideration at the next General Meeting.

#### **ARTICLE VI: Amendments**

1. The Executive Board may propose revisions or amendments to the Constitution and By-Laws. Alternatively, a proposal to revise or amend the Constitution and By-Laws may be initiated by any member or the proposal of a committee appointed by the President for the express purpose of revising or amending the Constitution and By-Laws. Proposed revisions or amendments shall be presented by the Executive Board to the body at a General Meeting and approved by the majority of the members present at the next General Meeting subsequent to the meeting of presentation.
2. A newly amended Constitution and By-Laws must be dated and will supersede all previous versions.

### **ST. MARY ACADEMY PARENT TEACHER ORGANIZATION**

#### **BY-LAWS**

#### **ARTICLE I: Duties of Officers**

1. The President shall preside and establish the agenda at all meetings of the PTO and of the Executive Board, and shall perform all other duties usually pertaining to the office. The President may authorize emergency expenditures not in excess of \$500.00 for any given emergency.
2. The Vice President shall act as aide to the President; shall perform the duties of the President in the absence of the President, and shall be responsible for long-range planning for the PTO and may form a committee to assist in this capacity.
3. The Secretary shall keep a correct record of all meetings of the PTO and of the Executive Board; send official notices to PTO members and handle other official correspondence which falls within secretarial province; shall keep an up-to-date record of the members of the Executive Board. Within two weeks after an Executive Board Meeting, copies of the

minutes shall be sent to the Pastor, Principal, members of the Executive Board and Chair of the Education Committee of the Parish Advisory Board, and the school newsletter. After their approval by the members present at the subsequent meeting, the minutes shall be preserved in the permanent records of the PTO.

4. The Treasurer shall receive all general funds of the PTO and shall keep an accurate account of the same; shall render a written report of the General Fund at each Executive Board Meeting and each General Meeting, and whenever otherwise requested to do so by the President or the Executive Board; shall receive and review written reports on the PTO funds other than the General Fund, including but not limited to the Fall Harvest, Classroom funds, various fundraisers, and render written reports on these funds whenever requested to do so by the President or the Executive Board. The Treasurer shall make all financial records pertaining to the PTO and its activities available for review.
5. The Officers shall meet at the beginning of their term with the Principal and/or Pastor to establish common goals and objectives for the coming year.

#### **ARTICLE II: Duties of the Executive Board**

1. Carry out the established objectives and policies of the PTO and propose and receive proposals for new objectives and policies for approval of the membership.
2. Transact necessary business of the PTO.
3. Prepare an annual calendar of all meetings and functions for presentation to the membership and for inclusion in the Parish Calendar.
4. Regarding expenditures:
  - a. Prepare a budget for the PTO Board based on the requested budgets of Standing and special committees. This budget will be presented to the membership for their approval at the May General Meeting, to be effective July 1.
  - b. Approve expenditures consistent with the budget as approved.
  - c. Consider all other expenditures from the general fund and recommend them for approval at a General Meeting of the PTO. Prepare a budget for the PTO Board based on the requested budgets of Standing and special committees. This budget will be presented to the membership for their approval at the May General Meeting, to be effective July 1.
  - d. The treasurer shall submit the completed check request form to the church financial officer along with the original invoice for payment.
  - e. The principal shall authorize teacher requests and payments for the hot lunch and chip account before the treasurer will issue a check from the classroom account . Funds in excess of \$500.00 are transferred back to the PTO general fund before June 30<sup>th</sup> each year in order to comply with Archdiocese rules.
  - f. Expenditures outside of the approved budget in excess of \$500 require a majority vote of those present at a general meeting.
5. Present a report of its activities at General Meetings of the PTO.
6. Each member of the Executive Board shall have one vote. On matters pertaining to the areas of interest of a special committee, the representative of that committee shall have one vote.

#### **ARTICLE III: Duties of the Standing Committees**

1. The Chair of each Standing Committee shall be appointed by the President. The Chair's term of office shall be for the year beginning July 1 and ending June 30, except that the

- President in consultation with the Executive Board may remove a Standing Committee Chair for cause, including a continuing neglect of responsibilities.
2. The Chair of each Standing Committee shall consult with the Executive Board in the formulation of all plans and programs and shall render to the Secretary at the expiration of the Chair's term all records and materials pertaining to the function of the committee.
  3. The Chair of each Standing Committee shall determine the number and recruit the members of that committee, and may recommend a successor.
  4. Each Standing Committee Chair will present a proposed budget to the Executive Board at the April meeting, to be approved at the May Executive Board meeting.
  5. The following Standing Committees are deemed necessary to promote the objectives of the PTO and include, but not limited to the following:

#### **A. Fund Raising:**

Fall Harvest: Plans and coordinates the operations of the annual Fall Harvest, and prepares and maintains full records concerning receipts and expenditures pertaining to the Fall Harvest.

Carnival: Plans and coordinates the operations of the annual Carnival, and prepares and maintains full records concerning receipts and expenditures pertaining to the Carnival.

Secondary Fundraising: Is primarily responsible as approved by the Executive Board for coordinating the raising of funds to be expended by the PTO in furtherance of the PTO objectives. It will also attempt to encourage active participation by parishioners in the activities of the PTO. Fund raising activities may include, but are not limited to, soap and wrapping paper sales, collection of store and product receipts (Box Tops, Soup Labels, ink cartridges), Spaghetti Dinner, Bake Sales, et cetera.

Alumni: Coordinates efforts to create social and philanthropic opportunities for alumnus.

#### **B. Enrichment**

Special Events: Coordinates and arranges Sweetheart Dance, Mother-Son event, Book Fair, Teacher appreciation week, Catholic schools Week Celebrations and other events, coordinates volunteers for school events.

Grant Writing: Seeks and solicits funds from various philanthropic organizations.

*Parade Coordinator* will organize, plan, and carry out any registration procedures for community parades.

#### **C. Operations**

Cafeteria: Represents the PTO in carrying out its responsibilities as sponsor of the St. Mary Academy Cafeteria. This committee shall oversee the management of the cafeteria operation including supervision of safety and cleanliness to meet government and health board requirements; coordinate Hot Lunch payment plans, supervises and coordinates cafeteria volunteers; reports to the Executive Board on the quality of the Cafeteria and yard programs, and maintains complete records concerning the Cafeteria.

Building and Grounds: Represents the PTO and works in partnership with the Parish Building and Grounds workers to identify and coordinate maintenance and improvement issues pertaining to the St. Mary campus.

Marketing: Works on image and marketing of St. Mary Academy through various media.

The *Uniform Exchange Coordinator* is responsible for providing a means of collecting and redistributing used school uniforms through a used uniform sale or otherwise and serves as a contact person for uniform exchanges.

#### **ARTICLE IV: Financial Review Committee**

At the beginning of each fiscal year, the Executive Board shall appoint a Financial Review Committee, none of whom shall be a member of the Executive Board or of any Standing Committee. The duties of the Financial Review Committee shall be to review all records of the PTO or parts thereof, and submit a brief but comprehensive report of each review to the succeeding Executive Board at its first meeting, if possible, but not later than the October meeting of the PTO. In the event an elected officer or a Standing Committee Chair resigns or is otherwise terminated before the end of his or her term of office, a financial review of the records of the office or committee shall be made by the Financial Review Committee and submitted to the Executive Board for approval before a successor is elected or appointed. The Executive Board may request, on the advice of the Financial Review Committee or whenever it deems it necessary, a formal audit of all financial activities of the PTO.

#### **ARTICLE V: Nominating and Election of Officers**

1. A Nominating Committee shall be formed by the Nominating Committee Chair, consisting of two members and the Chair, at least two months prior to the meeting for election of officers. No elected officer may serve as a member of the Nominating Committee. The Nominating Committee shall report at the first General Meeting preceding the election meeting the names of candidates for each office to be filled. Additional nominations may be made from the floor at the time of the report. The consent of a candidate must be obtained before that name is placed in nomination.
2. A vacancy occurring in an office shall be filled by appointment of the Executive Board at its next meeting with the exception of the Office of the President, in which case the Vice President shall succeed.

#### **ARTICLE VI: Rules of Order**

In the absence of special provisions in the Constitution and By-Laws, "Robert's Rules of Order Revised" shall govern parliamentary procedures.