



BYLAWS OF THE ST. EDWARD CATHOLIC SCHOOL PARENT TEACHER ORGANIZATION

as amended March 2023

ARTICLE I

Name

The name of this organization will be St. Edward Catholic School Parent Teacher Organization, (referred to hereinafter as “the PTO”).

ARTICLE II

Purpose and Objectives

Section 1 This organization will exist for educational and charitable purposes. The purpose for which the PTO is formed is to enhance the educational environment and to support St. Edward Catholic School teachers, students, and staff through volunteer and financial resources. The PTO will respect the established school policies and practices as set forth by the Pastor, Principal, and Advisory School Council.

Section 2 The objectives are:

- a. To provide assistance to parents in their role as the primary educators of their children;
- b. To serve as a communication liaison between the home and school regarding organizational activities;
- c. To build and strengthen the home-school community;

- d. To assist in fundraising activities that will benefit the educational programs of St. Edward Catholic School; and
- e. To ensure that we operate in an environment where all are welcomed, where different points of views are heard, and where we rally support so we speak for every child with one voice

ARTICLE III

Membership

Section 1 Parents, guardians, teachers, and staff of St. Edward Catholic School are welcomed to membership. Teachers are not eligible to hold an elected or appointed position. There are no membership dues.

ARTICLE IV

PTO Executive Board and Elections

Section 1 **Executive Board:** There are four members of the Executive Board, and they will be elected to serve 2 year terms.

A. President: will preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings and outside of the organization

- Preside at and conduct all meetings of the PTO & Executive Board;
- Submit a meeting agenda to the Secretary prior to monthly meeting;
- Will have the general supervision of all affairs and business of the organization, subject to the Executive Board;
- Submit a detailed calendar and budget for the upcoming school year to the Executive Board at the first meeting of the new term;
- Report to the school Principal on all matters decided by this organization;
- Report to the members as deemed necessary; and
- Perform other duties deemed necessary by the PTO or as prescribed in these Bylaws.

B. Vice President: assists the president and carries out the president's duties in his or her absence or inability to serve. Responsibilities also include the following:

- Oversee the committees of this organization;
- In the absence of the President, perform and conduct all duties of the President;
- Advise and support the Fundraising Committee in organizing specific events; and
- Assist in generating volunteers for activities and special events held by the organization.
- Coordinate and facilitate the setup, cleanup and volunteers for the student's Field Day lunch and snacks.
- Coordinate and facilitate the setup, cleanup and volunteers for special student snacks during Catholic Schools Week and Red Ribbon Week.

- C. **Secretary:** keeps all records of the organization. Duties include:
- Take and record meeting minutes
 - Prepare the agenda;
 - Handle correspondence and send notices of meetings to the membership.
 - Keep a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings.
- D. **Treasurer:** keeps an accurate record of PTO deposits and expenditures. Duties also include:
- Present a financial statement at every meeting as well as other times of the year when requested by the executive board, and make a full report at the end of the year.
 - Communicate with Church Bookkeeper regarding deposits;
 - Assist in collecting and processing money for fundraisers; and
 - Perform any additional duties as prescribed by the PTO Executive Board.

Section 2 **Eligibility:** Any PTO member in good standing may become an Executive Board member of the PTO.

Section 3 **Nominations and Elections:** The Executive Board will be elected every 2 years at the April Meeting. At that meeting, nominations may also be made from the floor. Voting will be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote will be taken. If there is only one nominee for an office, the election for that office will be by acclamation;

1. The Executive Board is elected by a majority of those voting; and
2. The Executive Board assumes their official duties in May and will serve a term of 2 years.
3. No member of the Executive Board is eligible to hold the same office for more than two (2) consecutive years unless there is no one to take his or her position or approved by the Principal.

Section 4 **Removal From Office:** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where a previous notice has been given. Any Executive Board member who misses more than three (3) regular meetings during the year, except for illness or other good cause, will be deemed to have forfeited his/her office. He/she will be notified of this in writing by the Secretary. (Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.)

Section 5 **Vacancies:** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

ARTICLE V

Meetings

Section 1 **Meetings:**

1. The PTO holds a minimum of nine (9) meetings per school year.
2. The date and time of such meetings are decided upon by the Executive Board and Principal.
3. All Executive Board members must notify the Secretary prior to the meeting if they are unable to attend.

Section 2 **Order:** Order of business for all PTO meetings will be as follows:

1. Call to Order
2. Prayer
3. Roll Call
4. Reading of minutes of preceding meeting and action thereon
5. Treasurer's Report
6. Committee Reports
7. Principal's Report
8. Closing Prayer

ARTICLE VI

Committees

Section 1 **Standing Committees:** The following committees will be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Audit.

Section 2 Additional Committees. The board may appoint additional committees as needed.

Section 3 All committee chairs will be appointed annually and assume their official duties in May for the following school year. All committee chairs will attend at least five (5) monthly PTO meetings.

1. If a committee chair is unable to attend, he/she will (a) send notice to the PTO Secretary and President and (b) will send a monthly update on his/her committee to the President at least two days prior to the meeting.

Section 4 All Committee expenditures must be preapproved by the PTO President. Approved expenditures must be submitted for reimbursement no later than 30 days from purchase. A copy of deposit and expenditures must be submitted to the PTO Treasurer.

ARTICLE VII

Duties of Committee Chairs

Section 1 Teacher Appreciation Chair

1. Work directly with the school to ensure that 'Getting to Know You Forms' are distributed, completed, and updated in automated system;
2. Work directly with the teachers to ensure that they have the opportunity to submit 'wish list' items multiple times throughout the year and that the lists stay up-to-date;
3. Lead and organize activities for "Teacher Appreciation Week;" and
4. Communicate with the Room Parent Chair and ensure that the information is disseminated and parents made aware of the program.
5. Coordinate and facilitate the setup, cleanup and volunteers for the Back To-School-Teacher Luncheon and two (2) teacher/staff luncheons on parent/teacher conference days.
6. Stock the lounge monthly.

Section 2 Fundraiser Chair

1. Work with the Executive Board on the major annual fundraisers;
2. Coordinate volunteers for the fundraisers;
3. Assist the PTO Treasurer in collecting and processing money for fundraisers;
4. Contact businesses to schedule spirit nights;
5. Be responsible for donor acknowledgements;
6. Promote cash back programs such as Mabel's Labels, Box Tops, etc.
 - Sub Chairs:
 - A. Steps for students
 - a. Plan kick off events, organize registration and incentives;
 - b. Coordinate pick up, sorting, and distributing the race packets;and
 - c. Organize the race day events and attend the race.
 - B. Spirit Items Chair
 - a. Communicate with designated Executive Board member prior to purchasing additional supplies and will maintain adequate inventory;
 - b. Coordinate volunteers for PTO spirit sales; and
 - c. Collect money from sales, complete a deposit slip, and submit to a designated church or school person.
 - d. Setup the online Spirit Store and make sure PTO proceeds are received.
 - C. Used Uniform Sales Chair
 - a. Coordinate and facilitate the setup, cleanup and volunteers for at least (2) used uniform sales.
 - b. Collect money from sales, complete a deposit slip, and submit to a designated church or school person.

Section 3 Birthday Club Chair

1. Communicate with the school to obtain a list of student birthdays at the beginning of each month, from August (includes July birthdays) to May (includes June birthdays);
2. Purchase pizza, cupcakes, and water for Birthday lunches; and
3. Coordinate and facilitate volunteers for the Birthday lunches.

Section 4

Hospitality Chair

1. Coordinate and facilitate the setup, cleanup and volunteers for the Orientation Day Ice Cream Social, Parents and Pastries, Grandparents' Day, and Veterans' Day Breakfast.
2. Communicate with the school to obtain a list of new families;
3. Coordinate with the school to develop a list of shepherd families and match them with new families;
4. Communicate plans and coordinate the welcoming breakfast for new families the Sunday before the First Day of School;
5. Coordinate bereavement as communicated from the school or Executive Board, (e.g., condolence cards, flowers, meal train); and
6. Assist the School Board to create and update the new family pamphlet.

Section 5

Monarchs with Merit

1. Keep school bulletin board outside of gymnasium seasonally updated;
2. Keep 2 school bulletin boards inside of elementary and junior high building seasonally decorated and acknowledging Monarch with Merit students every month; and
3. Make copies of group pictures for each Monarch with Merit student that month and give them to the school counselor to distribute.
4. Communicate with the school guidance counselor about annual needs and goals for the program.

Section 6

Booster Chair

1. Coordinate Spirit Nights.
2. Assist Art/Music with events and fundraising.
3. Coordinate fundraising (Pie and Bake sale).
4. Manage concessions - keep it stocked and be responsible for the petty cash and making deposits after sporting events.
5. Assist Chess coach with onsite event (October).
6. Communicate with the Athletic Director for each sport/season.

ARTICLE VIII

Finances

Section 1

A tentative budget will be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2

The treasurer will keep accurate records of any disbursements, profits, (i.e money coming in and going out)

Section 3 Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE IX

Parliamentary Authority

Section 1 Robert's Rules of Order will govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.

ARTICLE X

Ex-officio Members

The ex-officio members of the PTO are comprised of the following:

- Section 1** Pastor of the St. Edward Catholic Community, who:
1. Acts as liaison between the Executive Board and the Parish; and
 2. Has the right to veto any Executive Board consensus which he deems detrimental to the parish, school, staff, or the PTO.
- Section 2** Principal of St. Edward Catholic School, who:
1. Has the right to veto any Executive Board consensus as he or she sees fit; and
 2. Is a non-voting member of the Executive Board.

ARTICLE XI

Amendment to Bylaws

The Bylaws may be amended by the vote of a quorum present at any meeting. At least two weeks prior to the proposed vote, written notice of such contemplated amendment must be given to the Executive Board members.