

St. Mary's School – PTO Bylaws  
Revised 4/24/2018

ARTICLE I:       NAME

The name of this organization is the St. Mary's School Parent Teacher Organization (PTO). It is an independent PTO unit organized under the authority of the School Advisory Council of St. Mary's School.

ARTICLE II:       PURPOSE

1. The objectives of the organization are:
  - a. to encourage and strengthen community through activities and events
  - b. to raise funds for the annual operating budget through sponsorship of fund raising events
  - c. to help the principal and teachers of St. Mary's school wherever help is needed
  - d. to coordinate school social events

ARTICLE III:       MEETINGS

The St. Mary's PTO will meet the first Tuesday of each month throughout the school year (September-June).

ARTICLE V:       OFFICERS

1. The SMS PTO will have a chairperson, vice-chairperson, secretary and treasurer.
2. Each officer will serve for two years and can be selected for a consecutive two year term. A parent may be selected for another term after a two year break.

ARTICLE VI:       NOMINATION/SELECTION PROCESS

1. Modeled after Jesus' selection of a disciple to replace Judas, the selection process eliminates the need to vote.
2. In March the nominating committee shall prepare a slate of officers. The slate will consist of Chairperson and secretary in even years and vice-Chairperson and treasurer in odd years.
3. Nominees are invited to attend a meeting to discuss the responsibilities of each position (special meeting prior to May).
4. At the next scheduled meeting (May) each nominee's name is placed in a container. A prayer for guidance is said and a name is drawn for each position. This is a Diocesan accepted practice at all Parish Councils and SMS School Advisory Council.
5. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of two years or until their successors are selected.
6. A person shall not be eligible to serve more than two consecutive terms in the same office.
7. A vacancy occurring in any office shall be filled for the un-expired term by a person elected by majority vote of the Executive Committee. A notice of such election shall be given by the Chairperson to the membership at least one week prior to the election. In case a vacancy occurs in the office of Chairperson, the Vice Chairperson shall serve notice of the election.

ARTICLE VII:       DUTIES OF THE OFFICERS

1. The Chairperson shall preside at all meetings of the organization and at all Executive Committee meetings; such person shall perform other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive Committee; shall be a member ex-official of all committees except the

nominating committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

2. The Vice Chairperson shall act as an aide to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of that office to act. The Vice Chairperson shall assist with program planning for the PTO meetings and shall be in charge of coordinating the involvement of St. Mary's School Student Leadership Council, Faculty & Home Room Parents.
3. The secretary shall record, and maintain past records, the minutes of all meetings of the organization and of the Executive Committee; shall have a current copy of the bylaws; shall maintain a current membership list (including Home Room Parents, Faculty and Student Leadership Council contact information); and shall perform such other duties as may be delegated by the Executive Committee.
4. The treasurer shall be responsible for developing the annual budget including event, date, revenue & expenses as well as presenting quarterly forecast updates using the same perimeters. Submit all expense vouchers (pink slips). Coordinate fundraising by reviewing the idea with the Business Office prior to event to make sure we have all insurance, Hold Harmless & W9 paperwork. Obtain permits & licenses. Create & submit event reconciliations which include line items for ticket #'s sold etc. Handle all cash counting & deposits. Provide updated treasury reports at PTO meetings. Support audits when necessary.
5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time by the Executive Committee and membership. Upon the expiration of the term of office, or in case of resignation, each officer shall turn over to the Chairperson, without delay, all records, books and other materials pertaining to the office.
6. All officers are required to fulfill their commitment to the Parent Teacher Organization and St. Mary's School by attending 7 out of 10 of the monthly meetings.
7. All officers may request a co-chair for any position. Co-chairing would allow sharing of duties within each position.

#### ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the organization, the chairpersons of the standing committees and the principal of the school or a representative appointed by the principal. The chairpersons of the standing committees shall be selected by the officers of the organization.

Section 2. The duties of the Executive Committee shall be:

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization membership.
- b. to select a nominating committee responsible for the selection of candidates for officers annually.
- c. to create standing and special committees
- d. to approve the plans of work of the standing committees
- e. to present a report at the regular meetings of the organization
- f. to prepare and submit to the organization for adoption a budget for the following fiscal year
- g. to participate in scheduled school functions including Open House and Catholic Schools Week

#### ARTICLE IV: BASIC POLICIES

1. The organization shall be noncommercial and nonpartisan
2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the organization.
3. The organization shall not, directly or indirectly, participate or intervene (in anyway, including the publishing or distributing of statements, lobbying, etc.) in any political campaign on behalf of or in opposition to, any candidate for public office or political issue.
4. Parent/Teacher/Student school-specific concerns will be taken to School Advisory Council as PTO acts as a liaison to School Advisory Council.
5. Changes to the St. Mary's Fundraising Schedule (see Article X) can only be made by vote of the PTO and on advice of School Advisory Council.

ARTICLE X: FUNDRAISING/EVENTS

The PTO Annual Fundraisers are:

Summer Raffle Board (August)  
 Ice Cream Social (August)  
 Golf Tournament (August/September)  
 Welcome Back Raffle/Picnic (September)  
 Special Person Harvest Lunch (October)  
 Halloween Parade/Reception (October)  
 Meat Raffle (November)  
 Breakfast with Santa/Santa Store (December)  
 Christmas luncheon (December)  
 Catholic Schools Week Coffee Hour (January)  
 Euchre Tournament (January)  
 Niagara Chocolate (January)  
 Family Movie Night (February)  
 Casino Night (March)  
 Teacher Appreciation Luncheon (May)  
 St. Mary's-a-thon (June)

ARTICLE XI: FISCAL YEAR

- Section 1. The fiscal year of this organization shall follow the fiscal year of the Parish and begin on July 1 and end on June 30.
- Section 2. The Executive Committee shall submit the proposed fiscal year budget to the membership of the organization for approval.

ARTICLE XII: PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present. Notice of the proposed amendment(s) shall be given at least 10 days prior to the meeting at which the amendment is voted upon.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

These revised bylaws have been voted upon and approved by the organization membership at the regular meeting dated: \_\_\_\_\_

Revised bylaws were put into effect: \_\_\_\_\_

Signed By: \_\_\_\_\_  
Title

Signed By: \_\_\_\_\_  
Title

Signed By: \_\_\_\_\_  
Title

Signed By: \_\_\_\_\_  
Title