

Saint Brigid Catholic School Parent and Teacher Organization Bylaws

Mission statement

The mission of the Saint Brigid Catholic School Parent and Teacher Organization is to assist in providing moral, spiritual, and financial support that directly benefits the children who attend Saint Brigid Catholic School. In addition, the mission of the PTO is to provide such support to the staff of the school, enabling them to continually provide quality educational experiences for our children.

Article 1: Name

The name of the organization shall be the Saint Brigid Catholic School Parent and Teacher Organization, Midland, Michigan (a non-profit organization); henceforth, in this document known as PTO.

Article 2: Purpose

The purpose of the PTO shall be:

- to foster relationships among the school, parents, and teachers
- to develop a closer connection between school and home by encouraging parent involvement
- to promote financial and moral support to the school and its programs
- to advance the ongoing educational and spiritual growth of families

Article 3: Policy

This organization shall seek neither to direct the administrative activities of the school, nor to control its policies.

In the event of the dissolution of this organization, all assets of the PTO shall be turned over to the administration of Saint Brigid Parish.

Article 4: Membership

All parents/legal guardians of students at Saint Brigid Catholic School, and all teachers and staff of the school are members of this PTO.

Article 5: Meetings

PTO meetings are generally held each month, September through May. (Lenten meetings are allowed if needed, as long as meetings do not conflict with Lenten Parish spiritual activities.) These meetings shall be open to the general membership. Special meetings may be called by the Executive Committee (as noted in Article 8). Executive Committee will also have an annual meeting in June and August. A quorum for the transaction of necessary business at the scheduled PTO meetings is four members of the PTO. The principal or their designee must also be present for a quorum.

Article 6: Administration

The actions of this PTO shall be determined at a regularly scheduled meeting by a majority of the Executive Committee in attendance.

Organization members, present at a PTO meeting, are invited to express opinions concerning matters proposed for decision.

Call for agenda items should be made 10 days prior to the scheduled meeting. All agenda items should be submitted to the Chair within 7 days of the scheduled meeting. Agenda should be distributed 3 days prior to the scheduled meeting. Agenda items brought up at the meeting may need to be tabled to subsequent meetings.

Robert's Rules of Order shall be followed for conducting business.

Article 7: Amendments

Amendments to these bylaws may be proposed by any PTO member, and approved for consideration by the majority of the Executive Committee. PTO membership will be advised of any proposed bylaws changes, so they will have opportunity for input. Amendments will be voted on for approval at a regularly scheduled PTO meeting.

Article 8: Executive Committee

The PTO Executive Committee shall be comprised of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Principal

The duties of the Executive Committee shall be to transact necessary business in the intervals between monthly PTO meetings. During these intervals, the President, with the majority of agreement of the Executive Committee, may approve expenditures not to exceed one hundred dollars (\$100.00). This activity shall be reported at the next regularly scheduled PTO meeting.

Article 9: Representatives

The PTO Representatives shall include the following members:

- Auction Gala Chairperson
- Guardian Angel Walkathon Chairperson
- Communication Coordinator
- School Activity Coordinator
- Scrip Program Coordinator
- Volunteer Coordinator

Article 10: Officers/Representatives and Their Election

The officers of this organization shall be a President, Vice President, Secretary, and Treasurer. The officers shall be elected by consensus at the May general meeting. The term of office shall be two years.

No person shall serve more than two consecutive terms in the same office. All officers shall take office at the close of the annual meeting in May.

Nomination of candidates for Executive Committee offices shall be accepted at the February PTO meeting and through the month of March. Nominations may be made from the floor: consent of each candidate must be obtained before his/her name is placed into nomination. The list of candidates shall be published in the April PTO minutes. A vacancy occurring in an office shall be filled by appointment of the Executive Committee. If a vacancy occurs in the office of President, the Vice President shall be appointed by the Executive Committee.

Article 11: Description of Duties

President: The President shall preside at all meetings of the organization and of the Executive Committee. The President shall be an ex-officio member of all PTO committees. The President (or designee) shall represent the PTO to the School Committee at monthly meetings. It shall be the duty of the President to compile and distribute an agenda as per Article 6 above.

Vice President: The Vice President shall act as an aide to the President, and shall perform the duties of the President in the absence of that officer.

Secretary: The Secretary shall keep an accurate record of all meetings of the organization, and of the Executive Committee; conduct the correspondence delegated to him/her; act as custodian of all communications, papers and documents belonging to the organization, and submit these records to the school at the end of the school year. The Secretary shall publish monthly, a draft of the minutes of the meetings and distribute them to the entire PTO membership. These minutes shall be formally approved at the next monthly meeting.

Treasurer: The Treasurer shall keep an accurate record of receipts and expenditures of the PTO. These moneys shall be held in the interest-bearing checking account with the Parish. The Treasurer shall be responsible to work with the principal and parish accountant to insure accurate payment of invoices. The Treasurer shall present a financial statement of account at every meeting, and shall prepare an annual fiscal financial report for the Parish. The Treasurer shall assist the parish accountant as necessary for the annual financial audit.

Auction Gala Chairperson(s): The Auction Gala Chairperson(s) are responsible for planning, coordinating, and implementing the annual Auction Gala. All parents are required to work on one of the many committees or donate items for this annual fundraiser.

Guardian Angel Walkathon Chairperson(s): The Guardian Angel Walkathon Chairperson(s) are responsible for planning, coordinating, and implementing the annual Guardian Angel Walkathon. All parents are also required to participate in this annual fundraiser.

Communication Coordinator: Keeps record and documentation of St. Brigid School news citations, class activities and service projects. These news citations and classroom documentations will be presented to PTO, as well as distributed to the Parish and community, in order to promote St. Brigid School and its achievements.

School Activity Coordinator: The School Activity Coordinator shall be responsible for coordinating school programs or events. He/she will also be responsible for coordinating school activity committees sponsored by PTO. Planning committees for individual events shall report to the School Activity Coordinator, with the exception of fundraising programs.

Scrip Program Coordinator: The PTO Scrip Program Coordinator shall serve as a liaison between the PTO Scrip Program and PTO. He/she shall be responsible for the overall management and financial health of the PTO Scrip Program. The Scrip Program Coordinator shall also be the primary volunteer in charge of managing Scrip inventory and sales, as well as the primary Scrip database manager. The Coordinator shall delegate, as necessary, various program responsibilities, including program volunteer scheduling, local vendor inventory pick-up, treasurer (manages tuition rebate records and provides reports to Parish accounting office for bank reconciliation), Scrip Program publicity and back-up sales and inventory management. The Scrip Program Coordinator shall present a financial statement of account at every PTO meeting, and shall prepare an annual fiscal financial report for the Parish.

The Scrip Program Coordinator can at his or her discretion spend up to a maximum of \$350.00 per fiscal year for supplies and incidental expenses as required for operating the Scrip Program separate from the PTO operating fund. These discretionary funds may be allocated without the permission of the Executive Committee. Any funds spent shall be reported at the next regular PTO meeting.

Volunteer Coordinator: The Volunteer Coordinator shall act as the contact for any current volunteer needs at the school. He/she shall assist the President and the Principal to recruit the necessary volunteers for school-wide functions. He/she shall also organize volunteer forms and compile volunteer lists for the various committee chairs.

Article 12: Standing and Special Committees

The President, with the approval of the Executive Committee, shall appoint any and all Standing and Special Committees that are necessary for the proper fulfillment of the PTO's purpose. A Standing Committee Chairperson shall secure help from the general membership to complete the duties of the committee.

Article 13: Fundraising

Each year, the PTO Executive Committee shall present and approve an Annual PTO Fundraising Plan for the upcoming school year. New fundraising proposals may be presented at any PTO meeting. Final consideration of the Annual PTO Fundraising Plan is to be performed by the general membership, with approval by a majority of members in attendance at the April PTO meeting.

The Annual PTO Fundraising Plan shall include:

- ❖ a brief description of each fundraising activity planned for the school year;
- ❖ a description of how funds will be allocated for each fundraising activity;
- ❖ designation of the person or persons who will authorize purchase decisions;
- ❖ a timeline or date of fund distribution for each fundraising activity

Amended 8/21/17