

St. Peter's School



# PTO

**Bylaws**

**ARTICLE I - Name**

The name of this organization shall be the Parent Teacher Organization (PTO).

**ARTICLE II - Role**

The role of the PTO is to foster a strong sense of community among parents and guardians of current students by hosting school events and, when appropriate, supporting the school's fundraising goals as recommended by the the Chief Administrator and the Canonical Administrator.

**ARTICLE III – General Membership**

The membership of this Organization shall be open to all families that are currently registered at St. Peter's school. Each family will have one vote on any issues requiring a vote.

**ARTICLE IV - Executive Board****Section A – Membership**

The Executive Board shall consist of seven (7) elected members, two (2) Faculty Representatives, the Pastor and the Principal or a representative of either. Each Executive Board member will have one vote. The Executive Board officers are listed below:

**Elected members**

- President
- Vice President
- Secretary
- Treasurer
- 3 At large committee members

**Ex-officio (non- elected)**

- Pastor
- Principal
- 2 Faculty members

**Section B - Duties**

1. The Executive Board shall transact all business between regular Organization meetings and such other business as may be referred to it by the Organization. Meetings of the Executive Board may be called by the President or by a majority of the Executive Board, and a majority shall constitute a quorum of four (4) voting members.
2. Actions of the Executive Board not specified in the bylaws must be ratified at the following regular meeting of the organization.

**ARTICLE V - Officers and Election****Section A – Officers**

The officers of this organization shall be a President, a Vice-President, a Secretary, a Treasurer and 3 at large committee members.

**Section B - Elections**

1. The Executive Board of the PTO is defined in Article IV – Section A.
2. The general membership of the PTO shall elect the officers.
3. Each member of the Executive Board shall serve two (2) years and can be reelected.

**Section C - Nominations**

1. A nomination must be submitted at least one meeting before the election.
2. Elections of Executive Board members shall be by ballot of the members present when there is more than one nominee for an office; otherwise by acclamation for the single nominee.
3. In the event of a tie another ballot shall be taken.
4. In the event of a vacancy in any office, the Executive Board shall be empowered to fill such a vacancy pending an election at the next regular meeting of the organization.

**Section D – Vacancies**

1. The President shall appoint any qualified member to serve in any vacant office any time a vacancy occurs. The appointed officer shall serve the remainder of the term.
2. If the office of President becomes vacant, the Vice President shall succeed the President and shall appoint an individual to serve as Vice President for the remainder of the term of the Vice President.

**ARTICLE VI - Duties of Officers**

1. **President** – The President shall preside at all meetings of the Organization and of the Executive Board at which they may be present; shall keep the Vice-President abreast of all matters pertaining to the Organization; shall coordinate the work of the officers and committees of the Organization;

and shall perform such other duties as may pertain to their office.

2. **Vice-President** - The Vice-President shall act as aide to the President; shall perform the duties of the President in the absence of that officer; and shall maintain a list of volunteer workers and the services they have offered to the school.
3. **Secretary** – The Secretary shall record the minutes of all meetings of the Organization and of the Executive Board; shall be responsible for all club correspondence; and shall perform such other duties as may be assigned.
4. **Treasurer** – The Treasurer will receive all money due and be responsible for and disburse it as the President, Principal, Pastor, or their delegated officers may direct; and keep a complete and accurate record of all financial transactions. The Treasurer shall give a statement of account at every regular meeting and shall make a full report annually at the end of the school year (June 30) and at the close of their term to the Executive Board.

## **ARTICLE VII – Meetings and Parliamentary Authority**

### **Section A – Meetings**

#### **1. Executive Board Meetings**

Each June, the meeting schedules for both the General Assembly of the Organization and the Executive Board will be determined by the Executive Board. The meetings will be published in the school calendar and on the school website.

#### **Order of business**

- a. Call to order
- b. Opening prayer
- c. Reading and approval of minutes
- d. Principal's report
- e. Statement of Treasurer
- f. Committee reports (as needed)
- g. Unfinished business
- h. New business
- i. Adjournment

#### **2. General Meetings**

At the regular general assembly meetings, a quorum shall consist of not less than four (4) Executive Board members and 10% of the voting membership. At the election meeting, the quorum shall consist of not less than four (4)

Executive Board members and 20% of the voting membership.

### **3. Quorum**

The Executive Board shall have a quorum of four (4) voting members to conduct any business.

## **Section B – Parliamentary Authority**

The rules of parliamentary procedure contained in Roberts Rules of Order shall be the authority of all meetings of the organization.

## **Section C - Records and books**

The books of the PTO shall be maintained by the Secretary and shall be available to any member of the Executive Committee upon request. The books or records of the organization shall be made available to the general membership upon request and at reasonable times.

## **ARTICLE VIII - Committees**

Committee's will be formed for specified purposes and as deemed necessary by the Executive Board. Generally, committees will be formed to conduct an event and a Chair for the committee will be named. The Chair of the committee will be responsible for all aspects of the event and will report to the Executive Board as to the progress and status of the committee's objective. Other standing committees may be formed at the discretion of the Executive Board.

## **ARTICLE IX - Authority for Expenditures:**

It is the practice of the Executive Board to approve all major expenditures in advance at a regular Executive Board Meetings. A maximum of twenty-five dollars (\$25) may be expended by a Board or Committee member during the period of one month for any necessary expenses, without approval in advance. All amounts exceeding twenty-five dollars (\$25) must be approved by one of the following:

1. The Board at a meeting.
2. The President and two members of the Executive Board.
3. The Principal and two members of the Executive Board.
4. An approval can be received in writing through any of the options noted above.

**All individual expenditures greater than \$500 must be approved by the Pastor.**

**ARTICLE X - Amendments**

These bylaws may be amended at any regular or Executive meeting attended by not less than four (4) Executive Board members.

A bylaw can be adopted, amended or repealed, at any regular or Executive meeting attended by not less than four (4) Executive Board members.