

Bylaws of St. Bernadette Elementary School PTO

ARTICLE I – NAME, PURPOSE & AUTHORITY

Section 1: NAME – The name of the organization shall be St. Bernadette Parent Teacher Organization, referred to hereinafter as St. Bernadette PTO or PTO.

Section 2: PURPOSE – To provide the children at St. Bernadette School with the best possible Catholic education; to provide resources to teachers for instruction, educational outreach, and classroom events; to enhance communication with School Families and other groups within our St. Bernadette Community; to provide additional financial support through fundraising efforts; and, to organize volunteer efforts so that everyone can be involved and connected within our entire St. Bernadette Community.

Section 3: AUTHORITY – The PTO shall adhere to The Temporal Affairs Document that states as follows, “No fund-raising activity, including socials, shall be undertaken by a parish society without consultation with the Parish Council and the approval of the Pastor. The approval must include both the procedure and the purpose for the funds.” Further, nothing in these Bylaws shall be interpreted to conflict with The Temporal Affairs Document.

ARTICLE II – MEMBERS

Section 1: Members shall be all parents, guardians or other adults standing in loco parentis for a student at St. Bernadette Elementary School, plus all staff at St. Bernadette Elementary School and Parish. All members have voting privileges.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Marketing Liaison.

Section 2: DUTIES OF OFFICERS – shall include, but not limited to:

- a. President - The President presides over meetings of the organization, serves as the primary contact for the organization, represents the organization at meetings outside the organization, prepares the agenda for meetings, coordinates volunteers and sign ups, establishes fundraising programs that are approved by the Principal and the Pastor, and coordinates the work of all the officers and committees so that the purpose of the organization is served.

b. Vice-President – The Vice-President assists the President and carries out the duties in his or her absence or inability to serve. Vice President should progress to President upon Presidential Vacancy.

c. Secretary – The Secretary records the minutes of all PTO meetings and posts them to the school website, keeps all records of the organization, and takes and records notes from meetings. The Secretary also keeps a copy of the meeting minutes, bylaws, rules, and any other necessary supplies, and brings them to meetings.

d. Treasurer – The Treasurer keeps an accurate record of receipts and expenditures, pays bills directed to PTO and reimburses individuals for their PTO related expenses with proper receipts and in accordance with The Temporal Affairs Document by the Archdiocese. He or she will present a financial report at every meeting and provide a financial summary at the end of the year or whenever requested. The Treasurer will also work with the PTO committees to prepare budgets.

e. Exiting President (Optional Position) – The Exiting President advises and supports current Board.

f. Marketing Liaison – The Marketing Liaison coordinates marketing, advertising and the promoting of events.

g. Member-At-Large (Optional) – The Member-At-Large represents and is accountable to the general membership of St. Bernadette School. Duties vary based on current needs.

Section 3: NOMINATIONS AND ELECTIONS - Elections will be held approximately three to six weeks prior to the end of the school year by electronic voting. Any parent or legal guardian in the school community may only nominate an eligible individual (as described below) *with their consent*.

Section 4: ELIGIBILITY- Individuals are eligible for office if they are a parent or legal guardian of a current student, are in good standing, current on their school tuition at St. Bernadette, and meets the Diocesan volunteer requirements (including Virtus training and background clearance). In addition, the PTO President must have experience in a leadership role (i.e. Committee Chairperson or similar) at St. Bernadette Parish or School.

Section 5: TERM OF OFFICE – The term of office for all officers is two years, beginning July 1st after election and ending on June 30th (two years after election) unless a vacancy occurs. Officers may remain on the board for more than two years if there are no other nominations and they are willing to continue to serve until the position can be filled.

Section 6: VACANCY – If a vacancy occurs on the Executive Board, the remaining members of the Executive Board shall perform the duties of the missing officer for the remainder of the officer's term or until someone is appointed to take over the position by majority vote of the Executive Board and approval of the Principal.

Section 7: REMOVAL – An officer or member can be removed from office for failure to fulfill his/her duties and/or by a majority vote of the Executive Board and Principal. General Members may remove an officer by majority vote if called by Executive Board majority or Principal.

Section 8: GOVERNANCE UNDER PARISH – The PTO is organized under St. Bernadette Parish and School. The PTO organization and all its officers are ultimately governed by the Pastor and the Principal. All operations, decisions and the existence of the PTO may ultimately be determined by the Pastor and/or Principal.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly or bi-monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Ballots will be distributed through the school email distribution list.

Section 3: QUORUM – Three (3) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – COMMITTEES

Section 1: MEETINGS – All committee chairpersons are encouraged to attend the PTO Meetings. If the chairperson is unable to attend, a report shall be submitted for presentation at the PTO Meeting.

Section 2: CHAIRPERSON GUIDELINES: All committee chairpersons shall be held to guidelines outlined as follows to maintain financial responsibility of the activity for which they are a chairperson. The PTO Executive Board will work with the chairperson to insure adherence to these guidelines to maintain a positive financial balance for the activities that are supported by the PTO.

- a. All chairpersons must submit to the Executive Board a proposed budget for their committee and activity. This will be reviewed by the Executive Board and any changes or suggestions recommended by the board will be carried out.
- b. In the absence of a proposed summary, the Executive Board, at the direction of the Treasurer, will recommend a budget based upon previous experiences for this specific activity.
- c. The Executive Board retains the right to deny funds for any committee for which there is not a proper budget in place nor are the committee chairpersons following the recommended guidelines.
- d. The Executive Board retains the right to remove any committee chairpersons at their discretion.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of St. Bernadette Elementary School PTO, requiring two signatures of the Treasurer, President, Principal, Business Manager, or Pastor and held within St. Bernadette's Accounting Department.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity to St. Bernadette's Pastoral Council and Business Manager yearly and upon request. The PTO will arrange for an independent review of its financial records once a year and as needed or requested by the Pastor, Business Manager, or Principal.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,500 in the treasury at the end of each fiscal year. If there is an excess of more than \$6,000 at the end of a fiscal year, the excess money will be used to reduce the School's deficit to the Parish. This limitation does not apply to funds being held for purposes outside of PTO's operating budget. For example, monies earmarked for class trips and other big projects that have been approved by the Pastor and Principal.

Section 5: CONTRACTS - Chairpersons and committee members are required to get approval from the PTO Executive Board to sign contracts under \$2,000. No officer or member shall have authority to contract on behalf of the PTO without express written approval of the Pastor and/or Principal for amounts over \$2,000.

Section 6: BUDGET - A budget shall be drafted prior to each school year by the Treasurer, along with the Executive Board Officers. The budget will be presented to the Principal prior to the first board meeting of the year for approval.

Section 7: SIGNATURES - Two authorized signatures shall be required on each PTO check. Authorized signors shall be the Pastor, Business Manager, Principal, President and Treasurer. Approval must be given by Pastor on any check exceeding \$1,000.

Section 8: DISSOLUTION OF PTO - Upon dissolution of the organization, any remaining funds should be used to pay any outstanding debt, and, spent for the benefit of the school.

Section 9: DISSOLUTION OF SCHOOL - Upon dissolution of the school known as St. Bernadette Elementary School, any remaining funds should be used to pay any outstanding debt of the PTO and then dispersed to St. Bernadette Parish.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern the meetings when they are not in conflict with the St. Bernadette PTO's bylaws.

ARTICLE VIII - DISSOLUTION

The organization may be dissolved with previous notice (at least 14 days), a two-thirds vote of those present at the meeting and St. Bernadette Principal approval.

ARTICLE IX - AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and sent to all leaders of the organization. Revisions or amendments will be approved by a two-thirds vote of PTO members and Executive Board.

These bylaws were adopted on October 18, 2017.

Approved by:

Rev. Timothy Ralston 10/17/17
Rev. Timothy Ralston Date
Pastor

Kelly J. Brokamp 10/18/17
Kelly J. Brokamp Date
PTO President

Mark C. Armstrong 10/17/2017
Mark C. Armstrong Date
Business Manager

Vanessa Hartman 10/17/17
Vanessa Hartman Date
PTO Treasurer

Lizanne G. Ingram 10/18/17
Lizanne G. Ingram, Principal Date

Christina Boss 10/17/17
Christina Boss Date
PTO Secretary

Julie L. Tipton 10/17/17
Julie L. Tipton Date
PTO Marketing Liaison

Julie Schultz 10/17/17
Julie Schultz Date
PTO Member at Large