

# St. Mary's School Parent Teacher Organization By-Laws

## Article 1 – Name, Description, and Objectives

**Section 1: NAME** – The name of this organization shall be the St. Mary's School Parent Teacher Organization, and will be referred to in these by-laws as the PTO. The PTO is located at 2200 O'Neil Ave, Cheyenne, WY 82001.

**Section 2: DESCRIPTION** – The PTO is a local non-profit organization that exists for charitable and educational purposes. It will operate under section 501(c)(3) of the Internal Revenue Code.

**Section 3: OBJECTIVES** – The main objective of the PTO is to provide a vehicle whereby parents/guardians and teachers can work cooperatively to foster a school environment where students thrive academically, socially and spiritually. The PTO will endeavor to promote opportunities and provide tools for students and educators of St. Mary's School to accomplish this mission by raising capital to enhance the educational environment within St. Mary's School. The PTO will be conscious of the needs and welfare of the students and educators, as well as the future capacity of its own organization when making decisions on funding these opportunities and tools. A secondary objective is to provide an open line of communication among students, parents/guardians, teachers and school administrators.

**Section 4: MEETING OBJECTIVES** – The objectives of this PTO will be met by: 1) raising funds to support educational and community activities within St. Mary's School, 2) working toward better communication and greater understanding; 3) working with the teachers and administrators of the school to assist in providing quality education for all students.

## Article 2 – Membership

**Section 1: MEMBERSHIP** – Membership will consist of all parents/legal guardians of students attending St. Mary's School, educators, administrators and any other person interested in the objectives of the organization and willing to uphold its by-laws. No dues will be required.

**Section 2: TERM OF MEMBERSHIP** – Membership shall run from August 1<sup>st</sup> to July 31<sup>st</sup> of each school year.

**Section 3: MEMBERSHIP VOTING** – Each PTO member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such vote is taken.

**Section 4: MEMBERSHIP DRIVE** – Membership of the PTO will be attained by attendance at monthly meetings and other PTO functions, and will be offered without regard to race, color, creed, religion, or national origin. Membership shall be accepted at any time.

## Article 3 – Basic Policies

**Section 1: PURPOSE** – The purpose of this organization is educational, and it shall be developed through conferences, committees, and projects. The organization shall be noncommercial, nonsectarian and non-partisan. The PTO shall not attempt to direct the administrative work of the school.

**Section 2: COMMERCIAL CONCERNS** – The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.

**Section 3: POLITICAL CAMPAIGNS** – The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements for political campaigns on behalf of, or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

**Section 4: AGENCY COOPERATION** – The organization may cooperate with other organizations and agencies concerned with child welfare, but a representative shall make no commitments that bind the group he represents.

**Section 5: FINANCIAL CONTRIBUTIONS** – This organization shall not contribute financially to any other organization.

#### **Article 4 – Nomination and Elections**

##### **Section 1: NOMINATIONS AND ELECTIONS**

**Nominations** – Nominations for elected office shall be accepted from the general membership at the second-to-last general meeting of the school year. For example, if the last planned general meeting is in May, nominations shall be taken at the March general membership meeting.

**Nominee Eligibility** – Only those persons who have consented and/or are present at the election meeting shall be eligible for nomination.

**Elections** – Elections will follow Robert’s Rules of Parliamentary Procedures and a ballot will be used. The election shall be held at the next-to-last general meeting of the school year. For example, if the last planned general meeting is in May, elections shall be held at the April general membership meeting.

#### **Article 5 – Officers**

**Section 1: EXECUTIVE BOARD** – The officers of this organization shall be elected annually from the membership and shall consist of a President, a Vice President/President Elect, Secretary-Historian, Treasurer, Public Relations Officer and Communications Officer. The Principal shall also serve as an honorary officer. These officers shall be the PTO Executive Board (hereinafter cited as the Board). The Immediate Past President may remain a member of the Executive Board for up to one year following his/her presidential term. This continued involvement provides continuity and as a resource for the President, if asked. The Immediate Past President will serve as an ex-officio member of the Executive Board, and will abstain from voting.

**Section 2: INSTALLATION** – Officers shall be installed annually during the last general meeting of the year, and will sit with the outgoing officers as joint board members at the final Executive Board Meeting and the final general PTO meeting of the school year.

**Section 3: TERM OF OFFICE** – Officers shall assume their official duties at the close of the last general meeting of the school year and shall serve for a term of one year and/or until their successors are installed.

**Section 4: TERM LIMITATIONS** – A person shall not be eligible to serve more than two (2) consecutive terms in a single office.

**Section 5: REMOVAL** – Any officer may be removed by a majority vote of the Board whenever it is the judgement of the PTO Executive Board that the best interest of the PTO would be served by such action.

**Section 6: VACANCIES** – A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board, due notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall become President, leaving the vacancy in the office of the Vice-President.

#### **Section 7: DUTIES**

**Executive Board** – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$ 250.00.

**President** – Shall preside at all meetings of the organization; shall be a member ex-officio of all committees, and shall perform such other duties as may be prescribed in these By-laws or assigned to him/her by the organization.

**Vice President/President Elect** – Shall act as aide to the President and shall perform the duties of the President in the absence of the Officer. He/she will be committee chairperson and program director.

**Secretary-Historian** – Shall keep an accurate record of all meetings of the organization as well as a record of the activities and achievements of the organization; and shall make historical facts available on request to Officers and Chairpersons. He/she shall act as custodian for all records and other material pertinent to the history of the organization, and shall perform other such duties as requested.

**Treasurer** – Shall receive all monies of the PTO, keep accurate records of receipts and expenditures, and shall request the payment of funds in accordance with the approved budget as authorized by the PTO Executive Board. The Treasurer will produce a financial statement at each meeting of the PTO and at other times as requested by the President. In the interest of separation of duties and audit control, the treasurer will not have signatory authority on PTO accounts, but instead will reconcile these accounts. The PTO Executive Board will approve three officers as designated signatories on bank accounts. The treasurer will maintain records of authorized signers on bank accounts, and will oversee the filing of any required tax forms at the end of the fiscal year.

**Communications Officer** – Shall manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, and bulletin boards. He/she shall work with the President to compile and publish monthly newsletters. He/she is responsible for documents, flyers and posters, the calendar of events along with creating the save the date.

**Public Relations Officer** – Shall manage public relations materials for all events. He/she is responsible for communication outside of the school including letters to vendors/businesses and thank you’s.

#### **Article 6 – Standing Committees and Special Committees**

**Section 1: CREATION** – Standing committees shall be created by the PTO Board as deemed necessary at the beginning of the board term, or during the course of the school year as needed. The power to form

special committees and appoint their members rests with the PTO Board. Since a special committee is created and appointed for a specific purpose, it is automatically out of existence when its work is done and its final report is received.

**Section 2: TERM** – The term of an appointed committee chair shall be for one year.

**Section 3: CHAIRPERSON APPOINTMENT** – A chairperson of any standing committee shall be appointed by the President.

**Section 4: PLAN OF WORK** – The chairperson of each standing committee shall present a plan of work to be approved by the PTO Board.

**Section 5: JOB DESCRIPTIONS** – Descriptions of each Committee and the chair responsibilities are to be kept with and distributed with PTO by-laws. These descriptions are not to be considered part of the PTO by-laws.

### **Article 7 – Meetings**

**Section 1: GENERAL PTO MEETINGS** – Regular meetings shall be held on the second Tuesday of the month at 6:00 pm at St. Mary’s School during the school year, unless otherwise announced. Advance notice will be given of any rescheduled or cancelled meeting as far in advance as possible, notwithstanding any unforeseen circumstances.

**Section 2: QUORUM** – Members present shall constitute a quorum for the transaction of business at any meeting of the organization.

### **Article 8 – Financial Policies**

**Section 1: BANKING**- All funds raised by the PTO shall be placed in an account designated by the Executive Board, or kept in a limited amount in a dual-controlled petty-cash fund as prescribed by the PTO Executive Board.

**Section 2: CHECK SIGNING**- PTO checks will be signed by any two of the designated signatories of the bank account as appointed by the PTO Executive Board. Checks may be issued for expenses up to the pre-approved budget item, or for unbudgeted expenses less than \$250 only upon approval of the majority of the PTO Executive Board, or for unbudgeted expenses over \$250 only upon approval of a majority of the general membership present at the meeting at which the vote is taken, in accordance with article 5, section 7. The treasurer should be made aware of any withdrawals from bank accounts or petty cash funds.

**Section 3: RESERVES** – An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations, with an approved amount set aside for needs at the beginning of the next school year. This amount will be evaluated annually by the PTO Executive Board and included in the approved budget.

**Section 4: BUDGET PROCESS** – The budget evaluation will be completed by the Executive Board at the beginning of each Board term, with a presentation for approval to the general assembly during the September general meeting.

**Section 5: RECEIPT OF FUNDS** – The Treasurer shall appoint a member of the executive board to assist in counting funds from on-site events historically raising over \$500.

**Section 6: CASH WITHDRAWALS** – Cash withdrawals over \$100 will require the signature of the designated signatories of the authorized bank account, as well as the approval for withdrawal by the Treasurer.

**Section 7: DISBURSEMENT** – The Treasurer will make disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.

**Section 8: EXAMINATION OF ACCOUNTS** – The PTO’s accounts shall be examined annually by an auditor or auditing committee of not less than (2) members who can verify that the Treasurer’s annual report is correct, and shall sign a statement to that fact at the end of the report. The PTO accounts shall be audited immediately when there is a vacancy in any office with Signatory power, or when the Treasurer position becomes vacant.

**Section 9: CONTRACTS** – The Board must approve any officer(s) or agents(s) of the PTO, in addition to the officers so authorized by these By-laws, to enter into any contract for the PTO. Such authority may be general or confined to a specific instance.

**Section 10: CONTRIBUTIONS** – Any Board member may accept on behalf of the PTO any gift, or Contribution, for the general purposes or for any specific purpose of the PTO.

**Article 9 – Amendments to By-Laws**

These By-Laws may be amended by a two-thirds vote of all members present at the March meeting, provided the PTO Executive Board has been given prior notice of the proposed amendment, or the proposed amendment is in writing and signed by at least two members.

**Article 10 – Dissolution**

In the event of dissolution of the PTO, any funds remaining shall be donated to Saint Mary’s School.

**Article 11 – Parliamentary Authority**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on \_\_\_\_\_.**