

ST. MARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

The overall purpose of the Parent Teacher Organization (PTO) is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The organization is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.

Article I. Name of Organization

The name of this body shall be St Mary School Parent Teacher Organization (PTO).

Article II. Purpose and Function

The purpose of the PTO is to support St. Mary Parish School. The PTO is a vehicle through which parents can provide support and service to the parish school. In fulfilling its purpose the Association will have the following objectives:

- To work in conjunction with the St. Mary School Commission to broaden understanding and foster appreciation of Catholic education.
- To work within the framework of the parish school and consult with the principal before decisions are made.
- To assist in the operation of the school as needed through volunteer activities.
- To be responsible for organizing and conducting fundraising activities that support the school.
- To develop within a Catholic community, positive relations among parents, students, school faculty and the parish by providing parent education, social and community building opportunities.
- To provide advocacy for the school by providing letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school.

Article III. Membership of Organization

All parents or guardians of students enrolled in the parish school shall be members of the PTO.

The PTO is accountable to the School Commission and the principal who must approve all officers, adoption of all resolutions, and the planned social and fundraising events.

The executive committee/board works closely with the School Commission to fully understand the needs and concerns of the school.

Disbursements from income raised by PTO are to be determined by the pastor in collaboration with the principal, School Commission, and PTO.

Article IV. Officers

The PTO will select an Executive Committee/Board who shall be responsible for the operation and management of the PTO. The Executive Committee/Board shall have authority to commit the Parent Teacher Organization to action in consonance with resolutions adopted at meetings of the Parent Teacher Organization. The Executive Committee/Board shall consist of the selected officers, school principal and the chairperson of the standing committees.

The Vice-President shall serve as President year two, thus completing a two-year term. The Secretary shall serve a one year term and be renewable for a second year and the Treasurer shall serve one term of two years.

The PTO shall select a representative to attend and report PTO activities and concerns to the School Commission.

Nominations and Selection

The Officers of the PTO shall seek out and prepare a slate of prospective Executive Committee/Board by nomination either by self or others. The nominees would meet the following criteria:

- Has shown interest in the activities of the school/parish.
- Has been cooperative with the school administration, staff and other parents.
- Is supportive of and represents well the Catholic identity of the school.
- Is available to attend meetings and periodic in-service programs and to participate in committee work.

Selection

Nominations for new Officers of the PTO who meet the eligibility shall take place at the February meeting of the Executive Committee/Board. The slate of approved candidates should be presented at the next meeting of the PTO for approval. New officers should attend Executive Committee/Board meetings in May and June for orientation purposes prior to beginning their term on, July 1st.

Duties of the Officers

- The **President** shall be responsible for scheduling and conducting meetings of the Parent Club and the Executive Committee/Board in collaboration with the principal. The President shall be responsible for attending, or providing a delegate to attend, St. Mary School Commission meetings and providing a PTO update at that meeting.
- The **Vice-President** shall perform the duties of the President when s/he is absent or unable to act.
- The **Secretary** shall maintain a written record of all acts of the PTO; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.
- The **Treasurer**, following the guidelines described in the Parish Administrative Manual and the Archdiocese of Seattle financial guidelines; shall account for all PTO funds, and will provide monthly reports to the President, Parent Club Executive Committee /Board, School Commission Representative and the Principal.

- The **School Commission Representative** shall represent the PTO at the School Commission meetings. H/she shall act as liaison between the two bodies, reporting on the activities of the Commission to the PTO.

Article V. Meetings

The Executive Committee/Board shall meet monthly throughout the school year at a date and time determined by them and in collaboration with the principal. At least three meetings per year will be held for the entire PTO.

The President may call special meetings as needed of the PTO with the approval of the principal.

The monthly meetings of the Executive Committee/Board or a portion thereof may be open to all members of the PTO at the discretion of the President.

The PTO may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

Minutes should be taken at all meetings and submitted to the Executive Committee/Board for approval. Once approved, meeting minutes may be available on the school website.

Article VI. Standing and Ad Hoc Committees

Standing committees will be named and a chairperson delegated.

The PTO may, by resolution, provide for such other committees, as it deems advisable and discontinue the same at its pleasure.

Each committee shall have such powers and shall perform such duties as may be assigned to it by the PTO and shall be appointed and vacancies filled in the manner determined by the PTO. In the absence of other direction, the President shall appoint all committees.

The committees will address the current and future needs of the school and may include but not limited to the following:

- Fundraising
- Auction
- SCRIP
- Volunteers
- Social events
- Hospitality
- Uniform Exchange
- Outreach
- Alumni
- Physical repairs and new projects
- Teacher/Staff morale boosters
- Speakers for PTO Meetings