

PARENT TEACHER ORGANIZATION (PTO)

MISSION, CONSTITUTION AND BY-LAWS

MISSION STATEMENT

The PTO' mission is to advance Catholic education and promote the welfare of all of the children of St. Andrew the Apostle Catholic School. The St. Andrew School PTO provides an environment for parents, teachers, staff and administrators to work together to enhance and maintain the school's high quality of Catholic education and its integral role in the St. Andrew Parish community.

The PTO's strategic goals are as follows:

- Be a link of communication between home and school
- Provide opportunities for parent education
- Select and conduct school fundraisers as approved by the Principal and Pastor
- Manage the school's parent volunteer program by coordinating volunteers for various PTO and school support functions
- Support present and future school programs

CONSTITUTION

The Parent-Teacher Organization (PTO) is sponsored by the School to promote a cooperative effort that meets certain needs of the student body. The PTO is subject in all respects to the policies, procedures, and priorities of the school, and all PTO activities and all materials prepared by parents must be submitted to the Principal or designee for approval prior to implementation and/or distribution.

The PTO endeavors to:

1. Serve in an advisory capacity to support the school administration;
2. Provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by school leadership;
3. Support and promote quality Catholic education at St. Andrew School;
4. Encourage Catholic values in family and school life;
5. Communicate the values that parents seek to develop in their children with faculty and staff;

6. Collaborate with the Principal in communicating to parents information on educational initiatives so that parents can be in a better position to promote the legitimate interests of their children;
7. Enlist parents to help organize efforts to raise funds each year for the school.

Article I - Membership

The members of the PTO shall consist of the parents/guardians of each student currently enrolled in the school, the faculty, Principal, and Pastor. All of these members have voting privileges. Other family members of an enrolled student may also attend the general meetings of the PTO, but they do not hold voting rights. A membership fee of \$35 (determined annually by the PTO) is required to be paid by each school family, the proceeds of which are to be used at the PTO's discretion to fund school needs, activities, and initiatives.

Article II - Nature of PTO

The PTO collaborates with the Pastor and Principal in matters pertaining to the PTO's role within the school. The role of the PTO Executive Board is to serve in an advisory capacity to the school administration and makes decisions regarding the operation of the PTO. The final authority in matters of school policy and operations rests with the Pastor and Principal.

Article III- Amendments

This constitution may be amended or suspended by a two-thirds vote provided written notice has been given to the general membership at least 21 days prior to the meeting and a quorum is present. Notice published in the school newsletter shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be those members present. Amendments of the Constitution are subject to approval by the Pastor and Principal.

BY-LAWS

The following By-Laws provide guidelines to assist PTO elected officers.

OFFICERS

The term of office for PTO elected officers commences on June 1. The term of office for all PTO officers shall be for one year and shall not to exceed four consecutive terms. They may only serve two years in a specific position.

EXECUTIVE BOARD

The administrative authority of the PTO is known as the PTO Executive Board, which consists of the following elected officers: President, VP of Volunteers, VP of Ways and Means, VP of Communications, Treasurer, and Secretary. Other members of the Executive Board include: Pastor, Ex-Officio, Principal, and Designated Faculty/Staff. Non-voting advisory members of the Executive Board are the immediate past President of the PTO (if not otherwise holding another elected office), the CYO Parish representative and Chairpersons of the committees. Elected officers and advisory members of the Executive Board are invited to all board meetings.

The Executive Board renders assistance to the President as necessary. The Executive Board meets once a month to formulate the agenda for the general PTO meetings and to conduct other business of the organization. Event chairpersons normally meet with the Executive Board to present their plan and update the Board as necessary. The Executive Board acts on behalf of the membership between general meetings.

A quorum of the Executive Board is required to conduct PTO business and shall be defined as two elected officers, the Principal (or Principal designee) and two other members of the Executive Board. Meetings of the Executive Board shall be held at the request of the PTO President or Principal.

The Executive Board shall have the right to expend funds in urgent situations between meetings of the general membership. During the school year, the Board may call upon the membership to vote, either in person or electronically, to approve any unbudgeted expenditure in excess of \$1,000.

The Executive Board shall have the right to fill any vacancies among the elected officers of the PTO, subject to the subsequent approval of the membership. Elected officers coming on board after January 1st will be given the option to serve on the board for two complete school years in addition to time filling the vacancy.

THE PRESIDENT must be a parent guardian of a currently enrolled student of St. Andrew School and an active member of the Catholic Church. The President sets the annual schedule of PTO meetings, sets meeting agendas, notifies members of meetings, and presides over all PTO meetings. The Meetings should be planned to not exceed an hour and the agenda should be distributed in advance to meeting participants. The President reads and clarifies incoming communications to the PTO Executive Board. The President designates a representative to the Diocesan PTO which conducts meetings three times a year.

VICE PRESIDENTS include the VP for Communications, Volunteers and Ways and Means.

The VP for Communications writes and distributes to the PTO members the “PTO Corner” that contains upcoming events, date changes, and announcements and performs other duties assigned by the Executive Board, including assisting with PTO-sponsored events. The VP for Communications promotes the school in the community at large through ongoing public relations.

The VP for Volunteers recruits volunteers needed to provide programs and services for the entire school.

The VP for Ways and Means is responsible for organizing fundraising and maintaining compliance with guidelines for handling funds.

A VP will be designated by the President to run PTO meetings in the temporary absence of the President. If for any reason the President can no longer fulfill the duties of office, an election of the general membership will be held to secure a new President.

THE TREASURER is responsible for financial management of the PTO, including budget preparation, tracking intake and outflow of funds, and maintaining compliance with appropriate guidelines. The Treasurer shall receive and account for all PTO monies according to parish financial policies. The Treasurer shall keep an accurate statement of all receipts and disbursements. All reimbursements should be planned and approved ahead of time. All monies will be transferred to the school bookkeeper for bank deposit. The bookkeeper will write all checks for PTO business after receiving approval from both the PTO Treasurer and Principal.

THE SECRETARY records and retains minutes of all PTO meetings, as well as standard operating procedures for PTO activities. The Secretary keeps all correspondence from PTO meetings. The Secretary maintains the PTO Constitution, PTO By-laws and PTO archives.

TEACHER REPRESENTATIVES are designated by the Principal at the beginning of the school year to attend one PTO Executive Board Meeting. The Teacher Representative of the month, with the permission of the Principal, may designate another teacher to attend the assigned meeting should a conflict of schedule arise.

MEETINGS

Meetings are held according to the needs of the PTO. The Executive Board meets once a month on the same designated day – for example, the second Tuesday of each month. The duration of meetings is an hour in consideration of the families (since meetings will generally be held on a school night).

General PTO meetings are scheduled three times in the course of a school year. At any regularly called meeting of the general membership, those present shall constitute a quorum. One of these assemblies is devoted to a back-to-school night which is held in September; other meetings may have guest speakers covering current issues of importance to parents. The May meeting is designated for the election of PTO officers and the approval of the annual PTO budget.

The meetings' order of business is described below:

MEETING ORDER OF BUSINESS

1. **CALL TO ORDER** – The President opens the meeting at the designated time. The President announces the purpose and business to be conducted.
2. **OPENING PRAYER** – The President offers a prayer.
3. **SECRETARY’S REPORT** – Minutes are distributed prior to meeting for membership to review. Approval of previous meeting minutes is obtained from the membership.
4. **TREASURER’S REPORT** – The financial report is prepared by the Treasurer and presented to those present, and it reflects changes that have taken place since the last meeting.
5. **PRINCIPAL’S REPORT** – The Principal’s report reflects any new business since the last meeting.
6. **COMMITTEE CHAIR REPORTS** – Select committee chairs will provide reports on current activities.
7. **OLD/NEW BUSINESS** – Matters on the agenda include any unresolved issues from the previous meeting first, followed by new matters.
8. **PROGRAM** – At the invitation of the PTO President, a guest speaker may make a presentation during the meeting.
9. **CLOSING PRAYER** – This is given by the President.

COMMITTEES

The PTO determines the standing and ad-hoc committees that carry out PTO initiatives. The President, in consultation with the Principal, appoints chairpersons of each committee to a one year term. Standing committees include the following: Membership Committee, Hospitality Committee, Nominating Committee, and Ways and Means Committee. Ad-hoc committees are dictated by the needs of the PTO.

ELECTIONS

The officers of the PTO shall be elected from and by members of the PTO. Nominations of officers shall be solicited by a nominating committee. The nominating committee shall be composed of at least three volunteers from the general membership, with one individual being a former PTO Executive Board Member. The Nominating Committee appointments are made at least three months prior to the election. The nominating committee shall report at least one name for each office to the Executive Board at a meeting that is held at least one month prior to the election. The consent of all nominees must be obtained before

the slate is finalized and approved by the Executive Board.

The officers of the PTO shall be elected from and by members of the PTO during a General Membership Meeting. The election meeting shall take place at the last business meeting of the school year and prior to June 1.

All PTO members in shall be entitled to one vote. Voting shall be by voice vote and a show of hands at the election meeting

The nominating committee shall establish procedures for conducting absentee balloting and shall give notice of the final slate of candidates for office to the general membership one week prior to the election. This notice shall be disseminated through normal school channels (i.e., school newsletter).

Election results shall be tabulated by the nominating committee at the election meeting and results announced before the close of business. A majority of votes cast shall be sufficient to elect candidates to office.

AMENDMENTS

Amendments to the By-laws shall be made by a two-thirds vote provided written notice has been given to the general membership at least 21 days prior to the meeting and a quorum is present. Notice published in the school newsletter shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be those members present. Amendments are subject to final approval of the Pastor and Principal.

TRANSITION PLANNING

In addition to being provided with the PTO Constitution and By-laws, PTO Officers are provided with a turnover informational packet for their specific position from the appropriate outgoing Officer. Turnover binders/discs for all positions, including committees and activities, should be developed and passed on when a new person takes over. The June Executive Board Meeting is a transition meeting that includes incoming and outgoing Board Members. Business includes a review of position responsibilities and turnover of materials.