

St. Mary's PTO Bylaws

Adopted April 24, 2006 Amended April 26, 2010

Article I – Name

Section 1: The name of this organization shall be **St. Mary's PTO** (Parent-Teacher Organization).

Section 2: The principle office of this organization shall be located at St. Mary's Grade School, Metamora, Illinois.

Article II – Purpose

The purpose of this organization is to support the education of children at St. Mary's Grade School by: raising funds; supplying enrichment programs for students; hosting social activities; organizing faculty, staff and volunteer appreciation programs; and, coordinating school improvement activities.

Article III – Members

Section 1: This organization shall consist of all parents and guardians who have a child or children enrolled at St. Mary's Grade School and all teachers who are employed by the school.

Section 2: Each member shall be entitled to one vote on each matter submitted for vote among the members.

Article IV – Government

Section 1: The government of this organization shall be vested in the general membership and elected officers in attendance at a scheduled meeting.

Section 2: The general membership shall decide general policy, enact legislation, elect officers, approve money-making projects and vote amendments to the bylaws with the approval of the pastor and principal.

Section 3: The elected officers shall carry out the policies, decisions and laws of the general membership if approved by the principal and pastor.

Section 4: The elected officers shall have power to act whenever it is impossible for the general membership to convene and the matter cannot wait until the next scheduled meeting.

Section 5: In accordance with diocesan guidelines, all decisions, fund raisers and disbursements are subject to the pastor's approval.

Article V – Meetings

Section 1: Regular Meetings. There shall be five (5) regular meetings scheduled on Mondays during the school year. The first meeting shall be held in September and the last in April. Remaining meetings will be scheduled by the president at the beginning of the school year. The annual meeting will be held at the regular April meeting. The annual meeting shall include election of

new officers, decisions on fundraisers for the upcoming fiscal year, and approval of the annual budget. The president will notify the members of the regular meetings by publication in the school newsletter or school website at least ten (10) days prior to the scheduled meeting.

Section 2: Special Meetings. Special meetings may be called by any officer of the PTO by publication in the school newsletter at least five (5) days prior to the scheduled special meeting date.

Article VI – Fiscal Year

The fiscal year shall run from July 1 to June 30.

Article VII – Officers and Elections

Section 1: Officers. The officers shall be a president, vice president, secretary, and treasurer.

A. President: The president shall schedule regular meetings, prepare agendas for and preside over meetings of the organization and elected officers, serve as the primary contact for the principal and pastor, represent the organization at meetings outside the organization, appoint committee chairs, serve as an ex officio member of all committees except the nominating committee, cast a deciding vote in the case of a tie on any matter submitted for vote among the general membership, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

B. Vice-President: The vice president shall recruit and coordinate room parents, assist the president, and carry out the president's duties in his or her absence or inability to serve.

C. Secretary: The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, and any other necessary supplies, and brings them to meetings.

D. Treasurer: The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the elected officers. He or she will present a financial statement at every meeting and at other times of the year when requested by the officers, pastor or principal, and make a full report at the end of the fiscal year.

Section 2: Nominations and Elections. The nominating committee shall select a candidate for each office that will be open in the following year. The slate will be presented at the March meeting and published in the school newsletter. Elections will be held at the annual meeting at which time nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. In the case of a tie vote between two candidates, the

president shall cast the deciding vote unless he/she is one of the candidates concerned; then the tie shall be broken by a flip of a coin.

Section 3: Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. A member elected to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

Section 4: Eligibility. Any member is eligible to hold office. No more than one elected office shall be held by any one family.

Section 5: Terms of Office. Officers are elected for a term of two (2) years and may serve no more than two (2) consecutive terms in the same office. An officer who has served two (2) consecutive terms may return to that office if it was occupied by a different individual in the interim. In the event that no qualified nominee can be found to fill an existing officer's expiring term, the current officer may continue to perform his/her duties for another term with the approval of the general membership at the annual meeting election. Each person elected shall hold only one office at a time. Newly elected officers will take position on July 1 to coincide with the fiscal year.

Section 6: Officers shall not receive any salaries for their services.

Article VIII – Committees

Section 1: The president shall appoint a chairperson for each of the following committees:

A. New Family Mentor Program: Pair new families with volunteer veteran families willing to guide new families through their first year at St. Mary's.

B. Yearbook: Coordinate the preparation/publishing of the annual yearbook.

C. Teacher Appreciation: Coordinate activities to coincide with Teacher's Appreciation Week in early May.

D. Scrip: Work to coordinate and maintain/improve the Scrip program.

E. Old Settler's Food Tent: Works to coordinate the smooth running of the food tent during Old Settler's Days in June.

F. Nominating Committee: Recruit candidate for upcoming office vacancies and present the slate at the April meeting.

G. Additional Committees: The president may appoint additional committees as needed.

Section 2: Committee chairs will appoint members with the approval of the president.

Section 3: Committee chairs will serve a term coincident with that of the president who appointed them.

Article IX – Amendments

Section 1: These bylaws may be amended by an affirmative vote of two-thirds of the general membership attending the meeting and voting, provided the amendment has been approved by the pastor, principal and the elected officers.

Section 2: A proposed amendment must be read at a regularly scheduled meeting and shall be voted on at the next regularly scheduled meeting. The proposed amendment shall also be published in the school newsletter.

Thank you, The Bylaws Committee: Ann Tiehen, chair; Jeanne Blessman, Karen Datzman, and Michele Feldmann