



BY-LAWS

Sts. Peter and Paul School Parent-Teacher Organization

ARTICLE I

Name

The name of this organization shall be the Sts. Peter and Paul Parent-Teacher Organization, hereafter referred to as the PTO.

ARTICLE II

Mission Statement

The purpose of this organization shall be:

- To promote the welfare and development of children and youth in school, home, church, and community.
- To encourage an active interest in and support for education at SPPS.
- To encourage active parental involvement so that home and school may cooperate in the education of students.
- To promote positive social interaction within the school community.

This shall be accomplished by providing moral, logistical, and financial support to the school community and by providing educational opportunities for the parents.

ARTICLE III

Membership

Sec. 1 Membership shall be open to all parents and guardians of students enrolled at SPPS. Faculty and staff are members by virtue of their position.

Sec. 2 Membership enrollment will be held at the beginning of each school year.

Sec. 3 No membership dues will be assessed.

ARTICLE IV

Meetings

Sec. 1 The PTO will hold four (4) general meetings per year. These meetings may be combined with another school function or activity.

Sec. 2 The last meeting of the year is considered the Annual Meeting. At that time, the PTO Board members shall present their annual report and new officers will be installed.

Sec. 3 Special meetings of the PTO may be called by the President, or by consensus of the PTO Board.

ARTICLE V

Policies

Sec. 1 All Policies developed and defined by the PTO and these Bylaws as established or amended, shall be consistent with those of the SPPS Handbook.

Sec. 2 In the event of the dissolution of the PTO, the assets of the PTO shall be distributed to, and for the benefit of, Sts. Peter and Paul School.

Sec. 3 All requests for check disbursement (i.e., personal reimbursements and/or invoices) shall be approved by the Treasurer and/or the President. The actual checks may be signed by an Authorized School Official.

Sec. 4 The names of the new officers shall be substituted as the authorized signatories on all bank accounts within 30 days of installation.

Sec. 5 All requests or suggestions for funds over \$100.00 shall be made in writing via the PTO Request for Funds form.

Sec. 6 Expenditures exceeding \$2000.00 shall be subject to the approval of the General Membership.

- Sec. 7 A balance of \$5,000.00 in liquid assets shall be maintained at all times.
- Sec. 8 Any money approved for a school year must be used in that year. Any money not used in the year requested must be re-requested the following year.
- Sec. 9 The organization is organized exclusively for charitable and/or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- Sec. 10 Any money approved for the Capital Campaign can be pledged over the period of the campaign.

ARTICLE VI

PTO Board

- Sec. 1 The PTO Board shall consist of the Officers of the PTO, one (1) Faculty Representative from the Preschool, one (1) Faculty Representative from the Elementary School, one (1) Faculty Representative from the Middle School, Booster Club Chairperson, Preschool Parent Representative (Volunteer Coordinator), Elementary Parent Representative (Volunteer Coordinator), Middle School Parent Representative (Volunteer Coordinator), and the Principal of the School.
- Sec. 2 The Faculty Representatives shall be selected by the Faculty. The selection will take place before the first PTO Board meeting of the new school year. Should a vacancy occur, the selection process will be repeated.
- Sec. 3 The duties of the PTO Board shall be:
- a. To transact necessary business.
 - b. To approve plans of work of the standing committees.
 - c. To present a report at the General Meetings.
 - d. To create or dissolve committees as necessary.
 - e. To appoint an Accounts Review Committee of not less than three (3) members of the PTO to examine annually the PTO accounts. The Accounts Review Committee shall assume duties at least two (2) weeks before the meeting at which new officers assume duties.
- Sec. 4 Meetings of the PTO Board will normally be held monthly during the school year, and as deemed necessary by the President and members of the PTO Board.

ARTICLE VII

Officers and Their Duties

- Sec. 1 The Officers of the PTO shall be the *President*, the *President-Elect*, *Recorder*, *Treasurer*, and *Treasurer-Elect*.
- Sec. 2 The President shall:
- a. Preside at all meetings.
 - b. Appoint chairpersons for Standing and Special Committees upon approval of the PTO Board.
 - c. Serve as a member *ex-officio* of all committees except the Nominating Committee.
 - d. Provide a list of the Standing and Special Committees and a description of their functions.
 - e. Create or dissolve committees as necessary.
 - f. Attend or send a delegate to each School Board Meeting.
 - g. Authorize, with the consent of the PTO Board, payment of debts of not more than that, which is stated in Article V, Section 6.
 - h. Set the agenda for the General Meetings with the advice and consent of the members of the Board.
- Sec. 3 The President-Elect shall:
- a. In the absence of the President, perform all the duties of the President, and
 - b. Assume the office of the President at the time of installation of the following year's officers.
- Sec. 4 The Secretary shall:
- a. Keep the minutes of the General Membership meetings and Board Meetings.
 - b. Keep a list of the membership.
 - c. Handle all correspondence for the Organization, except as otherwise handled by the President.
 - d. Maintain a written record of all acts of the Organization, which shall be preserved for five (5) years.

- e. Distribute agenda and notice of General Membership meetings to all Organization members.
- f. Have available for review at each General Meeting, the minutes of the Board Meetings held since the previous General Membership Meeting.
- g. Be responsible for initiating an annual review of these Bylaws, within the first three (3) meetings of the school year.
- h. Have a current copy of the Bylaws.

Sec. 5 The Treasurer shall:

- a. Receive and deposit all money of the organization.
- b. Keep an accurate record of receipts and expenditures.
- c. Pay out funds only as authorized by the PTO Board.
- d. Present a statement of account at every meeting of the PTO.
- e. Make a full report at the Annual Meeting.
- f. Monitor investments, checking accounts, and savings accounts.
- g. Provide a monthly financial report for the PTO Board and the SPPS Board.
- h. Be bonded at the expense of the organization.
- i. Maintain compliance with all state gaming regulations.

Sec. 6 The Treasurer-Elect shall:

- a. In the absence of the Treasurer, perform all the duties of the Treasurer, and
- b. Assume the office of the Treasurer at the time of installation of the following year's officers.

Sec. 7 All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books and other material pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII

Nominations and Elections

Sec. 1 Each officer shall be a member of this PTO.

Sec. 2 Nominating Committee:

- a. There shall be a nominating committee composed of three (3) PTO members (at least three (3) and always an uneven number), who shall be appointed by the PTO Board at least one month prior to the election of officers.
- b. The Committee shall elect its own chairperson.
- c. The Nominating Committee shall nominate an eligible person for each office to be filled, and report its nominees at the regular meeting, at which time additional nominations may be made from the floor.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such an office.
- e. The Nominating Committee will be responsible for preparing the ballot and administering the election process.

Sec. 3 The order of election of officers shall be by electing the President-elect, after which the Secretary and Treasurer shall be elected in order. Any person nominated for an office and not elected, may be nominated from the floor for any other office on which voting has not taken place. In the case of a tie vote after the second ballot, a flip of a coin shall determine the new officer.

Sec. 4 All officers shall serve a one (1) year term except for the President-elect and Treasurer-elect. These officers shall serve three (3) year terms: the President-elect as President-elect, President, and Past President, one year each; the Treasurer-elect as Treasurer-elect for one year, and Treasurer for two years.

ARTICLE IX

Vacancies

Sec. 1 In case a vacancy occurs in the office of the President, the President-elect shall assume the office. The newly established President shall also serve his/her elected term as President.

Sec. 2 In case a vacancy occurs in the office of President-elect, except for filling the unexpired term of the President, a special election shall be held.

Sec. 3 Vacancies in the other offices shall be filled by consensus of the remaining members of the PTO Board.

ARTICLE X

Rules of Order and Decision Making

Sec. 1 The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the PTO in all cases in which they are applicable and consistent with Bylaws.

Sec. 2 A majority of the members of the PTO Board must be present in order to transact official business at any Board or General Membership Meeting.

Sec. 3 The decisions of the PTO shall be made by a simple majority of the members present, except for Amendments to these Bylaws.

ARTICLE XI

Amendment of Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of those members present at the meeting at which the vote is taken, provided that the proposed amendment has been presented in writing to the Membership at least one (1) month prior to the meeting at which the vote is to be taken.

Amended:

- Article V: Section 10. Added Sec.10 to bylaws October, 2007.
- Article V: Section 5. Added "h." to bylaws October 2007.
- Article V: Section 6. Amount increased from \$750 March, 2009.
- Article VI: Section 1. Added wording for clarification, March, 2009.
- Article V: Section 5. Added "i." to bylaws March, 2009.
- Article VIII: Section 4. Changed terms of office March, 2009.
- Article IX: Section 1. Added wording for clarification, March, 2009.
- Article V: Section 3. Changed signatories to reflect accounting practices, March, 2009.