

**2021-2022  
ST. MARGARET OF YORK  
PTO BY-LAWS**

**ARTICLE 1: NAME**

The name of this organization shall be St. Margaret of York (SMOY) Parent Teacher Organization (PTO).

**ARTICLE II: MISSION**

To support school faculty and Catholic education of all students at SMOY - while building the SMOY community in the likeness of Christ through efficient and effective fundraising in addition to creating opportunities for volunteerism.

**ARTICLE III: MEMBERSHIP**

- Section 1: All people belonging to the SMOY school community, including SMOY school staff, belong to SMOY PTO.
- Section 2: The organization will conduct a solicitation of contact information at the beginning of each school year. However, information may be accepted at any time during the school year.
- Section 3: Contact information to include family name, address, telephone, and e-mail will be used to provide timely communication regarding PTO business, activities, and events.
- Section 4: All members are eligible to vote at PTO general meetings.

**ARTICLE IV: EXECUTIVE BOARD AND OFFICERS**

- Section 1: The Executive PTO Board members shall govern the SMOY PTO.
- Section 2: Each member of the Executive Board will have voting privileges.
- Section 3: Executive Board members are required to be present at board meetings throughout the year. The time and place of the meeting shall be determined at the beginning of the school year by the Executive Board. All PTO board members need to make every effort possible to attend meetings on a regular basis. If you are unable to attend, proper notification, committee updates, and proxy votes should be sent to the Co-Presidents in advance of the meeting. Repeated absences, without notification, can be cause for dismissal from the board.
- Section 4: A PTO Executive Board member may resign from their duties by submitting a written or verbal resignation to the Co-Presidents.

**ARTICLE V: EXECUTIVE BOARD DUTIES**

- Section 1: The Executive Board shall be: Co-Presidents, Vice-President of Fundraising, Vice-President of Staff Support, Vice-President of Service Programs, Vice-President of School-Wide Programs, Vice-President of Classroom Programs, Vice-President of After School Programs, Vice President of Communication, Secretary, Treasurer, and Education Commission Liaison. Other positions (i.e. subdivisions of Vice-Presidential positions, etc.) may be recommended to the Executive Board following assessment by the Co-Presidents. These positions must be approved by a majority vote of the Executive Board on a yearly basis prior to accepting nominations for that year's election.
- Section 2: The Executive Board will attend to administrative matters between board meetings.
- Section 3: The Executive Board will approve plans of committees.
- Section 4: The Executive Board will prepare and submit an annual budget to the SMOY PTO membership for approval.

- Section 5: The Executive Board will approve unexpected expenditures over \$250.00 per occurrence with majority vote of the board.
- Section 6: When food is being served at any PTO function on school premises ensure food allergy notification form submitted.
- Section 7: In the event that the Co-President position becomes vacant during their term, the Executive Board will discern a new Co-president from the current board members.
- Section 8: The Executive Board will fill vacancies in elected and appointed positions.
- Section 9: The Executive Board will ensure that the outgoing board leaves money equal to the unpaid bills and obligations for which the SMOY PTO is responsible, in addition to start-up funds for the following year.
- Section 10: The Executive Board will relieve the duty of an officer not complying with the assigned duties of their office by a majority vote.
- Section 11: Two-thirds members of the Executive Board shall constitute a quorum.
- Section 12: Special meetings of the Executive Board may be called by the Co-President when the need arises or at the written request of three board members.
- Section 13: At all PTO-sponsored events and activities alcohol may be served upon approval from school administration, the Pastor, and the PTO Executive Board.
- Section 14: The Executive Board will be responsible for maintaining and contributing to all SMOY PTO social media outlets.

#### **ARTICLE VI: SPECIFIC DUTIES OF EXECUTIVE BOARD MEMBERS**

A. **CO-PRESIDENTS:** Co-Presidents shall preside at all PTO meetings. Further, the Co-Presidents will:

1. Prepare and distribute the agenda for Board Meetings and General Business Meetings.
2. Determine when a committee shall be formed, the purpose of each committee, and to which Board position it reports.
3. Serve as an ex-officio member of all standing committees (except nominating committee); however, the Co-Presidents may not serve as a committee chairperson on any project unless there are no volunteers for the position.
4. Delegate duties of officers and assess need for additional positions in the areas of programs and projects. Additional positions are to be presented to the Executive Board by the Co-Presidents and must be approved by a majority vote of the Board on a yearly basis, prior to accepting nominations for that year's election.
5. Schedule and plan all Board and Membership meetings. Maintain a PTO Master Calendar.
6. Appoint chairpersons for specific programs/projects when needed.
7. Secure eighth grade Outstanding Christian Award winner's name's and procure certificates.
8. Reserve facilities space for PTO events in conjunction with parish calendar.
9. Coordinate Hospitality for PTO General Business Meetings.
10. Update and maintain position binder and electronic file.

11. Provide Director of Advancement a calendar of planned events. Public relations opportunities to be determined at the discretion of the Director of Advancement.

**B. VICE-PRESIDENT OF FUNDRAISING:** The Vice-President of Fundraising shall:

1. Research and organize fund-raising projects and submit them to the Executive Board and to the Educational Administration for approval.
2. Serve as ex-officio member on all fundraising -related committees.
3. Update and maintain position binder and electronic file.

**C. VICE-PRESIDENT OF SCHOOL-WIDE PROGRAMS:** The Vice-President of School-wide Programs shall:

1. Oversee all PTO school assemblies including but not limited to: COSI, Field Day, Movie Night, Family Bingo, Parent/Child events. Oversee any other school wide assembly, speaker, or program that would benefit the school wide community. Support Catholic Schools Week as requested by school administration.
2. Schedule school assemblies arranged by SMOY PTO committees.
3. Serve as an ex-officio member on all school-wide program committees.
4. Submit assembly themes and dates to the school administration and the Co-Presidents to be added to the school calendar.
5. Notify Treasurer for payment purposes.
6. Assist VP of Communication to create volunteer interest forms to be distributed via summer packet.
7. Send a list of volunteers to the event Chairperson and request that they send a welcome message to their volunteers, or if no Event Chairperson has been identified, send a welcome message directly to the event volunteers.
8. Communicate to the Event Chairperson that photos of each event should be taken for Public Relations. Coordinate with Director of Advancement.
9. Provide Director of Advancement a calendar of planned events. Public relations opportunities to be determined at the discretion of the Director of Advancement.
10. Update and maintain position binder and electronic file.

**D. VICE-PRESIDENT OF AFTER SCHOOL PROGRAMS:** The Vice-President of After School Programs shall:

1. Oversee all activities provided after school hours.
2. Confer with Executive Board on acceptability of programs.
3. Work to develop after-school enrichment programs coordinated by SMOY faculty for the purposes of offering the students a variety of curriculum enhancing courses.
4. Update and maintain position binder and electronic file.

**E. VICE-PRESIDENT OF STAFF SUPPORT:** The Vice-President of Staff Support shall:

1. Oversee Committee Chairs for Classroom Contacts, Donut Thursday and Teacher Appreciation Projects.

2. Investigate and make recommendations to the SMOY PTO concerning the expenditure of PTO monies for purchases for the benefit of the school.
3. Administer the staff Career Development Fund. After joint approval of VP Staff Support and Administration, funds will be available to each faculty member up to a maximum of \$200.00 per school year. Requests over \$200 will be considered at the discretion of the PTO, up to a max of \$250. Requests over \$250 to be determined by Administration.
4. Communicate and allocate classroom startup funds as determined by the PTO Board.
5. Assist the Vice President of Communication to create volunteer interest forms to be distributed via summer packet.
6. Maintain indoor recess activity boxes.
7. Support Classroom Contacts, Donut Thursday Chairperson, and Teacher Appreciation Projects.
8. Send a list of volunteers to the event Chairperson and request that they send a welcome message to their volunteers, or if no Event Chairperson has been identified, send a welcome message directly to the event volunteers.
9. Update and maintain position binder and electronic file.

**F. VICE-PRESIDENT OF CLASSROOM PROGRAMS:** The Vice-President of Classroom Programs shall:

1. Oversee all PTO in-classroom activities.
2. Schedule in-class programs through outside resources for the enjoyment and enrichment of the student body, as requested by SMOY faculty.
3. Submit in-class program schedule to the school administration, VP of Communication, Director of Advancement and the Co-Presidents to be added to the school calendar.
4. Notify Treasurer for payment purposes.
5. Update and maintain position binder and electronic file.

**G. VICE-PRESIDENT OF SERVICE PROGRAMS:** The Vice-President of Service Programs shall:

1. Oversee non-fundraising events including but not limited to: School Supply Sale, Santa's Workshop, Grandparents Day, School Service Project (ex: Labre of Love), & Graduation.
2. Serve as ex-officio member on all service program-related committees.
3. Send a list of volunteers to the event Chairperson and request that they send a welcome message to their volunteers, or if no Event Chairperson has been identified, send a welcome message directly to event volunteers. Have facilities request, allergy, budget and supply forms available.
4. Provide Director of Advancement a calendar of planned events. Public relations opportunities to be determined at the discretion of the Director of Advancement.
5. Assist the VP of Communication to create volunteer interest forms to be distributed via summer packet.
6. Update and maintain position binder and electronic file.

H. **SECRETARY:** The Secretary shall:

1. Record minutes and attendance at all PTO meetings. Distribute Meeting Minutes within one week.
2. Keep permanent record and make available if requested the following: Minutes, Voting record, By-laws, and all correspondence including thank you notes to all Event Chairpersons and acknowledgement notes for other "life events".
3. Responsible for other types of correspondence, when needed, of the PTO.
4. Ask for a motion to approve minutes of the previous meeting.
5. Be responsible for preparation and distribution of the school directory.
6. Be responsible for managing the purchases and distribution of school crest magnets and stickers.
7. Chair the By-laws Committee. The By-Laws will be reviewed annually by a committee of at least three PTO Board members. Proposed amendments will be recommended to the Board for approval by the business yearend.
8. Serve as a chairperson of Nominations Committee and conduct the elections of the officers. The Nominations Committee shall be formed on an as needed basis in time for the May general meeting. The committee shall prepare the ballot in accordance with the plan for nominations and elections.
9. Partner with school office on sending a Memorial Gift for all school-related deaths. Memorial will be coordinated with the school office. The Secretary will be the Liaison between school and Board.
10. Update and maintain position binder and electronic file.

I. **TREASURER:** The Treasurer shall:

1. Keep a correct account in detail of monies received and expended.
2. Receive, collect, hold and provide all check requests to Parish Operation Manager or designee for all monies subject to the vote of the membership or Executive Board, including Health and Safety budget items.
3. Collect all monies from fund-raising activities. Any collection exceeding \$100 cash must have an additional designated counter present during counting.
4. Balance books monthly. Reconcile books with Parish Record of PTO Account.
5. Provide a monthly report to the Executive Board and the parish Operations Manager or designee.
6. Provide budgets at general membership meetings.
7. Keep the permanent financial record of the organization.
8. Preserve all vouchers, receipts, bank statements, copies of check requests and other appropriate papers in permanent binder for 3 years.
9. Prepare the yearly financial statement and make it available for audit if necessary (The PTO fiscal year will run from July 1 to June 30).
10. Write check requests for budgeted funds only. Non-budgeted or unexpected expenditures over \$250.00 per occurrence must be authorized by Executive Board.

11. Update and maintain position binder and electronic file.

**J. EDUCATION COMMISSION LIAISON:** The Education Commission Liaison shall:

1. Attend Education Commission Board meetings for the purpose of providing communication regarding PTO business, activities and events.
2. Provide Executive Board Education Commission reports outlining current initiatives and committee progress.
3. Lead efforts to collaborate with Education Commission in order to advance the interests of the PTO mission.
4. Serve on subcommittees for both PTO and Ed Commission as/when necessary.
5. Provide Prayer for each PTO Board meeting.
6. Update and maintain position binder and electronic file.

**K. VICE PRESIDENT OF COMMUNICATION:** The Vice-President of Communication shall:

1. Maintain PTO e-mails and e-mail distribution lists. Responsible for checking and responding to emails in the PTO email account.
2. Email PTO families for a yes/no vote when there is an item or service totaling \$15,000 or more that the PTO Executive Board has agreed to pursue.
3. Maintain the PTO webpage, including the posting of event information and volunteer sign-up links,.
4. Work with VP Staff Support, VP School-Wide Programs, and VP Service-Programs to coordinate volunteer needs throughout the year.
5. Provide volunteer lists for all PTO activities to the respective VPs and committee chairs.
6. Update and maintain position binder and electronic file.

## **ARTICLE VII: COMMITTEES**

Section 1: A Committee will be comprised of chairperson/co-chairpersons as appointed by the Board.

Section 2: A Committee is formed to perform a specific purpose for the SMOY School.

Section 3: As applicable, yearly binder and/or electronic file will be passed to each new officer or committee chairperson by the person vacating that office or committee. The binder should include a yearly report of activities conducted during their term and an evaluation of each project. This binder is to be given to the new officer or chairperson in a timely fashion. It is recommended for larger events.

Section 4: Fundraising committees should turn in all monies raised within one month of the completion of the fundraiser. If unable to comply, the committee should notify the PTO Treasurer.

Section 5: Receipts for expenditures should be turned in to the Treasurer for reimbursement within one month of the event. If unable to comply, the committee should notify the PTO Treasurer. The Treasurer must receive all receipts by the end of the fiscal year (June 30<sup>th</sup>).

## **ARTICLE VIII: MEETINGS**

The Executive Board will meet monthly. The first half hour of the meeting will be a closed session for the Executive Board only, then will be open to all PTO members.

## **ARTICLE IX: NOMINATIONS AND ELECTIONS:**

### Section 1: Nominations

- A. The Nominations Committee shall be comprised of three active members. The Secretary shall serve as the chairperson of this committee.
- B. The Nominations Committee shall prepare a slate of nominees for each office. Those persons seeking the office of Co-president or Education Commission Liaison must be a current or past member of SMOY PTO Board. Nominees for all other positions must have children enrolled in the SMOY School. The committee shall secure the consent of the nominees.
- C. The Secretary shall present the slate of nominees at the May meeting.
- D. The slate may be approved by a majority vote at the May meeting. If more than one person is running for any position, an election is required.

### Section 2: Elections

- A. One vote per member.
- B. In the event of an election, a slate of nominees shall be sent home through the “Friday Folder” system, PTO e-mail, and/or social media outlets.
- C. Elections of the Officers shall occur at the May meeting during the public portion of the meeting.
- D. The Nominations Committee shall tally the results.
- E. Election results will be announced to the school community via the “Friday Folder” system, PTO e-mail, and/or social media outlets.
- F. The minimum term of office shall be 12 months. Ideally officers will stay on the board 2-3 years for continuity.
- G. A person shall not be eligible to serve more than three consecutive terms on the PTO board with the exception of the Co-president and Education Commission Liaison. Co-president and Education Commission Liaison are eligible to serve two consecutive terms regardless of prior board tenure. A person having served more than half a term shall be credited with having served that term. In the event a volunteer does not step forward to fill an open position a current board member may exceed the three-year limit with board approval.
- H. A person may return to serve on the PTO board after a period of one year.

## **ARTICLE X: AMENDMENTS**

The by-laws may be amended by a two-thirds vote of those present at a regular meeting of the organization. Notification shall have been provided to the SMOY PTO one week prior to the meeting at which voting shall occur.

Section 1: All changes to the by-laws will be presented to the general membership for approval.

Section 2: The by-laws may be amended at any time during the year by a two-thirds vote of those present, providing the membership has been notified of the proposed change 1 week prior to the meeting at which voting shall occur.

Section 3: A committee of at least three active members will review the by-laws.

## **ARTICLE XI: DISSOLUTION**

If the SMOY PTO should be dissolved, all material possessions of the PTO must be sold and monies donated to SMOY School, after bills and obligations have been met. The only exception to this is the donation of materials, in lieu of their sale.