

St. Gregory Barbarigo School Parent – Teacher Organization Bylaws

Updated April 2015

ARTICLE I NAME

The name of the organization shall be the St. Gregory Barbarigo Parent-Teacher Organization (PTO)

ARTICLE II PURPOSE

It shall be the purpose of the organization to:

1. Promote understanding, cooperation and communication among parents, faculty and staff of St. Gregory Barbarigo School.
2. Provide educational opportunities for parents, students and community.
3. Lend financial support and other services to the school as is feasibly possible.
4. Support a program of spiritual growth in the Catholic faith for the students and parents of St. Gregory Barbarigo School.
5. Support and implement school policy as determined by the diocesan school board and the St. Gregory Barbarigo School Advisory Council.

ARTICLE III MEMBERSHIP

There shall be two forms of membership for the organization.

- A. Active membership is for the parents/guardians of students attending St Gregory Barbarigo School and for the school's faculty and staff.
- B. Associate membership is for those patrons, benefactors, or former students and staff who wish to maintain a connection to the organization.

ARTICLE IV BOARD OF DIRECTORS

- A. Membership – The Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, two school representatives, the school principal, and the chairs of the standing committees.
- B. Term of Office- The Vice-President serves for one year as president-elect and becomes president the following year. The Secretary and Treasurer and Chairs of standing committees each serve a two-year term. School representatives vary month to month as appointed by the school administrator.
- C. Election- The Secretary, the School Volunteer chair and Publicity and Service Chair are elected on even-numbered years and the Treasurer on odd-numbered

years. The Vice-President is elected every year. The two school representatives are designated by the school administrator. All Chairs will serve two years with a maximum of two consecutive terms.

The Board of Directors shall be elected from a slate of at least one candidate per office prepared by a nominating committee of not less than two persons appointed by the President.

A report of the nominating committee is to be presented at the last general meeting of the school year. Other nominations will be requested from the floor. After nominations have closed, the election shall be held by written ballot if needed.

- D. Vacancies – A vacancy in the office of President shall be filled by the Vice-President who will complete the unexpired term of the President as their term the following year as President. The Vice-Presidential vacancy shall then be filled by appointment by the Board of Directors.
- E. Meetings- Meetings of the Board of Directors shall be held regularly in open session. Two-thirds of the members of the Board of Directors shall constitute a quorum in order to conduct business.

Meetings are limited to two hours unless members of the board vote to continue the meeting. Vice President shall be the designated timekeeper.

- F. Financial Responsibilities- The Board of Directors shall prepare an annual budget which is to be approved by the membership at a general PTO meeting. The Board of Directors is authorized to operate within the limitation of the available finances.

ARTICLE V DUTIES OF THE BOARD OF DIRECTORS

- A. President – The President shall preside at all meetings of the organization and the Board of Directors and serve as an ex-officio member of the standing committees. The president or their designee may also serve as the PTO representative to the School Advisory Council.
- B. Vice-President- The Vice-President shall preside in the absence of the President and perform all other duties of the President in the President's absence. The Vice-President assumes the office of President the following year.
- C. Secretary - The Secretary shall record the minutes of all meetings of the organization and the Board of Directors, keep a current membership roster on file, and conduct all board correspondence.
- D. Treasurer - The Treasurer is responsible for the finances of the organization. The treasurer shall present the budget, account for all PTO dues, and keep accurate records

of the receipts and disbursements of the organization, pay all bills approved by the President, and submit an itemized financial report at each meeting and an annual report at the last general meeting. The annual report is also to be submitted to the parish office.

Funds of the organization shall be deposited in an approved bank in the name of the organization. The signature card shall bear the names of the Treasurer, 2 members of the Board of Directors, and the St. Gregory Barbarigo Parish Pastor. All withdrawals shall be made under endorsement of the Treasurer or one of the other 3 designees in the absence of the Treasurer.

- E. School Representatives – Two school representatives serve on the board as liaisons between the school and the Parent-Teacher organization.
- F. Chairs of Standing Committee – Chairs of standing committees represent their respective committee at board meetings.
- G. School Principal-The principal serves as a non-voting member of the Board of Directors.

ARTICLE VI MEETINGS

General meetings of the organization are to be held according to the schedule prepared by the Board of Directors at the beginning of their term of office or as deemed necessary by the board.

ARTICLE VII DUES

Dues for the organization shall be set in the spring by the Board of Directors. They are effective at the new fall term of the school year and are payable with registration forms through the school.

ARTICLE VIII STANDING COMMITTEES

Standing committees are established to aid in carrying out the purpose of the organization and are accountable to the Board of Directors.

The chair of a standing committee shall form and coordinate subcommittees as necessary to perform the work of the committee.

- A. The School Volunteer Committee is responsible for volunteer programs designed to assist and supplement the school program.
- B. The Publicity and Service Committee is responsible for providing publicity and fostering service within the school program.

ARTICLE IX AD HOC COMMITTEES

Ad hoc committees may be established by the Board of Directors as necessary. These committees are accountable to the Board of Directors.

ARTICLE X AMENDMENTS

- A. This constitution may be amended by two-thirds vote of the ballots cast by members of the Parent-Teacher Organization under the following rules.
1. Amendments may be submitted in writing to the Board of Directors by any member of the Parent-Teacher organization.
 2. The Board of Directors shall review and assemble the proposed amendments which will serve as a first reading of the proposed changes. The proposed amendments will then be submitted to a committee comprised of three members of the Board of Directors to make further study and to recommend action.
 3. Recommendations of the committee shall be presented to the Board of Directors for a second reading at the next regular board meeting.
 4. The Board of Directors may approve, revise, or suspend the committee recommendation.
 5. The constitution may be amended by a two-thirds vote of the members present, providing the amendment has been presented in writing to the organization at the preceding meeting.
- B. Any Article or portion of an article may be suspended temporarily by a two-thirds vote of the members present.

Addendum A

PTO Gift Giving Policy

Retirement/Leaving of school employees:

- 5 years or less: Card
- 5-10 years: Item not to exceed \$30
- 11-19 years: Item not to exceed \$60
- 20 or more years: Item not to exceed \$100

Births / Adoptions: Those employees giving birth while at St. Gregory's will receive a card.

Weddings: Those employees who get married while at St. Gregory's will receive a card.

Deaths: A donation of a book to the St. Gregory School library (not to exceed \$15.00) will be made in the event of the death of an immediate member of an employee's family.

Immediate family shall include spouse, child, parent, or sibling. A donation of a book (not to exceed \$15.00) to the St. Gregory School library will be made in the event of the death of a parent or sibling of a St. Gregory student. A donation of a book (not to exceed \$15.00) will be made in the event a student should pass away while attending St. Gregory's School. A donation of a book (not to exceed \$15.00) will be made *in* the event a St. Gregory School alumni should pass away.