

ST. JAMES SCHOOL
PARENT TEACHER ORGANIZATION BYLAWS

Article I – Name

The name of this organization shall be the Saint James Parent Teacher Organization (hereinafter referred to as “PTO”).

Article II – Purpose

The primary purposes of this organization are to advance Catholic education, to foster relations among the parents, teachers and administrators, and to raise funds that will benefit the students that are or will attend the school by:

- Assisting students, teachers and administrators to improve the learning environment;
- Participating in the decision-making process establishing School policy by having an officer on the School Board;
- Contributing to educational programs;
- Offering supportive services;
- Purchasing materials and supplies; and
- Constructing facilities and site improvements.

Article III – Membership

A. **Members.** Parents, guardians, teachers, and administrative staff interested in furthering the purpose of this organization shall be eligible for membership at anytime upon payment of dues. A member shall have the privilege of making motions, voting, and holding office.

B. **Dues.** The Executive Board will establish the amount of dues. A member must have paid his or her dues before the regular or special meeting to be considered a member in good standing. Dues shall be waived for teachers and administrators of the School. Teachers and administrative staff shall have all the privileges of a paying member of this organization.

C. **Authorization.** Unless otherwise specifically provided herein, all actions and authorizations requiring an affirmative vote of the membership to become effective shall be construed as requiring a majority vote of the members present at a regular or special meeting at which there was a quorum present during the meeting.

Article IV – Officers and Elections

A. **Titles.** The officers of the PTO and the Executive Board shall be comprised of the following positions and no person shall hold more than one position at the same time:

- President
- Vice-President
- Secretary
- Treasurer
- Activities Officer(s)

B. Eligibility. Members are eligible for election to office if they are members in good standing at the time of election.

C. Terms of office. The Vice-President shall assume the office of President the year following his/her election, unless the President decides to serve a consecutive term. The President may only serve two consecutive terms. The Secretary, Treasurer, and both Activities Officers shall serve a two consecutive year term.

D. Duties of officers. Each officer shall have the following duties and other duties as approved by the membership:

1. President. The President shall preside over all meetings of the organization and the Executive Board, serve as the primary contact and spokesperson of the organization, appoint committee members, serve as an ex-officio member of all committees, and coordinate the work of all the officers and committees in order that the purposes of the organization are served. The President may handle the correspondence of the organization in lieu of delegating that assignment to the Secretary. The President shall be in close contact with School administrators, teachers and parents to foster communication and the resolution of any issues or concerns of any administrator, teacher, parent, student, or member of the organization. The President shall keep confident the name of any person who has requested that the President communicate on their behalf in confidence an issue or concern for consideration by the organization or the administration. The President shall insure that the Principal prior to distribution has approved all newsletters, flyers and notices to be issued by the PTO. The President is responsible for coordinating the delegation of duties and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him or her as needed.

2. Vice-President. The Vice-President shall assist the President and carry out the President's duties in his/her absence or inability to serve. He/she shall perform such other duties as the President or the Executive Board shall designate.

3. Secretary. The Secretary shall keep a minute book showing a true and accurate record of all meetings of this organization and of the Executive Board and handle correspondence at the direction of the President. The Secretary is only required to transcribe the actions that were taken at each meeting by vote or consensus of the membership, including recording all approved expenditures, and to distribute an action summary at the next regular meeting or by otherwise posting a copy of the action summary at a visible location at the School. The Secretary shall keep a current copy of the Bylaws and minutes of the

previous minutes for referral at meetings. He/she shall perform such duties as the President or the Executive Board shall designate.

4. **Treasurer.** The Treasurer shall receive and deposit all of the funds of the organization, keep an accurate record of receipts and expenditures, pay advances and reimbursement of expenses approved by the Executive Board, and issue a financial statement on a quarterly and annual basis:

(i) **Reporting Periods.** The accounting period of the organization is from July 1 to June 30. Financial statements are due to be presented to the membership at a scheduled meeting by no later than two months after the end of the preceding quarter as follows: November (July-September), February (October-December), May (January-March) and September (April-June). An annual financial report for the prior fiscal year shall be made by the Treasurer at the membership meeting in the fall, which shall be submitted to the parish finance officer.

(ii) **Disbursements.** No checks over \$200.00 shall be issued unless the expenditure was approved by the membership as part of the Annual Budget, or at a regular or special meeting of the organization. The Treasurer may advance funds for approved expenditures to avoid financial hardship for approved projects such as the parish picnic, chocolate and magazine drive, yearbook, Feast of St. Nicholas, teacher appreciation, field day, and Catholic Education week.

5. **Activities Officer(s).** The Activities Officers shall be responsible for coordinating and over-seeing the Room Parents as well as being co-chairmen of the Room Parent committee. Their duties include, but are not limited to, being a liaison between the PTO and Room Parents, over-seeing and organizing any class projects done by Room Parents, communicating with Room Parents on their duties, and organizing them as needed. The Activities Officers will also initiate a Room Parent meeting within the first month of the start of School to give out information and train as needed. He/she shall perform such other duties as the President or the Executive Board shall designate.

E. Nominations and elections.

1. **Timing.** Elections of officers will be held at the last meeting of the organization prior to the end of the school year.

2. **Nominating Committee.** The Nominating Committee will be appointed by the membership at a regular or special meeting of the organization no later than March of each year. The Nominating Committee shall be comprised of at least two members of the organization in good standing. The Nominating Committee shall seek the recommendations of administrators, teachers and parents in identifying potential officers. Members of the Nominating Committee shall not be eligible for election to any office while serving as a member of the Nominating Committee. The Principal of the School, or faculty representative appointed by the Principal, shall serve in an advisory capacity on the Nominating Committee.

3. **Nominations.** Only those persons who are eligible for election to office, are members in good standing, and have signified their consent to serve if elected shall be nominated for, or elected to, office. The Nominating Committee will present a slate of officers for election at the annual election meeting, which is usually held in May, or at a regular or special meeting noticed for the election of officers. At that meeting, nominations may also be made by members in good standing from the floor.

4. **Voting procedure.** Voting shall be by voice vote if no more than one person is nominated for each office. If more than one person is nominated for any one office, then election of an officer to that office shall be by either a written ballot or by a showing of hands as determined by the presiding officer. Officers are elected by a majority vote of the members at the meeting in good standing if a quorum is present at the time of the vote.

F. Vacancies.

1. **President.** If there is a vacancy in the office of the President during the School year, the Vice President will become the President. At the next regular meeting, an election will be held to fill the position of Vice President.

2. **Other Officers.** If there is vacancy in any other office, it will be filled by election of the members at the next regular meeting. The President, after consultation with the Executive Board, shall nominate officers to fill such vacancies and shall solicit nominations from the floor.

3. **Election.** The election of officers to fill vacancies shall comply with the provisions of Sections E (iii) and (iv), above, although formation of a Nominating Committee is not required.

G. **Removal.** Officers can be removed from office without cause by a two-thirds vote of the membership of those present (constituting a quorum) at a regular meeting or special meeting. Any officer may be removed from office with cause by a majority vote of the membership of those present (constituting a quorum) at a regular meeting or special meeting if removal is based on one of the following reasons: (i) for failure or inability to fulfill the duties of his or her office as prescribed in the Bylaws, or (ii) engaging in conduct that is injurious to the organization or its purposes. Prior to removal from office with or without cause, the officer shall be given 10 days prior written notice of the proposed action, the reason for the action, if any, and the date of the meeting when a vote on the removal is scheduled. At the meeting, the officer shall be given an opportunity to address the membership prior to the vote to remove that officer.

Article V – Executive Board

The officers of the organization and the Principal of the School, or his or her faculty designee, shall make up the members of the Executive Board. Although not an elected officer, the Principal or his or her designee serves in an advisory capacity with full voting privileges. The Executive Board is charged with the management of and responsibility for the organization, and shall, at a minimum, perform the following tasks:

- Establish the objectives and programs of the organization for the School year;
- Prepare for the upcoming regular and special meetings;
- Create or dissolve standing and ad-hoc committees;
- Appoint chairmen of said committees;
- Prepare the annual budget;
- Review the financial reports and records; and
- Approve payments and contracts for services and supplies that are in furtherance of the approved budgeted expenditures.

The Executive Board may meet at any time and at any location at the discretion of the President. Notice of Executive Board meetings shall be communicated to all members of the Executive Board either verbally, in writing, or by e-mail prior to the date of the meeting. Persons other than the members of the Executive Board may attend an Executive Board meeting only at the invitation of one of the members of the Executive Board. At least three members of the Executive Board are required to establish a quorum for the transaction of business at an Executive Board meeting. All actions of the Executive Board shall be reported to the membership at the next regular or special meeting.

Article VI – Meetings

The organization may hold regular and special meetings. The organization may transact business if a quorum is present at any time during the meeting.

A. **Regular meetings.** Regular meetings will be held at least once per quarter during the school year. The first meeting will occur within one month of the first day of school. Notice of the date, time, and location of a regular meeting shall be announced by one call/email and on social media, at least one week prior to the meeting.

B. **Special Meetings.** Any member of the Executive Board may call special meetings. The notice of the special meeting must be issued to the membership in writing, or by posting at the School in a visible location at least 48 hours in advance of the meeting.

C. **Quorum.** A quorum constitutes either 10% of the standing members of the organization or at least 10 members, whichever figure is less. If a quorum is not present but all of the officers are present, then any business of the organization may be transacted other than election of officers.

D. **Rules of Order.** All regular and special meetings shall be conducted in accordance with Robert's Rules of Order and shall govern in accordance with such Rules in all matters not specifically covered under these Bylaws.

E. **Voting.** Only members in good standing are eligible to make motions, debate and vote at any regular or special meeting. Voting by proxy is prohibited.

F. **Agenda.** The meeting agenda is set by the President in advance of the meeting in consultation with the Executive Board. The President must approve any items to be placed on the agenda prior to the meeting.

Article VII – Committees

A. **Ad Hoc Committees.** The committees of the organization shall be as defined from time to time by either the Executive Board or by a majority vote of the membership at a regular or special meeting.

B. Standing Committees. The Executive Board appoints committee chairpersons. The following committees shall be considered Standing Committees:

- Box Tops
- Catholic Schools Week
- Christmas in the Park
- Chocolate Sales and Magazine Drive
- Field Day Team
- Golf Scramble
- Parish Picnic
 - Capital Prize
 - Kids Games
- Restaurant Nights
- Room Parent
- Scrip Team
- Teacher Appreciation and quarterly lunches
- Trivia Night
- Used Uniform Shop
- Yearbook

C. Committee Chairperson. The term of office for a Committee Chairperson shall be until a successor has been appointed. If the President determines that a Chairperson is not fulfilling his or her duties or is not performing in a timely manner, the President shall first report his or her findings to the Executive Committee or to the membership and then may remove and reappoint the Committee Chairperson.

Article VIII – Finances

A. Budget. A draft budget will be prepared by the Executive Committee for approval by the membership prior to the incidence of any obligations or any expenditures that had not been previously approved by the membership. The Annual Budget shall be presented for adoption at the beginning of the School year and shall cover the period from July 1 through June 30.

B. Expenditures. The Executive Board must approve all advances, encumbrances and obligations (collectively “expenditures”) of the organization to verify that such amounts have been authorized in advance by the membership.

1. Approval. Adoption by the membership of the Annual Budget shall be sufficient evidence that the amounts and purposes of such expenditures in that budget have been approved by the membership if that budget sufficiently describes the purpose and funding limitation for that expenditure. No checks shall be issued unless the expenditure was approved by the membership as part of the Annual Budget or at a regular or special meeting of the membership. Notwithstanding the foregoing, the Executive Board shall have the authority to approve expenditures of \$100 or less for expenditures that are not included in the Annual Budget by an affirmative vote of at least three members of the Executive Board.

2. **Receipts.** All expenditures shall be verified by receipts; however, any expenditure of less than \$100 for which a receipt is not available may be reimbursed if it is a budgeted expenditure and an officer authorizes payment, or if the membership approves payment.

3. **Financial records.** The financial records of the organization shall be open to any person who is a member of the organization.

Article IX – Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members in good standing provided that the amendment has been introduced at a previous regular meeting or has been published in the school newsletter and posted in the school at least 10 days in advance of the meeting at which a vote on the amendment is scheduled.

Article X – Dissolution

The organization may be dissolved by a two-thirds vote of the members in good standing in attendance at a regular meeting that has been noticed for such action. The meeting at which dissolution is proposed must be noticed at least 10 calendar days prior to the date of the meeting by all of the following means: notice in the school newsletter, by one call/email, posting on social media, and by posting at a visible location at School.

Upon the dissolution of the organization, any remaining funds shall be used to first pay any outstanding debts and any remainder, with the membership's approval, shall be spent for the benefit of School and/or distributed to one or more nonprofit organizations.

Revised 3/24/2019