

# **PTO BY-LAWS**

## **St. James Catholic School**

### **ARTICLE I – NAME**

The organization shall be known as the St. James Catholic School Parent – Teacher Organization (PTO).

### **ARTICLE II – PURPOSE**

The purpose of this organization shall be to promote the spiritual, educational and physical welfare of the children of St. James Catholic School. It is also the aim of the organization to bring into closer relationship to the HOME, the CHURCH, and the SCHOOL. The PTO functions in a fundraising capacity for the overall benefit of the school. The activities of the PTO should be an example of the Christian community life. These are stated in the Letter of Saint Paul to the Ephesians, Chapter 4, Verses 29 – 32:

“Bear with one another charitably, in complete selflessness, gentleness and patience. Do all you can to preserve the unity of the Spirit by the peace that binds you together. There is one body, one Spirit, just as you were called into one and the same hope when you were called . . . Never have grudges against others, or lose your temper, or raise your voice to anybody, or call each other names or allow any sort of spitefulness. Be friends with one another, and kind, forgiving each other as readily as God forgave you in Christ.”

All PTO officers, room parents, committee chairpersons and members are asked to conduct their duties as much as possible according to these principles.

This statement will be read aloud at the first general meeting of the PTO each and at the first room parents meeting each year, and it will be attached to the general instructions for room parents. All committee chairpersons are asked to read this statement aloud at the first meeting of their committees.

### **ARTICLE III – MEMBERSHIP**

Membership shall be open to parents or guardians of children attending St. James Catholic School.

### **ARTICLE IV – DUES**

Membership is subject to payment of the annual dues per family prior to the initial regular meeting of the school year. No person may be an officer of this organization or vote at any meeting of this organization without having paid the current annual dues.

Annual dues for members shall be established by the officers prior to the beginning of school.

## **ARTICLE V – OFFICERS**

The officers of the organization shall be President, Vice President, Secretary and Treasurer.

## **ARTICLE VI – EXECUTIVE BOARD**

The Executive Board shall be comprised of the Pastor, the Principal and all officers.

## **ARTICLE VII – DUTIES**

### **Section 1**

**President** – It shall be the duty of the President to preside at all meetings, appoint unelected officers and all chairpersons of standing committees and special committees. The President is “Ex-Officio” chairperson of all committees. The President or the President’s designee shall represent the St. James Catholic School PTO on the St. James School Committee and the parish council meetings.

**Vice President** – It shall be the duty of the Vice President to preside in the absence of the President. The vice President shall also appoint and be coordinator of room parents.

**Secretary** – The Secretary shall keep and record the minutes of all meetings of the PTO Board. At each meeting, the Secretary shall present the minutes of the previous meeting. It shall be the duty of the Secretary to conduct all correspondence relating to the general work of the organization, to read all communications of interest at the meeting and to file all important letters. The Secretary shall keep a record book in which the By-laws, with amendments thereto, are entered to date. Also, in this book, the Secretary shall keep minutes of all PTO meetings. All records shall be kept in the school office.

**Treasurer** – The Treasurer, in conjunction with the church bookkeeper, shall receive and disburse all monies, render an itemized statement of receipts of expenditures, and pay out money only upon order of the Executive Board, or in an emergency, upon order of the President. The Treasurer shall, in conjunction with the President and the Principal, draw up and present for approval a proposed budget containing types and proposed dates for all fundraising activities, expected income, and proposed disbursement of funds to the St. James Catholic School Committee and PTO general membership. At the end of each school year, the President and Treasurer shall submit a report showing actual income from fundraising and all expenses to the School Committee and PTO general membership.

## **Section 2**

In case of absence, all officers and chairpersons shall present their reports prior to the meeting to the presiding President.

## **ARTICLE VIII – ELECTION**

For the present time, officers will be appointed by the Principal.

## **ARTICLE IX – COMMITTEES**

### **Section 1 – Standing Committees**

Room Parents – Room parents are appointed by the Vice President for the school year. Duties of the room parent include, but are not limited to, assisting on field trips and organizing class parties.

Faculty Representative – The Faculty Representative is the Principal who acts as liaison with the PTO.

Fundraisers – All fundraising events must be approved by the Executive Board in accordance with the policies set down by St. James Fundraising Committee. Committees for fundraisers must report to the President or Treasurer on a regular basis during the preparation of the event. The purpose of reporting is to keep the Board informed of projected income and expenses. The committee suggests the dates of the fundraiser, keeps accurate records of monies and/or merchandise and handles all other details associated with the fundraiser. Each committee submits a written or verbal report to the Executive Board at the conclusion of the fundraiser. To date, the fundraising committees consist of: spirit wear, magazine drive, flower sales, Book Fairs, labels/box tops, Angelic Auction, restaurant vouchers, skating parties, Santa’s Secret Shop, sweepstakes, kickoff breakfast.

### **Section 2 – Other Committees**

The Executive Board may provide for the other committees as it deems advisable. Each committee shall have such power and duties as assigned by the board.

### **Section 3 – Report**

Each committee chairperson, other than room parents, shall file a written report with the Executive Board at the conclusion of his or her duties. These reports shall be retained by the Secretary who shall furnish copies to the following year’s chairperson.

## **ARTICLE X**

The regular meeting of the organization shall be scheduled during the months of September, October, November, January, February, March and May. The actual day shall be at the discretion of the Principal, in conjunction with the President, and the school calendar.

## **ARTICLE XI**

These By-laws may be amended at any regular meeting of the organization by a two-thirds vote of those present, providing written notice of such intent, including a description of the proposed changes, is given one week prior to the meeting at which the vote is to be taken.

## **ARTICLE XII**

Roberts' Rules for Order, Revised, when not in conflict with these By-Laws, shall govern the proceedings of this organization.