

# **Saint Bridget Parent Teacher Organization**

## **By-Laws**

### **I. THE ORGANIZATION**

1. Name. Saint Bridget School Parent Teacher Organization (“PTO”).
2. Purpose. The PTO is a self-sustaining group of volunteers operating under the auspices of Saint Bridget School, Abington, MA (the “School”) that serves to support the mission of the school by raising parent awareness through involvement in the School, encouraging communication between parents and school administration, raising funds in order to provide educational and recreational benefits, and offering family fun activities.
3. Duration. The PTO shall co-exist with Saint Bridget School, unless earlier dissolved by the Pastor of St. Bridget Parish (the “Pastor”).

### **II. MEMBERSHIP**

1. Membership. All the parents or legal guardians of Saint Bridget students and the staff of Saint Bridget School are Members of the PTO. Members may attend any and all general or special PTO meetings.
2. Voting Members. The members attending any given PTO meeting are Voting Members for that meeting.
3. Meetings. The PTO shall hold four general meetings during the course of Saint Bridget School’s academic year. The dates of the general meetings shall be set forth at the first general meeting. Special meetings may be called by the President or Pastor from time, provided that notice of the time and date of such special meeting is given or made available to the Members not less than one week before such special meeting. Meetings shall be informally managed by Roberts Rules of Order.

### **III. OFFICERS AND EXECUTIVE BOARD**

1. Officers. The officers of the PTO shall be a president, secretary and treasurer. The positions qualify for tuition assist.
2. Executive Board. Shall consist of the Officers, the Pastor and the Principal of Saint Bridget School (the “Principal”).
3. Meetings of the Executive Board. Meetings of the executive board may be called from time to time by the President, the Principal or the Pastor by providing notice consisting of the time and agenda for the meeting to the members of the Executive Board not less than forty-eight hours before such meeting. All meetings shall take place at the School.
4. Eligibility. Any Member who has attended two of the previous four general PTO meetings and participated in the Breakfast with Santa and the Auction fund raisers is eligible for nomination as an Officer.

5. Nomination. Candidates for Office may be nominated in writing prior to the May general PTO meeting or in person at the May general PTO meeting. Any such nomination must be seconded by a voting member at the May PTO meeting to stand for election.
6. Election. Voting shall occur by written ballot of the Voting Members at the May general PTO meeting. The winner of a plurality of the ballot shall be elected. In the event of a tie the ballot shall be repeated until one candidate receives a plurality.
7. Tenure. One person may only hold only one office at any given time. The term of office shall be two years beginning the 1<sup>st</sup> day of July following election or until their earlier resignation, removal or death. Each individual may only serve one term in an office.
8. Resignation or Removal. Any Officer may resign their Office by delivering a written resignation to the President or the Principal, such resignation to be effective upon date of delivery or such later date as may be stated in the resignation, unless otherwise determined by the Executive Board. The Executive Board may by majority vote refer a vote of removal to the members at the next general or special meeting of the PTO, provided that notice of such vote is distributed to the Officer and Members no less than one week before such meeting.
9. Vacancies. If a vacancy in any office occurs the Executive Board by a majority vote shall designate a replacement to serve the remaining term of office.
10. President. The President shall be the chief executive of the PTO with all the powers and duties customary thereto, and shall:
  - a. Preside over all meetings of the PTO.
  - b. Oversee the preparation each meeting's agenda.
  - c. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
  - d. Represent the PTO.
  - e. Assist in the total coordination of all committees and the PTO as a whole.
  - f. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
  - g. Appoint Committees as needed.
  - h. Announce PTO meetings to the School Communications Coordinator at least one week in advance of that meeting.
11. Treasurer. The Treasurer shall be the chief financial officer of the PTO with all the powers and duties customary thereto, and shall:
  - a. Act as custodian of PTO funds and perform all banking activities of the PTO;
  - b. Maintain up-to-date, accurate financial records of the PTO;
  - c. Keep accurate records of any disbursements;
  - d. Receive all funds of the PTO, including, but not limited to, donations, dues, and fundraising sales and contributions;
  - e. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board;

- f. Ensure all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies;
  - g. Arrange for payment of all bills and disburse funds as authorized by the Executive Board;
  - h. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report;
  - i. Submit all requested PTO financial data relating to the Parish Business Manager within two weeks prior to the close of the fiscal year, for the purposes of the PTO's accounts being audited by the Parish Business Manager; and
  - j. Prepare a statement setting forth expenses and gains at the end of the year for review by the PTO members at the May general.
12. Secretary. Shall be the chief administrative officer of the PTO with all powers and duties customary thereto, and shall:
- a. Maintain all records of the PTO, including transactions, correspondence, and related documents;
  - b. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member and website chair within two weeks of the recorded meeting;
  - c. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting;
  - d. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position;
  - e. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
  - f. Hold a copy of the PTO Bylaws and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
  - g. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
  - h. Work with any Committee chair as necessary to maintain Committee records with those of the PTO.
13. Officer –in-Training. The Members may elect an Officer in Training to shadow any Officer during the final year of their term. Such Officer in Training shall have no authority to act on behalf of the PTO but shall the right to fully observe the designated Officer in any and all exercise of their duties. The Officer-in-Training shall refer any complaint regarding the cooperation of the designated Officer to any Executive Board Member. Service as an Officer-in-Training shall not qualify for tuition assist.
14. Conflict of Interest. No Officer shall conduct business with the PTO, unless the full terms of such transaction are fully disclosed and approved in advance by a majority of the Executive Board.
15. Other Duties. Each Officer shall have the duty of loyalty, good faith and to act in the best interest of the PTO in the exercise of their Office. Each Officer shall attend every

general meeting of the PTO and participate in the Breakfast with Santa and Auction fund raisers.

#### **IV. Committees**

1. Committees. Committees shall be established by the President as may be required from time to time. The President shall designate a chair and committee charter. Any Member may serve as a member of a committee.
2. Meetings of the Committees. Committee meetings shall be scheduled or called by the Committee Chair as desired. The Chair shall act or designate a secretary to record the minutes of any such meeting. These minutes shall be submitted to the Secretary to be maintained with the records of the PTO.

#### **V. Limitations and Other Provisions**

1. Finances. The PTO may not hold assets, cash or bank accounts outright or in its own name. Saint Bridget School shall hold all funds provided to it by the PTO in a separate account. The funds in such account shall be disbursed solely at the direction of the PTO or the Pastor if the PTO has been dissolved.
2. Budget. A good faith budget for the subsequent year shall be presented for approval of the members at the third general meeting. If the budget is not approved by a majority of the Voting Members then a revised budget shall be presented at each subsequent General Meeting until approved.
3. Contracts. The PTO does not have independent legal existence and may not enter into any contract without the prior approval of the Principal.
4. Limitations on Outlays. Any outlay greater than \$500.00 must be approved in advance by the Members.
5. Reimbursements.
  - a. A reimbursement request must be filled out for all transactions and sent to the Treasurer for pre-approval. All forms need the approval and signature of the Treasurer.
  - b. The Treasurer will forward all requests to the Parish Business Manager for payment.
  - c. The Parish Business Manager will forward the request and payment back to the Treasurer for final approval and disbursement.