
ST. JUDE SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

ARTICLE I – NAME

The name of this organization will be ST. JUDE SCHOOL PARENT-TEACHER ORGANIZATION. It will hereinafter be referred to as “SJS PTO” or “PTO.”

ARTICLE II – MISSION AND OBJECTIVES

The mission of St. Jude PTO is to enhance the educational experience of our children by supporting the school financially and through coordination of parent and staff participation to reflect the ideals for St. Jude School and our Catholic faith.

While also supporting the missions of the parish and school, the primary objectives of this organization will be to:

1. Communication—provide a means of communication to keep school families and staff informed.
2. School Complex—provide support in maintaining buildings and grounds for safe educational environment.
3. Fundraising—provide necessary monies for various projects at school through student and parent fundraising efforts.
4. School Spirit—promote school spirit and pride and encourage all students, parents, and staff to take an active part in school and parish affairs.

ARTICLE III - MEMBERSHIP

- A. All parents and guardians of students currently enrolled at St. Jude School and staff are members of this organization.
- B. The pastor or associate pastor of St. Jude Parish is invited to be spiritual director and advisor to the organization. In the event of a tie vote, the pastor will cast the tie-breaking vote.
- C. The principal of St. Jude School is a member of the Executive Board and will ensure that all decisions are in keeping with the direction of the parish and school. If the principal or pastor deems an individual to be acting outside of the parish or school mission, the member will be removed from participating in the organization.

ARTICLE IV – MEETINGS

- A. The general meetings of the organization will be held at least three times per year. Notifications of meetings will be published at least three weeks in advance in the school newsletter, e-blast, school website, and/or another school communication channel. PTO members wanting to add an agenda item, will submit in writing their request to the president at least 48 hours prior to the meeting for consideration. Additional general meetings should be scheduled as necessary to meet the needs of the organization.
- B. Executive Board meetings will be held every month from August through June, at the discretion of the board and in response to the current needs of the school and parish. All Board Members are required to attend each Executive Board meeting. Quorum for Executive Board meetings will consist of 6 of 9 voting members. When necessary, an email vote will be considered sufficient if meeting in person is not deemed necessary. PTO members may apply to the President for consideration of agenda items at Executive Board or general meetings. Subcommittee Chairs may consult with their Committee Chair, who should in turn consult with the President, for consideration of agenda items at Executive Board meetings.

ARTICLE V - ELECTIONS

- A. The Executive Board of the organization includes the President, Vice President - Activities Chair, Secretary, Treasurer, Principal, Teacher Representative, Fundraising Chair, and any additional school staff appointed by the Principal. Nominations for the elected Executive Board positions of President, Vice President - Activities Chair, Secretary, Treasurer, and Fundraising Chair will be solicited in April; election will occur in May; new term begins July 1. These officers will serve a two-year consecutive term. The term limit for the elected positions is one term. After one term break, a person may apply to fill a board position they have previously held. For purposes of continuity, the election of board positions will be staggered. If it is deemed appropriate for an office to extend to another term, the board will conduct an executive vote.
- B. By April 1st, nominations will be solicited and potential candidates will confirm their intention for running for an Executive Board position. Potential Candidates will be invited to the April or May meeting to give a brief speech about their interest in the position.

Candidates should ideally have served on the Executive Board for one term or served as a Subcommittee Chairperson for at least two years to be considered for an Executive Board position. Election will be by paper ballot. The viva voce election method may be used where a candidate is unopposed.

- C. The newly elected Executive Board will be installed and take office effective after the June Executive Board meeting. The outgoing Executive Board will be required to attend the June Executive Board meeting to properly initiate newly elected officers to their positions.
- D. Officers may be removed from office for missing more than two Executive Board meetings during their term. Officers may also be removed for any inappropriate conduct deemed so by the Principal and/or Pastor.
- E. If a vacancy should occur in the office of President, the Vice President will succeed to the Presidency. The resulting vacancy in the office of Vice President, or a vacancy occurring in any other elected office will be filled in the following manner:
 - 1. The Executive Board will publish the vacancy to the membership.
 - 2. After publicizing the vacancy, the Executive Board will solicit, vote for, and appoint a member to fill that vacancy to the end of the term.
- F. Elected members of the Executive Board must have a currently-enrolled child attending St. Jude School.

ARTICLE VI - APPOINTMENTS

- A. The Executive Board of the PTO will be prepared to officially appoint subcommittee chairs at the June PTO Executive Board Meeting. All members should be made aware of these positions and can sign up for these positions during the May General Meeting or through school correspondence. All interested parties will be contacted by phone to discuss their potential responsibilities and to confirm their interest.
- B. Teachers will be asked to appoint the Teacher Representative(s) to serve on the PTO Executive Board, representing teacher concerns and interests. The teacher is to be appointed prior to the June Executive Board meeting. This role will be filled by a "Level Leader" or representative chosen by the school principal.

ARTICLE VII - DUTIES OF EXECUTIVE BOARD

All members of the Board are expected to attend all meetings, both general and Executive, and to participate in as many activities of the organization as possible. Members are asked to uphold a high level of conduct. All items discussed shall be considered private and confidential.

- A. Executive Board
 - 1. Offer representation school functions such as Back to School nights, Catholic Schools Weeks Open House, orientation, etc.
 - 2. Advise the Treasurer in preparation of the organization budget and recommend the budget to the membership for approval at the general meeting in June.
 - 3. Review and make recommendations on all plans and activities of the various organization committees.
 - 4. Be actively involved in the formation of subcommittees.
 - 5. Act on business of the organization between meetings and report such action at the next scheduled meeting of the organization.
 - 6. Basic Structure of the Executive Board shall include:

Officers:

President - no vote (unless a tie)
Vice President/Activities Chair
Secretary
Treasurer

Chairpersons:

Fundraising Chairperson
Principal and/or Pastor
Teacher Representative

- B. President
 - 1. Preside at all meetings of the organization, and of the Executive Board, and perform all duties pertaining to the office.
 - 2. Be a member ex-officio of all committees
 - 3. Review meeting minutes within one week of receipt and confirm with the Secretary that minutes are ready to be prepared for distribution to members of the Executive Board.
 - 4. Generate an agenda for all general meetings by the Wednesday prior to each meeting so that the Secretary can prepare said agenda for distribution.
 - 5. Work with the school secretary and parish scheduler to plan event dates for the following school year. Will prepare a calendar of events to be listed on the school and parish master calendar.

6. Work with school secretary to determine what marketing materials need to be placed in "first day" packets that go home with children at the start of the school year.
7. Does not cast a vote unless there is a tie.
8. Complete a 2-year term

C. Vice President / Activities Chair

1. Preside at meetings in the absence of the President
2. Act as aide to the President
3. Work with teachers to fulfill "Teacher Wish List" items
4. Serve as a liaison between the Executive Board and the Homeroom Parent Subcommittee (see addendum)
5. Serve as a liaison between the Executive Board and Activities Subcommittee chairs.
6. Attend all SJS PTO meetings to report on subcommittees (see addendum). Work directly with subcommittees to be sure all activities are well supported.
7. Complete a 2-year term

D. Secretary

1. Keep a record of all meetings of the organization, both general membership and of the Executive Board.
2. Have custody of all books and records pertaining to the business of the organization, except those of the Treasurer.
3. Turn over all books and records pertaining to the business of the organization to the succeeding Secretary at the June meeting.
4. Distribute the minutes of all meetings to the Executive Board within three weeks of each meeting, and after review by the President.
5. Keep members informed of activities through the school newsletter, bulletin board, website, or any means available for effective communication.
6. Work with school to place pertinent information in the school newsletter.
7. Complete a 2-year term.

E. Treasurer

1. Responsible for overseeing all financial transactions within the scope of the PTO
2. Follow the following financial policies:
 - a. Checkbook to be in the care of the Principal & School Secretary.
 - b. Two signatures will be required for all checks, one being the Principal, the other being the School Secretary. In the event one of the above is not available, the Treasurer will serve as backup signatory.
 - c. All check requests should fall within one of the approved budget categories:
 - i. Requests that fall within this parameter will be approved by the Principal, and the appropriate budget classification will be record.
 - ii. In the event a check request does not fall within one of the approved budget categories, request must be presented to the Executive Board for approval.
3. Prepare a General Operating Budget with the aid of the Executive Board for the school year. This budget will be compared to cumulative numbers monthly to ensure adherence to budget and to identify areas that may need reviewed.
4. Keep an accurate record of receipts and disbursements in a professional manner, using school provided software.
 - a. Copies of receipts (deposit tickets) and disbursements (invoices) are to be obtained from the school secretary by the end of each month.
 - b. Copies of receipts will include check #, amount paid, date and proper budget classification.
 - c. Copies of deposit tickets will include proper budget classification.
5. Prepare monthly financial statements to be presented at each meeting, along with a copy for the Financial Manager.
6. Required to have the financial books available at all meetings.
7. Prepare a final financial statement at the end of the school year, to be presented at the regular September organization meeting the following school year.
8. Have all financial books and records reviewed at the end of each June 30 fiscal year by the Executive Board
9. Ensure the safekeeping of all computerized data by performing regular backups of the program's database
10. Complete a 3-year term

F. Teacher Representative

1. Attend all SJS PTO meetings to assist the PTO in understanding the needs of the teaching staff.
2. Work with the Vice President to assist with the Teacher Wish List.
3. Creates Santa Shoppe Schedules with Homeroom Teachers.

G. Fundraising Chairperson

1. Serve as a liaison between the Executive Board and Fundraising Subcommittee chairs.
2. Attend all SJS PTO meeting to report on subcommittees (see addendum). Work directly with subcommittees to ensure all fundraisers operate smoothly.
3. Work with Treasurer to be sure fundraising goals are being met.
4. Complete a 2-year term.

H. Principal/Pastor

1. Oversee all activities of the organization to be sure it is operating to the ideals and goals of St. Jude School.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order will be the Parliamentary Authority of the organization.

ARTICLE IX – AMENDMENTS

These bylaws will be reviewed regularly by a committee of at least three members appointed by the Executive Board. The period between reviews will not exceed four years. Proposed changes to the bylaws will be presented to the SJS PTO at least two weeks prior to the reading of the bylaws. A reading of the by-laws will occur at least two times before brought to a vote. After the second reading, bylaws may be adopted.

At least a two-thirds (2/3) majority vote of the members present at a general meeting will be required for modifying the SJS PTO Bylaws:

<u>Signature</u>	<u>Date</u>
Pastor	
Principal	
President	
Vice President/Activities Chair	
Treasurer	
Secretary	
Fundraising Chair	
Teacher Representative	

ADDENDUM - SUBCOMMITTEE RESPONSIBILITIES

Items presented in the addendum are subject to yearly review and do not require bylaw revision.

- 1) Fundraising Subcommittees
 - a) The Fundraising Chairperson will act as a liaison between subcommittees and the Executive Board. The subcommittee chairperson for each subcommittee will be elected by the Executive Board of the PTO. Each subcommittee chairperson must be contacted at least one week prior to each Executive Board meeting by the committee chair to provide a report for the meeting. However, subcommittee chairs are encouraged, but not required, to attend general PTO meetings. The subcommittees to the Fundraising Committee may include, but will not be limited to: Marco's Pizza Fundraiser, Box Tops, Thrift Shop, Shopping Boss Cards, Labels for Education (Campbell's) and Fall Sale Fundraiser.
- 2) Activities Subcommittee
 - a) The Activities Chairperson will act as a liaison between subcommittees and the Executive Board. The subcommittee chairperson for each subcommittee will be elected by the Executive Board of the PTO. Each subcommittee chairperson

must be contacted at least one week prior to each Executive Board meeting by the committee chair to provide a report for the meeting. However, subcommittee chairs are encouraged to attend general PTO meetings. The subcommittees to the Activities Committee may include, but will not be limited to: Halloween Dance, Secret Santa Shoppe, Family Fun Night, Kalahari, Easter Egg Hunt, Father-Daughter Dance and School Improvement Projects. Other responsibilities may include: Hospitality Sundays, Teacher Luncheon, Parish Community outreach as needed.

3) Homeroom Parent Subcommittee

- a) The Vice President will act as a liaison between the homeroom parent subcommittee and the Executive Board. The homeroom parent subcommittee chairperson will be elected by the Executive Board of the PTO. The subcommittee chairperson will coordinate homeroom parent volunteers for each classroom.
- b) The Homeroom Ambassador Coordinator is a PTO chair position will assist in designating parent volunteers and will serve as a resource to the Homeroom Ambassador.
- c) The Homeroom Ambassador acts as a facilitator/liaison between parents of students in a particular homeroom and the homeroom teacher. They are responsible for coordinating and delegating volunteers for events and activities for their assigned homeroom, assisting at school functions and PTO events, and assisting the homeroom teacher in additional duties as deemed appropriate.
- d) The Homeroom Ambassador Assistant(s) support the Homeroom Ambassador with coordinating events and activities.
- e) Homeroom Helpers are enlisted throughout the school year to assist with events and activities.