

# SAINT ALBERT THE GREAT PTO BY-LAWS

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Revised Spring 2014

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## BY-LAWS

### ARTICLE I – NAME

The name of this organization shall be Saint Albert the Great's Parent-Teacher Organization. The business name of the organization shall be St. Albert the Great PTO.

The fiscal year (school year) of this Association shall be July 1 through June 30.

### ARTICLE II – OBJECTIVES

The objectives of this Association shall be:

1. Support the Mission of the Parish and the School;
2. To help advance Catholic Education and the welfare of all the children of the school;
3. To provide an opportunity for parents and teachers to work together for the good of the child;
4. To provide financial support to the school by sponsoring fundraisers throughout the academic year; and
5. To encourage social and spiritual interactions within the Association by sponsoring different activities.

### ARTICLE III – RESPECT FOR SCHOOL POLICIES

The Association shall respect the established school policies and practices as set forth by the Pastor and the School Principal.

### ARTICLE IV – MEMBERSHIP AND VOTING RIGHTS

Membership shall consist of Fathers, Mothers and legal guardians of all pupils of the St. Albert the Great School and all members of the faculty. All members would have voting rights within the Associations

### ARTICLE V – EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Event Coordinators, Fundraising Chair, the Pastor Ex-Officio, the School Principal Ex-Officio and a teacher faculty representative. These persons shall have full responsibility for the Association's business affairs, including the approval of committee appointments, review of their reports, consideration of suggestions concerning school policies, budgets and other administrative details.

## ARTICLE VI – OFFICERS AND ELECTIONS

**SECTION 1.** The Officers of this Association shall be the President, Vice President, Secretary, Treasurer Fundraising Chair and Event Coordinators (no more than 3). The Terms of Office shall be for one year, except for the Vice President (See ARTICLE VI, SECTION 6) and an Event Coordinator (See ARTICLE VI, SECTION 7). No one person shall be eligible to hold the same Office for more than one consecutive term, except for an Event Coordinator (See ARTICLE VI, SECTION 7). In addition, there must be a male either as President or Vice President. Each year the PTO Board will consist of at least two men and two women. If there are not two men or women who apply for positions on the board, the incoming President will inform the Pastor and will have the right to either: a. Recruit a member for the board to meet this requirement or b. With the approval of the Pastor, forgo this requirement.

**A.** The President shall preside at all meetings of the Association and of the Executive Board. The President shall perform all duties pertaining to the Office, shall appoint special committees, shall appoint chairpersons of committees with the approval of the Executive Board, and shall be an Ex-Officio member of all committees. The President will represent the PTO in Parish Ministry Leadership Meetings. The President shall verbally approve any checks over \$100.

**B.** The Vice President shall perform the duties of the President in the President's absence, and shall assume the duties of the office until the next annual election, if the Office of President is vacated. The Vice President will represent the PTO as a member of the Parish School Advisory Council. The Vice President shall, in the absence of the President, verbally approve any check over an amount of \$100.

**C.** The Secretary shall keep minutes showing a true and accurate record of all meetings of this Association and of the Executive Board. The Secretary shall perform such other duties as the President or the Executive Board shall designate. The Secretary shall handle such correspondence as the President or the Executive Board shall designate. The Secretary shall maintain the Association's electronic information sources. The Secretary will work with the President and Event Coordinators in organizing Association and Executive Board meetings. Furthermore, the Secretary shall work with the Event

Coordinators helping to plan events, call volunteers, send out notices and other duties necessary to support the various fund raising and social events.

**D.** The Treasurer shall receive all monies, and shall make disbursements only as Executive Board deems and are verbally approved by the President. The Treasurer shall assist the chairperson of each event in the preparation of a financial statement for each function or event, as well as the entire Executive Board. The Treasurer shall make a verbal financial report at each regular P.T.O. meeting and prepare an Annual Written Financial Statement and Report for the Annual P.T.O. meeting. The Annual Financial Report should also be given to the entire Executive Board.

**E.** An assistant treasurer will be selected each year to help the current treasurer and perform the duties of treasurer in the treasurer's absence. The assistant treasurer will assume the duties of the office for the following school year.

**F.** The Event Coordinators (EC) shall assist the President in coordinating the events of the P.T.O. The EC will be the primary liaison for event chairpersons to the Executive Board. The EC will coordinate the solicitation of volunteers. The EC's will maintain a record of volunteerism. Furthermore, the EC's will work with the President and Secretary in organizing Association and Executive Board meetings.

**G.** The Fundraising Chair shall assist the President in coordinating donation activities with major fundraising programs. The Fundraising Chair will also develop additional fundraising programs as needed.

**H.** One grade level representative for (P-K), (1-2), (3-4), (5-6), (7-8) will coordinate volunteers for specific PTO events in conjunction with the event coordinators and room parents. Grade level representatives will be asked to consider other board positions for the following school year to help insure some continuity in the PTO board.

**I.** The past President will assist the current board in the transition to the new school year, and will act as a consultant to the board as needed throughout the year.

**SECTION 2.** These Officers shall be elected in the 3<sup>rd</sup> Quarter of the Association's fiscal year.

**A.** A nominating ballot should be distributed to all parents in the month of January for PTO officer positions for the upcoming school year.

**B.** All applications will be reviewed by the School Advisory Council. Recommendations will be provided to the PTO Executive Committee.

**C.** The PTO Executive Committee will review recommendations and vote on new Officers no later than the April Executive Meeting.

**D.** The elected officers for the upcoming school year will be announced at the final general meeting of the school year.

**SECTION 3.** Only parents or legal guardians of children attending St. Albert the Great School may hold an Office, with the exception of the Pastor Ex-Officio, the School Principal Ex-Officio and a teacher faculty representative.

**SECTION 4.** The terms of Office for each Officer shall be one year, except for the Vice-President and Assistant Treasurer. (See ARTICLE VI, SECTION 6.)

**SECTION 5.** No Officer shall hold the same Office for more than one consecutive term unless it is necessary to fill a board position, or an event chairperson at the discretion of the President.

**SECTION 6.** Upon assumption of the Office of Vice President, that Officer shall have automatic succession to the Office of President for the subsequent school year.

**SECTION 7.** The new President has the right to request one or both of the Event Chairs to remain on the board for a 2<sup>nd</sup> year. This will allow for continuity as a new board is created. If the new President retains one Event Chair, then one new Event Chair will be elected.

**ARTICLE VII – MEETINGS**

**SECTION 1.** The Election meeting shall take place in accordance with Article VI, Section 2.

**SECTION 2.** There shall be, at a minimum, four general meetings during the year. One meeting shall occur in each grading period. The President or the Executive Board shall decide each year the specific dates of these meetings.

**SECTION 3.** The Executive Board will hold business meetings monthly. The President shall decide of specific dates for these meetings.

**SECTION 4.** At a regularly called meeting of the membership, those present shall constitute a quorum.

**SECTION 5.** Meetings shall be announced in the Monthly Parents' School Newsletter and in electronic media to keep parents informed of the PTO activities. For special events/meetings, a special announcement may be sent to the parent's home.

**ARTICLE VIII – PARLIAMENTARY PROCEDURES**

The rules contained in Robert's Rules of Order, Revised, shall govern this Association in all cases otherwise not covered by the By-Laws or Standing Rules.

**ARTICLE IX – QUORUM**

The quorum of the Executive Board shall be the majority of the members of the Board.

**ARTICLE X – AMENDMENTS**

This constitution may be amended at a P.T.O. Executive Board meeting by two-thirds vote of the Executive Board. Such amendments must be presented to the President, in writing, on or before the monthly business meeting of the P.T.O. Executive Board and shall be voted upon at the next regular meeting by the membership in attendance. Approved Amendments must also be approved by the pastor.

## STANDING RULES

These are permanent rules adopted on matters of Association policy and operation. These may be changed from time to time by a two-thirds vote without previous notice

### **SECTION 1.** EXPENDITURES/Contributions to the School

- A. The receipts of the year's fundraising will be presented to the pastor and/or principal for the operation of the parish school. The PTO will maintain a reasonable amount within its account to cover expenses. The pastor and principal will report to the membership a thorough accounting of where and how the funds raised have been spent.
- B. Expenditures for normal operations of the organization and its committees must be approved by the President. The President must keep the Pastor updated on normal operating expenses

**SECTION 2.** Copies of the Treasurer's report shall be given to the Pastor annually.

**SECTION 3.** No fund raising activities shall be undertaken without the consent and approval of the Pastor, and those monies shall be expended only upon his approval.

**SECTION 4.** There shall be at least four regular P.T.O. meetings per year.