

# **St. Francis Central Catholic School**

## **Parent Teacher Organization Bylaws**

### **I - Introduction**

The Parent Teacher Organization (PTO) is an organization made up of parents and teachers of the St. Francis Central Catholic School. The goal of the PTO is to foster a strong connection between home and school by encouraging parent involvement and to support the educational experience of the students.

The board is comprised of elected officers, committee chairs and school representatives. The PTO meets once per month to conduct business. Meetings for the 2016-2017 school year will be held on the 1<sup>st</sup> Tuesday of the month in the school's cafeteria at 8:00 am. All are welcome.

A PTO is very similar to a Parent-Teacher Association (PTA) in terms of mission and objectives. However, there are technical differences. One of the most notable differences is that a PTA is supported by a state and national PTA and thus funds are also sent to these offices to help sustain the PTA program. Whereby, A PTO is local and does not pay dues or other fees to a national umbrella organization. Basically, a PTO is most often a single school group that operates under their own bylaws and is responsible for their own activities and programming. The St. Francis Family School Association (FSA) began researching its name change last year and noted that many archdiocesan schools around the country utilize the term PTO. Because the term PTO best describes the organization's vision, the FSA reviewed and amended the bylaws to include this name change from FSA to PTO.

### **Article I - Name and Mission**

The name of this organization is the St. Francis Central Catholic School Parent Teacher Organization (which shall hereinafter be referred to as the PTO). The PTO supports St. Francis Catholic School's vision and mission and serves to enhance the educational and social environment of the school through effective activities and communications designed to support academic and financial goals for students in Pre-K through 8th grade. The PTO shares the core value beliefs of St. Francis Central Catholic School. The PTO does not actively participate in curriculum or school administration. The organization receives direction and is ultimately accountable to the school principal and in his/her absence, the school assistant principal.

## **Article II – Purpose and Restrictions**

### **Purpose:**

The purpose of the PTO is to provide opportunities for parents and teachers to work together for the educational, spiritual and and social development of the students at St. Francis Central Catholic School.

The PTO is organized under the authority of the Pastor and Principal. The PTO is not a governing body and will solely be supportive in nature. The PTO has the responsibility to ensure that its activities are consistent with the best interest to St. Francis Central Catholic School and the Diocese of Wheeling Charleston.

### **Restrictions:**

The PTO shall be nonpartisan. It shall not be affiliated with a national parent-teacher organization and therefore shall not require any dues or membership fees.

The PTO may cooperate with other organizations and agencies as long as their mission falls within the St. Francis Central Catholic School values. The PTO shall not engage in any activities that are counter the St. Francis Catholic School or The Diocese of Wheeling – Charleston policies or procedures.

The PTO shall not seek to direct the administrative activities of the school, or to control its policies.

All PTO printed material for publication and distribution shall be approved prior to distribution by the PTO President and the school Principal.

## **Article III – Membership**

All current parents/caretakers with children currently attending St. Francis Central Catholic School and all teachers/staff including the Principal and Pastor are members of the PTO.

## **Article IV- Officers & Duties**

St. Francis Central Catholic PTO officers are elected for two-year terms, and may be re-elected for unlimited consecutive terms at the general meetings. Nominations are officially made, and a general election is held once per year for any vacant or expiring officer positions. Currently, there are officer positions for President, Vice President, Secretary, and Treasurer and there are also one official faculty representative and one administration representative at each meeting.

**President – Duties include, but are not limited to:**

Set the agenda for all general, special, and executive board meetings of the PTO.

Preside over general, special, and executive committee meetings of the PTO.

Serve as the official spokesperson for the organization.

Create and obtain approval for the annual PTO calendar by coordinating with the official school calendar

Coordinate the work of the officers and committees, in order that the PTO mission may be fulfilled and promoted.

Should have been a committee member or committee chairperson of the PTO for at least one (1) year prior to being elected, whenever possible.

Establish a strong working relationship with Principal, Assistant Principal and academic and support staff.

Approve use of budgeted funds for committee chairpersons when appropriate.

Schedule and Cancel events as necessary, with approval from Principal/Asst. Principal.

**Vice President – Duties include, but are not limited to:**

Shall assume the duties of the President in the case of absence or inability to serve. Should have been a committee member or committee chairperson of the PTO for at least one (1) year prior to being elected, whenever possible.

Aid in running the general meetings using.

Is responsible for ensuring that all volunteers have the proper clearances required and have passed the Diocesan Child Safety certification each year. This is to be coordinated with the school office on a regular basis (preferably once each month) to be certain that all volunteers have the proper documentation before being permitted to volunteer each year.

Fulfill the duties of Secretary when that position is vacant or Secretary is unavailable.

**Treasurer – Duties include, but are not limited to:**

Keep and report an accurate accounting record of receipts and expenditures for all events and projects.

Track the PTO budget expenditures and fundraising efforts.

Prepare and submit an annual budget and written financial status reports on a regular basis at general, special, and executive board meetings of the PTO.

**Secretary – Duties include, but are not limited to:**

Record minutes, obtain necessary approvals, and post minutes in a timely manner. Prepare the agenda for the general meetings with the assistance of the other officers.

Have responsibility for the safekeeping of official correspondences, papers, and documents belonging to the PTO.

Hold an official copy of the bylaws making them available upon request at any general, special, and executive board meetings of the PTO.

**Teacher and Administration Representatives:**

Act as a liaison between their respective teaching staffs and the PTO.

Represent the interests of other concerns of St. Francis Central Catholic School and the Diocese.

**Nominations and Elections**

Nominations and elections shall be staggered with the objective of retaining two of the four officers for each new year. However, during years when more than two of the offices are being vacated, single-year nominations may also be made to maintain the two-officer stagger.

Officers shall be elected by simple majority vote of the members present during a general meeting. A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot.

An officer may be removed by majority vote of all officers (excluding the officer in question) or the Principal if an officer does not take an active role within the PTO as specified by their particular job description; if an officer does not attend PTO events, meetings, or provide reasonable communication with the other officers; if an officer is acting in a way derogatory to the organization or school.

**Article V – Committee Chairpersons**

The PTO executive committee (officers) shall determine core committees for each upcoming school year. Chairpersons shall be appointed on a volunteer basis to head committees deemed

necessary by the PTO officers. In the event of multiple volunteers, the parties may agree to co-chair, or a vote will be taken.

Each committee is the direct responsibility of the Chairperson. Each committee will be overseen by one of the officers of the executive committee. Any concerns should be brought to the attention of the officer-in-charge. Said officer will determine whether immediate action is necessary and take appropriate steps on behalf of the chairperson.

Chairperson Responsibilities include but are not limited to:

Overseeing and implementing the goal work plan of the committee.

Obtaining approval from PTO President, who will then obtain final approval from the school principal before distributing any communication or notices to teachers or students.

Keeping minutes and/or data regarding committee activities.

Preparing and presenting a status report to the PTO at each general meeting. In the event the chairperson will be absent from a general meeting, provide the overseeing PTO officer with a report for presentation at the meeting. A delegated committee member may also present at the meeting.

All members of the Executive Committee shall follow the disbursement procedures when seeking funds. The Executive Board shall also provide written disbursement procedures to all PTO members requiring reimbursements and ensure that these procedures are being followed. The Treasurer shall ensure that this process (Steps 1 to 8 below) is used for reimbursements and shall notify the Executive Board of any payment of funds made that did not follow this process.

1. The Annual PTO budget should be approved prior to the beginning of the school year. Final approval must be made by the Pastor or Administrator.
2. Only PTO-approved budget items can be expended or reimbursed.
3. Expenditures not included in the approved budget shall be submitted to the Executive Board for prior approval.
4. The PTO Treasurer coordinates directly with the volunteer(s) for budgeted events and activities. To ensure that the disbursement process is efficient and timely, other Executive Board members shall not review disbursement requests for budgeted items.
5. The request for expenditure goes from the volunteer(s) to the Treasurer in advance, when possible. When it is not possible to obtain an advance, the volunteer should request reimbursement at the conclusion of the event or activity. In both cases, the volunteer must turn in receipts to the Treasurer for record purposes.
6. The Treasurer approves or disapproves if it is a budgeted item (Board approval is required only if it is not a budgeted item) and sends it to the Rectory bookkeeper for payment, with disbursement instructions as applicable. Copies of disbursement

requests shall be available to the President. In the absence of the Treasurer, the President shall oversee budgeted requests.

7. The School Accountant reviews the request for reimbursement, prepares a check, and disburses it as requested.
8. If there is need, the Principal or Administrator may approve a nonbudgeted item.

## **Article VI – Headroom and Homeroom Parents**

### **Headroom Parent:**

Each grade level will have one Headroom Parent, which will be appointed by the PTO officers. Headroom Parents will serve as the “right hand man” to the teachers of their assigned grade level. They will be the primary communicator for any information that needs disseminated from the PTO to individual classrooms. Headroom parents will be responsible for training/assisting their Homeroom Parents and assistants for all classroom parties and activities as needed by their teachers.

### **Homeroom Parent:**

Homeroom parents shall be appointed on a volunteer basis. Each classroom will have no more than 2 assigned Homeroom parents. Homeroom Parent duties include, but are not limited to helping with and coordinating classroom events such as volunteers for field trips, class projects and field trips.

## **Article VII – Adoptions and Amendments**

The bylaws of the PTO may be revised as needed only at a special meeting of the PTO officers and Principal.

## **Article VIII – Dissolution**

The PTO may be dissolved only at the decision of the Principal.