

BY-LAWS OF
ST. MARGARET MARY
PARENT TEACHER ORGANIZATION

Article I

NAME

The name of the organization shall be the Parent Teacher Organization of St. Margaret Mary Catholic School.

Article II

PURPOSE

The purpose of this organization is to promote the active association of parents and teachers at St. Margaret Mary to achieve the following:

1. Better education for children attending St. Margaret Mary;
2. Better and closer relations among the home, school, and church;
3. More active interest and support for Catholic education.

Article III

MEMBERSHIP, ELECTIONS

Any teacher, employee of the school, parent, guardian, PREP member or individual interested in the well-being of the children at St. Margaret Mary is eligible for membership.

A member shall not be considered in good standing unless fees for the school year are paid by September 30 of the new school year. Any parent, teacher, or guardian of a child at St. Margaret Mary Catholic School is automatically eligible for membership subject to other by-law requirements. Individuals other than parents of St. Margaret Mary students may become members by application to the Executive Board. Members on behalf of the organization cannot incur debts without the approval of the by-laws.

The officers shall be elected at the March meeting. The PRESIDENT-ELECT shall be elected each year to serve for two years. The following year, the PRESIDENT-ELECT shall automatically serve as PRESIDENT for a two-year term. A TREASURER—ELECT shall be elected for a one-year term of office. The following year, the TREASURER-ELECT shall automatically serve a TREASURER for one-year term. The SECRETARY shall be elected every two years, and the VOLUNTEER COORDINATORS shall be elected in the even years.

(Publicity Coordinator in the odd years and the Community Outreach Coordinator in the even years). New officers shall be announced at the last general meeting of the year.

A committee on nominations, with the PRESIDENT-ELECT acting as Chairman, shall be responsible for obtaining one or more candidates for all offices to be filled. After the committee has presented all nominations, the PRESIDENT shall call for nominations from the school community.

Any member in good standing of the organization shall be eligible for the privilege of having office. No officer may be elected to the same office again until one year has elapsed since his/her previous service.

In case of a vacancy in the office PRESIDENT or PRESIDENT-ELECT, the Executive Board shall propose a replacement for the office. This replacement is subject to the approval of the Board and shall complete the UN-expired term.

ARTICLE IV

OFFICERS

The elected officers of the organization shall be a President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Publicity and Community Outreach Coordinators.

EXECUTIVE BOARD

The Executive Board shall consist of the following:

1. The elected officers;
2. The Assistant Principal of St. Margaret Mary Catholic School;
3. A faculty representative elected or appointed by the faculty.

ARTICLE V

DUTIES OF OFFICERS

It shall be the duty of the PRESIDENT to preside at all General Meetings of the organization, as well as, all Board meetings. The PRESIDENT shall identify goals and facilitate PTO events, Board meetings and General PTO meetings. The PRESIDENT shall perform all duties usually pertaining to the office and to appoint all committee chairmen. The PRESIDENT shall have the responsibility of replacing any Board Member with the approval of the Executive Board, if for any reason the elected member cannot fulfill his/her responsibility. The PRESIDENT has the authority for any expenditure up to the limit of \$250.00 in any school month. For any expenditure in excess of that amount, the PRESIDENT must have the approval of the Executive Board. In the absence of the PRESIDENT, the PRESIDENT-ELECT shall perform the duties of

the PRESIDENT. The President shall also be the representative to the Administration Committee.

The PRESIDENT-ELECT shall assist the PRESIDENT in his/her duties and perform those duties in his/her absence. The PRESIDENT-ELECT serves as Chairman of the Nomination Committee and finds candidates for the opening positions on the PTO Board. The President Elect shall also be representative to the School Advisory Council (SAC).

The SECRETARY shall conduct any correspondence of the organization as the officers may direct, keep minutes of all meetings of the organization, have charge of all documents and papers, keep a list of membership, and notify chairman of their duties. NOTE: Moved to Publicity below as it seems to be a better fit The SECRETARY will also handle the Security and Waste assignments for the Fall Festival event.

The TREASURER shall collect all duties and other moneys of the organization, keep accurate financial records and accounts of all moneys received and disbursed, pay bills and report the status of the treasury at all meetings in accordance with current Archdiocesan guidelines. The TREASURER shall also be responsible for the financial management of the Fall Festival, and responsible to the Parish Financial Office/Business Manager. He/She shall also be the representative to the School Advisory Council – Finance Resource Management Committee.

The TREASURER-ELECT shall assist the TREASURER in his/her duties and perform those duties in his/her absence.

The PUBLICITY coordinator shall be responsible for the positive publicity of the PTO organization, including but not limited to announcements of events. The PUBLICITY coordinator shall be the representative to the Parish Formation meetings.

The COMMUNITY OUTREACH coordinator shall oversee and non-fundraising events sponsored by the PTO. This position will serve as a liaison between the PTO board and its sub-committees for the following events: Grandparent's Day, Coffee and Tissues, Donuts with Dads, Muffins with Mom and Teacher Appreciation Week. They will also act as PTO representatives to the Catholic League PTA and assist the school faculty with the activities sponsored by the Catholic League PTA.

ARTICLE VI

MEETINGS

General meetings of the organization may be held during any month of the school year. A minimum of two meetings shall be held during the school year. The Executive Board may meet during any month from July through May. A minimum of six meetings shall be held. Three Board members may call special meetings on one week's notice. All meetings shall be conducted according to "Robert's Rules of Order" in conjunction with the by-laws.

ARTICLE VII

RESPONSIBILITIES AND AUTHORITIES

The Executive Board may authorize for any unbudgeted expenditures up to the limit of \$1,000.00 in any school month. For any expense in excess of this amount or for multiple expenditures exceeding a total of \$1000 per month, the Board must obtain the approval of the Pastor of Community Director. For any expenditure of \$1,000.00 or more that is not allocated in the budget, the Board must obtain three bids, if possible. A majority of the elected officers (4 members) must be present to conduct business.

ARTICLE VIII

COMMITTEES

Chairman of the following committees are appointed by the PRESIDENT to serve a minimum of one year but not more than 3 years.

LFE/Box Tops	Teacher Appreciation
Fall Festival	Poinsettia Sales
Fall Fundraiser	Muffins with Mom/Donuts with Dad
Grandparent's Day	Coffee and Tissues
Kroger Cards	Spirit Wear
Winter Gala/Fundraiser	Used Uniforms
Room Parents	Chick-fil-A

SPECIAL COMMITTEES – A special committee may be created by the Board or general membership with the Chairman to be appointed by the PRESIDENT.

ARTICLE IX

FISCAL YEAR AND AUDITING

The fiscal year of this organization shall begin on July 1 and expire on June 30 of the following year.

A competent auditor or committee approved by the general membership shall audit the financial records of the organization at the end of the fiscal year. Upon completion of the audit, a written report shall be filed with the Executive Board and made available to the general membership.

ARTICLE X

AMENDMENTS

This constitution or by-laws may be amended by a 2/3 vote of those members present at a general meeting provided the amendment has been presented in writing and read at a regular meeting preceding the meeting at which the vote was taken. Any member may present the written amendment. At least forty (40) school family representatives must be present when an amendment is voted upon.

Adopted this 3rd day of May, 2016

President – Mara Legere

Principal- Wendy Sims