



# ST. GERARD CATHOLIC SCHOOL

LANSING, MI

## Bylaws of the St. Gerard School Parent Teacher Organization

## Article I – Name

The name of the organization shall be the St. Gerard Parent Teacher Organization.

## Article II – Purpose

The purpose of the St. Gerard Parent Teacher Organization (PTO) is to enrich the school environment by supporting and working collaboratively with the administration, teachers, staff, parents, and students through various activities and fundraisers (including but not limited to Article XI below). The voting members of the PTO will disperse funds raised based on feedback from PTO members, school and church administration, and teachers, in addition to expenses to maintain the PTO.

As ambassadors of families at St. Gerard School and St. Gerard Preschool, the PTO members will provide feedback and concerns to school administrators based on their own knowledge and student's experiences (see Article XII). The PTO will also be a partner for school administrators for new ideas and innovation that may be happening at the school.

## Article III – Membership

Every parent and guardian whose children attend St. Gerard School and St. Gerard Preschool are non-voting members of the PTO, as are the Pastor, Parochial Vicars, school administrators, teachers, and staff.

## Article IV – PTO Board and Executive Officers

The PTO Board is the representing body of the parents and guardians of the students to the school and administration. It will consist of the Executive Officers, PTO members-at-large drawn by lottery, and two teacher representatives appointed annually by the Principal. The recommended number of the PTO Board is a total of fifteen voting members, including the two teachers. The above members of the PTO Board are voting members. The Principal is not a voting member. The Executive Officers of the PTO Board shall be the President, Vice-President, Secretary, and Treasurer. All Executive Officer positions of the PTO Board are for a period of two years and will be drawn via lottery by the PTO Board. All Officers are eligible to resubmit their name in said drawing after serving two years. If the president deems necessary, any office on the PTO Board may include a co-chair. Ex-officio officers shall include the immediate past president, school administrator, and Pastor of the parish. Officer duties are outlined in Article XI.

## Article V – Procedures for Board Membership

The PTO Board shall receive written notification each March concerning opportunities to serve in an Officer position. Selection of any open PTO Executive Officers shall take place by lottery drawing at the April PTO meeting. PTO Board Members shall be asked to serve for a term up to five years beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. At the end of the five-year term served, PTO Board Members have the option to renew for another term. If a parent or guardian had previously served a term(s) on the PTO Board and wishes to return, their name can be added to the lottery so long as they still have a student at St. Gerard School. PTO Board members will be drawn in a lottery during the May PTO meeting. All undrawn names will be kept by the President. In the event a position on a PTO Board becomes available at any other time than the May meeting, a name will be drawn from the pool of the remaining names at the next PTO meeting.

In order to retain membership on the PTO Board, each board member cannot miss more than three of the scheduled meetings throughout the school year and miss more than 25% of special scheduled

meetings. Exceptions can be made by the President in special situations where the absences are due to extenuating circumstances. If a PTO Board Member has not met the requirements of attendance, their membership position will be open for the following year.

## Article VI – Committees

The PTO Board shall appoint any committee, with a chairperson and co-chairperson, they deem advisable. Each committee may appoint subcommittees, if deemed necessary. PTO Board Members are expected to provide leadership to committees and other social activities throughout their term.

### PTO Partner

In looking towards providing various opportunities for all PTO Members to be a part of the various fundraising and social activities, the chairperson or co-chairperson for each committee does not need to be a member of the PTO Board. Any member of PTO is welcome to sign-up to be a chair or co-chairperson of a committee. In the situations where the chairperson is not on the PTO board, a PTO board member, called PTO Partner, will be designated as a resource and provide guidance, including keeping the PTO Board updated on the fundraising or social activity.

### Standing Committees

The PTO has some standing committees that are part of the usual fundraising and social activities calendar. Other committees will be appointed as needed. The PTO Board will provide an opportunity for parents and guardians to sign-up to participate twice a year (Spring for early fall activities and Fall for activities later in the school year).

- New Family Committee\*
- Auction Committee\*
- Mileage Club Committee
- Fun Day Committee
- Teacher Appreciation Committee
- Student Appreciation Committee\*
- Book Fair Committee
- 8<sup>th</sup> Grade Graduation Committee
- World of Art Committee

\*Fundraising or social activities that should be recruited for in Spring for late summer/early fall activities.

## Article VII – PTO Meetings

### Attendance

The number of scheduled meetings of the PTO shall be established by the PTO Board in the beginning of the school year. The nature, time, and place of each meeting shall be announced in sufficient time and manner to assure attendance by all PTO members. Additional special meetings may be established by the action of the Officers with due notice given to the PTO Board Members. Quorum for voting at PTO general meetings is two-thirds (2/3) of the PTO Board membership.

## Agenda

Any member of the PTO can request an agenda item be added for the scheduled meetings. The request must be sent in writing to PTO@stgerardlansing.org and submitted to the PTO 48 hours prior to the meeting. The agenda item will be discussed under new business. If the President feels this is more of a personal, isolated matter, not reflective of the school environment, it may be referred to the school administrators and Pastor of the Parish.

## Article IX – Amendments

The bylaws may be amended at any PTO Board meeting provided the membership receives written notice 30 days prior to the proposed amendment vote by the PTO Board.

## Article X – Parliamentary Procedure

Robert's Rules of Order shall be followed for the transaction of business. A copy of the said rules will be available from the PTO President or an online version can be found at <https://robertsrules.org/robertsrules.pdf>.

## Article XI – Executive Officer Duties

### President

The President will preside over all meetings and perform such other duties as authorized by the Officers. The President is responsible to the Officers and general PTO membership.

### Responsibilities:

1. Preside over all PTO meetings.
2. Prepare and publish an annual schedule for regular PTO Board meetings (August through May).
3. Prepare agendas for meetings and send out reminders for these meetings in advance.
4. Maintain the St. Gerard School PTO email account.
5. Appoint Executive Officers and Committee Chairpersons as appropriate.
6. Serve as ex-officio member of all committees, except any Executive Officer nominating committee.
7. Provide advice and direction to Executive Officers, PTO Partners or Chairpersons as required.
8. Appoint a committee to review bylaws as determined needed by the PTO Board.
9. Transfer all records and materials to the new President within 30 days after the completion of term.
10. May serve as ex-officio to the PTO Board for one year following the completion of the officer term as President.

### Vice President

In the absence of the President, the Vice President will perform all duties and assumes all responsibilities of the President, or perform such other duties as authorized by the President. The Vice President is responsible to the President, PTO Board, and general PTO membership.

### Responsibilities:

1. Attend all general PTO membership, PTO Board and Executive Officer meetings.
2. Maintain PTO Executive Board roster with term expiration dates.
3. Organize the Open House School Store for the fall school open house times
4. Obtain a good working knowledge of the PTO Executive Offices and committees in preparation for assuming the office of the President.
5. Perform other responsibilities as delegated by the President.
6. Transfer all records and materials to the new Vice President within 30 days after the completion of term.

### Secretary

The Secretary will record the official minutes of all meetings and send out notices of meetings as requested by the President. The Secretary is responsible to the President, PTO Board, and general PTO membership.

### Responsibilities:

1. Attend all general PTO membership, PTO Board and Executive Officer meetings or, in the event of absence, notify the President of a need for a replacement.
2. Take attendance and record official minutes of all meetings, indicating date, and time of call to order and adjournment.
3. Prepare and make available minutes of the PTO Board membership meetings to be voted on at the following meeting.
4. Provide a digital copy of the approved minutes to the Principal for distribution to all PTO members.
5. Respond appropriately, in writing, to those persons making contributions of time or money to PTO. Maintain a list of these contributions for future reference.
6. Send out correspondence as requested by the President.
7. Transfer all records and material to the new Secretary within 30 days after the completion of term.

### Treasurer

The Treasurer is accountable for all financial activity of the St. Gerard PTO. The Treasurer is responsible to the President, PTO Board, and general PTO membership.

### Responsibilities:

1. Attend all general PTO membership, PTO Board and Executive Officer meetings.
2. Receive all funds and deposit said funds in the name of the St. Gerard Parent Teacher Organization in the bank designated by St. Gerard Church.
3. Pay all bills as authorized by the PTO Board.

4. Maintain a detailed ledger of receipts and expenditures for each school year (July 1<sup>st</sup> to June 30<sup>th</sup>).
5. Prepare a Treasurer's Report for presentation at each PTO Board meeting.
6. Prepare a final Treasurer's Report to represent the individual school year and keep with records and materials.
7. Provide a digital copy of the budget report to the Principal for distribution to all PTO members at the end of the fiscal year.
8. Transfer all records and material to the new Treasurer within 60 days after the completion of term.
9. Treasurer should not chair a fundraising event.