

CONSTITUTION & BY-LAWS 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 – AIM

The aim of the St. Gerard Parent Teacher Organization (PTO) is to enrich the school environment by supporting the administration and staff, to provide sound educational opportunities for parents, teachers, and students; and to organize appropriate fund raising and social activities.

ARTICLE III – MEMBERSHIP

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

ARTICLE IV – EXECUTIVE BOARD

The PTO Executive Board will consist of the Executive Board Officers, Executive Board members-at-large drawn by lot, and two teacher representatives appointed by the principal. The recommended number of Executive Board members is a total of 15 voting members, including 2 teachers. The above members of the Executive Board are voting members. The Officers of the Executive Board shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Activities Chair. All Officer positions of the Executive Board are for a period of two years and will be drawn by lot. All Officers, excluding President, are eligible to resubmit their name in said drawing after serving two years. If the President deems necessary, any office on the 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 Attachment A.

ARTICLE V – PROCEDURE FOR BOARD MEMBERSHIP

The membership shall receive written notification each March concerning opportunities to serve on the Executive Board. Selection of PTO Executive Board Members shall take place by lottery drawing at the April PTO meeting. Executive Board Members shall be appointed for a term of three calendar years beginning July 1st and ending June 30th. At the end of the first three year term, Executive Board Members have the option to renew for a second three year term after which time the term ends. In the event that all Executive Board positions are not filled at the April PTO meeting via lottery from general membership names submitted, any interested Executive Board Members who have already completed their second three year term may submit their name for a second lottery drawing to fill the remaining Executive Board positions and start a new first, 3 year term with the option to renew for a second 3 year term at completion of the first. All undrawn names will be kept by the president. In the event a position on the Executive Board becomes available at any other time than the April meeting, a name will be drawn from the envelope of remaining names at the next PTO meeting. In order to retain membership on the board, each board member must attend a minimum of 75% of the

ARTICLE V – PROCEDURE FOR BOARD MEMBERSHIP CONT'D

scheduled meetings throughout the school year. Exceptions can be made by the president in special situation where absences are due to extenuating circumstances. If an Executive Board member has not met the requirement of attendance, his/her spot will be open for the following year.

ARTICLE VI – COMMITTEES

The Executive Board shall appoint any committee they deem advisable. Each committee chairperson shall appoint co-chairs and/or subcommittees if deemed necessary. The Committee Chairperson is responsible to the Executive Board.

ARTICLE VII – MEMBERSHIP MEETINGS

The number of membership meetings of the PTO shall be established by the Executive Board. 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 action of the Executive Board with due notice given to organization members.

ARTICLE VII – DUES

The dues of the PTO shall be established by the Executive Board at the beginning of the school year. The Pastor, Parochial Vicars, Administrator and school faculty and staff will be non-paying members.

ARTICLE IX – AMENDMENTS

This Constitution and attached By-Laws may be amended at any membership meeting of the PTO provided the membership receives written notice 30 days prior to proposed amendment vote by the Executive Board.

ARTICLE X – PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be followed for the transaction of business. A copy of said rules will be available from PTO President.

**ATTACHMENT A
EXECUTIVE BOARD OFFICER DUTIES**

PRESIDENT

BASIC FUNCTION: Preside over all General PTO Membership meetings, Board Meetings, and perform such other duties as authorized by the Executive Board.

RESPONSIBLE TO: Executive Board and General PTO Membership

RESPONSIBILITIES:

1. Preside over all General PTO Membership meetings and Executive Board Meetings.
2. Prepare an annual schedule for monthly Board Meetings and General Membership Meetings.
3. Prepare agendas for Board and General Membership meetings and send out reminders for these meetings in advance.
4. Appoint Committee Chairpersons as appropriate.
5. Serve as ex-officio member of all committees, except the Nominating Committee.
6. Provide advice and direction to Chairpersons as required.
7. Submit an annual written report to the membership at the Annual Meeting in May.
8. Serve as ex-officio to the Executive Board for the year following the completion of the term as President or return to the Executive Board as member-at-large.
9. Transfer all records and materials to the new President within 30 days after the end of the school year.
10. Appoint a committee to review by-laws every 4-6 calendar years, or as determined needed by the Executive Board, at the start of a president's term.

VICE PRESIDENT

BASIC FUNCTION: In the absence of, or because of the incapacity of the President, perform all duties and assume all responsibilities of the President, and perform such other duties as authorized by the President.

RESPONSIBLE TO: President, Executive Board, and General PTO Membership

RESPONSIBILITIES:

1. Attend all General PTO and Executive Board Meetings.
2. Maintain PTO Executive Board roster with term expiration dates.

VICE PRESIDENT CONT'D

3. Obtain a good working knowledge of the PTO Executive Board offices and committees in preparation for assuming the office of President
4. Perform other responsibilities as delegated by the President
5. Transfer all records and materials to the new Vice President within 30 days after the end of the school year.

RECORDING SECRETARY

BASIC FUNCTION: Record the official minutes of the General PTO Membership meetings and Executive Board meetings; send out notices of meetings as requested by the President.

RESPONSIBLE TO: President, Executive Board, and General PTO Membership

RESPONSIBILITIES:

1. Attend all meetings of the General PTO Membership and Executive Board 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, place, and time of call to order and adjournment.
3. Prepare and distribute minutes of all Executive Board meetings to the members of the Executive Board no longer than three weeks following said meetings.
4. Prepare and make available minutes of the General PTO Membership meetings.
5. Transfer all records and materials to the new Secretary within 10 days after the end of the school year.

TREASURER

BASIC FUNCTION: Be accountable for all financial activity of the St. Gerard PTO.

RESPONSIBLE TO: President, Executive Board, and General PTO Membership

RESPONSIBILITIES:

1. Attend all meetings of the General PTO Membership and Executive Board.
2. Receive all funds and deposit said funds in the name of the St. Gerard Parent Teacher Organization in a bank designated by the Executive Board.
3. Pay all bills as authorized by the Executive Board.

TREASURER (CONTINUED)

4. Maintain a detailed ledger of receipts and expenditures.
5. Prepare a Treasurer's Report for presentation at each Executive Board meeting and General PTO Membership meeting.
6. If approved by Board, collect yearly membership fees and maintain a record of current members
7. Manage the school store during open house including working with principal to order needed supplies, manage cash, coordinate staffing.
8. Transfer all records and materials to the new Treasurer within 60 days after the end of the school year.
9. Treasurer should not chair a fundraising event.

CORRESPONDING SECRETARY

BASIC FUNCTION: Acknowledge all contributions made to PTO, be accountable for all incoming and outgoing correspondence; and other such correspondence as requested by the President.

RESPONSIBLE TO: President, Executive Board, and General PTO Membership

RESPONSIBILITIES:

1. Attend all General PTO and Executive Board meetings.
2. Maintain a file of all incoming and outgoing correspondence.
3. Respond appropriately, in writing, to those persons making contributions of time or money to PTO. Maintain a list of these contributions for future reference.
4. Send out correspondence as requested by the President.
5. Transfer all records and materials to the new Secretary within 30 days after the end of the school year.

