

PTO BYLAWS & ROLES AND RESPONSIBILITIES

ARTICLE I - TITLE

The name of this organization shall be the Saint Patrick School Parent-Teacher Organization, hereinafter referred to as “PTO.”

ARTICLE II - PURPOSE

The purposes of the PTO are to:

- Promote quality Catholic education in accordance with the St. Patrick School (the “School”) mission to act justly, love and serve one another, and walk humbly with God.
- Bring into closer relationship the home, the School, and St. Patrick Parish (the “Parish”), so that parents and teachers may cooperate in the education of all aspects of the child: spiritual, moral, intellectual, physical, and social.
- Promote educational and fundraising events for the benefit of the School.
- Assist the Pastor and Principal in coordinating School-related events and projects.
- Promote open communication among the parents, teachers, and administration.
- Help build and enhance the faith community of the School and Parish.
- Foster an inclusive community among all St. Patrick School families.

ARTICLE III - MEMBERSHIP

The membership of the PTO (hereinafter referred to as “PTO Members”) shall be drawn entirely from the following:

- The pastor of the Parish or his delegate
- The principal of the School
- The faculty and staff of the School
- The parents and/or legal guardians of students currently enrolled in the School

ARTICLE IV – BOARD MEMBERS

- Executive Board: The Executive Board includes the President, Vice President, Secretary, Treasurer, Events Director, Room Parent Coordinator, and immediate Past President. The Executive Board is responsible for the day-to-day management of the PTO.
- President: The President presides at all PTO Board meetings, provides an agenda for such meetings, acts as chair of the Executive Board, and is an ex-officio member of the St. Patrick School Consultative Board. The President works in conjunction with the Pastor and Principal to further the objectives of the PTO. The President oversees and may appoint delegates or committees for the social and fundraising events throughout the school year in coordination with the Director of Development. These events may include Back-to-School Bash, Corn Hole Tournament(s), Halloween Trunk or Treat, Catholic Schools Week, Teacher Appreciation Luncheon, Christmas Event, Fall & Spring Fundraisers, Trivia Night, School Collations, Field Day, Fun Run, 8th Grade Breakfast, and/or other events. At the end of the term, the President moves to the office of the Past President and assists the new President of the PTO during the transition to said office. The President shall also approve budgets and sign expense forms for reimbursements as necessary. The term for the President is 1 year.
- Vice President: The Vice President supports the President, officiates in the absence of the President, and assumes the office of President for the remaining term if the office becomes vacant. The Vice President assumes the office of President the following school year and the office of Past President the year thereafter. The term for Vice President is 1 year.
- Secretary: The Secretary records minutes of PTO meetings and distributes them to members shortly after each meeting. The Secretary oversees the creation and distribution of flyers and notices to be sent home and/or emailed to families following Principal approval. The Secretary coordinates with the Parish Office any announcements to be included in the Parish bulletin. The Secretary oversees the creation of the School directory each Fall. The term for Secretary is 2 years.

- Treasurer: The PTO Treasurer works with the Parish/School Business Manager to ensure archdiocesan and state policies and procedures are carefully followed. The Treasurer is responsible for requesting and obtaining the start-up cash for each event and for safeguarding the cash. The Treasurer works with the Business Manager to ensure that proper controls are in place for the collection and disbursement of funds at each event. The Treasurer works with the President and Events Director on budgets for each event. The Treasurer will reconcile the accounting for each event with the Business Manager and report the accounting for the events to the PTO Executive Board. The term for Treasurer is 2 years.
- Events Director: The Events Director works closely with the Development Director at the School and the Principal to ensure that school events and fundraisers are adequately staffed and managed. Together with the President, the Events Director forms committees to assist with events and fundraisers as necessary. The term for an Events Director is 2 years.
- Past President: The Past President serves in an advisory role to the President and the Executive Board. The Past President oversees the Nominations Process, as described in Article V.
- Room Parent Coordinator: The Room Parent Coordinator assists in coordinating and overseeing the room parents for all grade levels and serves on the Executive Board. This person will be the liaison between the PTO and room parents to ensure that they communicate effectively and appropriately with their classes' families. The Room Parent Coordinator assists the PTO in carrying out its duties and soliciting volunteers for various events, including fundraisers, collations, and social events, and helping to keep the faculty lounge stocked with staples and refreshments for our teachers and staff. The term for Room Parent Coordinator is 1 year.
- Faculty Liaison: The Faculty Liaison to the PTO is appointed by the Principal annually after soliciting interest from the faculty and serves as a liaison between the PTO and the School faculty. The Faculty Liaison may not vote on matters

involving the disbursement or allocation of PTO funds. The principal may approve 2 Faculty Liaisons: one for grades PK-5, and another for grades 6-8. Room Parents: Room parents are those volunteers who would like to help coordinate activities for their child's classroom and communicate with the families in their child's class. Communications regarding PTO activities and announcements will be overseen by the Room Parent Coordinator. Additional communications can be sent to the class families at the request of the teacher. The term for a Room Parent is 1 year, but they may serve up to 3 consecutive years for their child's grade, being mindful of other parents who may also want to volunteer.

ARTICLE V – NOMINATIONS AND ELECTIONS

- All PTO Board Members must have a completed, signed, and current CORI form and Code of Ministerial Conduct on file in the School office, as well as completing a one-time workshop of “Protecting God’s Children” at a parish within the Archdiocese of Boston.
- Nominations for the following school year’s open PTO Board positions shall take place in the early Spring by sending an online “Nomination Request” form to all PTO members, school administration and faculty members, and the Pastor. The Past President will be the current President. The President will be the current Vice President. Preference for Vice President ought to be given to a person who has served on the Executive Board in the past. Those nominated for Secretary, Treasurer, and Events Director should have served in the PTO in some capacity in the past, if possible.
- Within a few weeks of the deadline for submitting nominations, the PTO President will share the nominee list with the Principal and Pastor, and a ballot for open positions with multiple nominees will be drafted and sent to all PTO members for a vote. Once the votes are tallied and winners determined and notified, the Executive Board will recruit volunteers for any vacant position(s).
- The Room Parent Coordinator must have served as a Room Parent for at least 2 years.

- Room Parents have a term of one year. One person may serve as a Room Parent for up to three consecutive years. That limit would only be extended if there aren't other volunteers for that position.

ARTICLE VI – MEETINGS

- The PTO Executive Board shall meet in May with the Principal and Director of Development to set a preliminary schedule of events and meetings for the upcoming school year.
- The PTO Board will meet at the beginning of the school year to introduce all Board Members to the expectations and scheduled events for the year.
- The PTO will meet at least 4 times throughout the school year as needed to plan events at the discretion of the PTO President. All are invited to attend PTO meetings. Meetings should alternate between mornings and evenings to accommodate both stay-at-home parents and working parents.
- PTO Committees and the PTO Executive Board may meet separately as needed for the committees' purposes.

ARTICLE VII – COMMITTEES

- The PTO sponsors services and events to benefit the School. Each position and any corresponding committees conform to all PTO Bylaws. All Committee Chairs present an activity report at regularly scheduled PTO Board meetings when needed. All PTO Members are entitled to be committee members.
- An Events Committee shall be made up of interested PTO members and shall be overseen by the Events Director. This committee will assist with the two major fundraisers at the School, directed by the Development Director and any volunteers for the particular events.

ARTICLE VIII – QUORUM

A quorum of the PTO Board consists of a simple majority of the PTO Board, made up of the Executive Board and Faculty Liaison, to conduct business at a regular PTO Board meeting.

ARTICLE IX – AMENDMENTS

The PTO bylaws may be amended at any regular meeting of the PTO Board by a two-thirds (2/3) vote of the PTO Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Pastor and Principal. The bylaws may be amended no more than once per year, except for any changes required by the Archdiocese of Boston.

ARTICLE X – FINANCES

- Budget: A budget for individual events and community gatherings, excluding the fall and spring fundraisers, shall be prepared by the PTO Treasurer, working with the Events Director, President, St. Patrick Parish Business Manager, and Development Director within the overall constraints of the St. Patrick School budget. Budgets for each event shall be communicated with the chair(s) of each event for the school year or the Pastor of St. Patrick Parish.
- Expense Forms: Pre-approved expenses incurred by a PTO Board Member or a designee must be signed by the PTO President before submission to the Parish Business Manager for reimbursement. The Treasurer will keep track of income and expenses for each event and report the results to the Parish Business Manager.
- Guidelines to Handle Money: All PTO Board Members will follow Archdiocesan guidelines for handling money properly as outlined by the St. Patrick Parish Business Manager.

ARTICLE XI – ROLE OF THE PASTOR

In addition to serving as a PTO Board Member, the Pastor of St. Patrick Parish is the final authority in all matters regarding school organizations and can dissolve the PTO and other organizations at any time.