

## **Article I – Name**

The name of the organization shall be Assumption Parent Teacher Organization (PTO).

## **Article II - Mission**

Enriching each student's education is the primary goal of the Parent Teacher Organization.

PTO strives to enhance every child's school experience by supporting staff through

- Encouraging parent participation
- Providing volunteers to assist in school efforts and
- Providing financial assistance to expand educational opportunities.

A secondary goal of the PTO is to great a parent support network by

- Planning events that offer parents and opportunity to network and
- Offering prayer and/or volunteer assistance for any family that might need it during a difficult time.

## **Article III – Members**

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the may be a member and have voting rights.

## **Article IV – Officers and Elections**

**Section1.** Officers. The officers shall be a president, vice president, secretary, treasurer and SCRIP chair. The offices of secretary and treasurer may be held as co-offices, where two share duties. All the officers should be familiar and guided by the by-laws of the PTO.

**a. President.** The president shall prepare the agenda and preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization as needed, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. At the end of the term, the president shall prepare an annual report summarizing the year.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall automatically become the president the following year after being elected vice president. The vice president shall be involved in the religious support committee and perform other duties from time to time as may be assigned by the president.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and post notice of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, committee membership list, and any other necessary supplies, and brings them to meetings. The secretary shall remind members of their appointment on standing or special committees.

**d. Treasurer.** The treasurer shall receive all funds and receipts of the organization, keep an accurate record of receipts and expenditures, and pay out fund in accordance with the approval of the executive board. The treasurer will deposit all money in the name of the

PTO to Liberty Bank, Granger. The treasurer, SCRIP chair and the parish priest will be on the signature card for the bank account. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make full report at the end of the year. The treasurer shall act as custodian over funds and any tangible assets of the PTO.

**Section 2.** Nominations and Elections. Nominations for the following school year will be taken by the vice president after the February PTO meeting and all nominees that accept will be presented at the March meeting. If more than one person is running for an office, a ballot vote shall be taken with ballots sent to all eligible voters to be turned into the school office by a specified date, between the March and April PTO meetings. New officers are announced at the April meeting.

**Section 3.** Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before nominations are solicited.

**Section 4.** Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. The vice president serves two years, one as vice president and the following year as president. Each person elected shall hold only one office at a time, except the treasurer and SCRIP chair may be the same person.

**Section 5.** Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly schedule meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6.** Removal From Office. Officers can be removed from office with cause by two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1.** Regular Meetings. The regular meeting of the organization shall alternate between after school and evening, on a day decided by the board before the start of each school year, or at a time and place determined by the executive board at least one month before the meeting.

**Section 2.** Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by e-mails.

**Section 3.** Quorum. The quorum shall be 10 members of the organization.

## **Article VI – Executive Board**

**Section 1.** Membership. The executive Board shall consist of the officers and principal.

**Section 2.** Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership and board of education, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3.** Quorum. Half the number of the board members plus one constitutes a quorum.

## **Article VII – Committees**

**Section 1.** Membership. Committees may consist of members (parents and teachers) and board members, with the president acting as an ex officio member of all committees.

**Section 2.** Standing Committees. The following committees shall be held by the organization: BRAG – Bike Ride Around Granger fundraising, religious support, home room parent, teacher meals, teacher appreciation, SCRIP, and book fair.

- a) BRAG Committee
  - Membership shall be 4 to 8 parents members each year and the principal and/or one teacher.
  - The membership term is two year, with approximately half the committee new each year.
- b) Religious Support Committee
  - Membership shall be the vice president as chair, the principal, one teacher and two to four other parents.
- c) Home Room Parent Committee
  - Membership shall be a parent with previous experience as the chair and one parent for each grade and/or teacher as determined by the teachers.
- d) Teacher Meals Committee
  - This committee shall have one parent chair, and 3 – 6 other parents.
- e) Teacher Appreciation Committee
  - The committee shall have 1 or 2 chairs and an additional 3 – 5 parent members
- f) SCRIP Committee
  - The SCRIP chair shall be the treasurer or someone with experience on the committee approved by the treasurer
  - Membership shall be 2 – 5 other parent or teacher members
- g) Book Fair Committee
  - Membership shall be the librarian as the chair, 4 – 8 parents and a teacher or the principal.
- h) Other PTO activities that may require committees
  - 1<sup>st</sup> Day of School Breakfast for all parents (hosted by 1<sup>st</sup>/2<sup>nd</sup> grade parents)
  - School Family Calendar
  - Box Tops Program
  - Children’s games for Assumption Annual Fall dinner and carnival
  - 7<sup>th</sup> and 8<sup>th</sup> grade service project fundraiser
  - Treats for after school music programs
  - Track and field day/ice cream social
  - 8<sup>th</sup> grade graduation reception

**Section 3.** Additional Committees. The board may appoint additional committees as needed.

## **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present. The budget must also be submitted to the board of education for approval.

**Section 2.** The treasurer shall keep accurate records of an disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization or delegate this authority to the treasurer.

**Section 4.** Authorized signers on bank accounts shall be the scrip chair, treasurer, and parish priest.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the PTO and the board of education.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the membership's approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

## **Article IX – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.