

BY LAWS
ST. THOMAS THE APOSTLE SCHOOL
PARENT TEACHER ORGANIZATION
2006-2007

ARTICLE 1 - NAME

The name of the organization shall be the ST. THOMAS SCHOOL (STS) PARENT TEACHER ORGANIZATION (PTO).

ARTICLE 2 - OBJECTIVE

The ST. THOMAS SCHOOL PTO will promote communication between teachers, parents and community. Additionally, the ST. THOMAS SCHOOL PTO supports the mission of ST. THOMAS SCHOOL:

“To guide each child in living the Gospel message of Jesus Christ. Academic excellence will be achieved through diverse and challenging learning experiences. Each student will also develop the qualities necessary to face the demands of life, while serving God and others, in an ever changing society”.

ARTICLE 3 - SCOPE

The ST. THOMAS SCHOOL PTO will engage in the following services: social and academic activities, communication, and fundraising. Financial support will be provided to support teachers and student programs not covered by School Budget. The ST. THOMAS SCHOOL PTO will encourage parent, teacher and community involvement and cooperate with school administration to enhance educational opportunities. Areas of concern will be brought to the attention of the principal.

ARTICLE 4 - POLICIES

- A. The ST. THOMAS SCHOOL PTO shall be non-commercial, non-partisan and non-political, and will not endorse any commercial enterprise, political candidate or political party.
- B. The ST. THOMAS SCHOOL PTO will seek neither to direct the administrative activities of the school nor to control its policies.
- C. In the event of the dissolution of the ST. THOMAS SCHOOL PTO, the net monetary assets of the PTO will be distributed to ST. THOMAS SCHOOL.
- D. The ST. THOMAS SCHOOL PTO may cooperate with all other organizations within ST. THOMAS SCHOOL, THE PARISH, and or THE DIOCESESC with similar interests.
- E. ST. THOMAS SCHOOL PTO funds will not be used for any items, programs or events that do not directly benefit the students at ST. THOMAS SCHOOL.
- F. All Special monetary requests for non-budgeted items must be submitted to the ST. THOMAS SCHOOL PTO BOARD for discussion at the ST. THOMAS SCHOOL PTO General Meeting. Vote for approval of the request will be made at the following ST. THOMAS SCHOOL PTO General Meeting.
- G. If a specific long-term goal has been approved, additional funds may be carried over to the next school year.
- H. Accounting Procedures

I. Expense Guidelines

- i. Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense forms. These forms should be submitted to the ST. THOMAS SCHOOL PTO Treasurer within 30 days. Requests made without paper receipts will not be processed for reimbursements.
- ii. A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies must be returned to the treasurer immediately following the purchase.

J. Deposit Guidelines

All monies raised for the ST. THOMAS SCHOOL PTO must be documented on the Deposit form and submitted to the ST. THOMAS SCHOOL PTO Treasurer immediately.

ARTICLE 5 - MEMBERSHIP

- A. ST. THOMAS SCHOOL PTO membership will be open to teachers, parents or guardians of students, and staff of ST. THOMAS SCHOOL, regardless of race, color, creed, national origin or sex.
- B. The ST. THOMAS SCHOOL PTO will conduct an active membership campaign throughout the school year.
- C. The membership year will correspond with the school year.
- D. A family is considered a member of the ST. THOMAS SCHOOL PTO when dues are paid in full.
- E. Annual dues will be determined by the ST. THOMAS SCHOOL PTO Board at the first Board Meeting following their election in April.
- F. Any member is eligible to vote on any motion at ST. THOMAS SCHOOL PTO Monthly General Meetings.

ARTICLE 6 -OFFICERS (BOARD MEMBERS)

- A. Qualification for Officers:
 - i. An officer must be a member of the ST. THOMAS SCHOOL PTO.
 - ii. An Officer must have a child currently enrolled in ST. THOMAS SCHOOL Elementary School or must be a member of ST. THOMAS SCHOOL staff.
 - iii. No officer shall hold more than one board position at a time. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.
- B. The Officers of the Board of the ST. THOMAS SCHOOL PTO will consist of President, Vice President, Secretary, Treasurer and School Principal.
- C. In addition to Officers, the PTO Board and the ST. THOMAS SCHOOL Principal will appoint: one Teacher Liaison, Director of Communications, and Director of Fundraising.

ARTICLE 7 - ELECTION OF OFFICERS

A. The Election Committee

- i. The ST. THOMAS SCHOOL PTO Board shall appoint three members of the ST. THOMAS PTO to serve as the Election Committee. PTO Board members shall not be appointed to Election Committee.
- ii. The Election Committee shall choose a chairperson that will report to the PTO Board.
- iii. The Election Committee duties include: notifying the membership of the upcoming election, identifying candidates through anonymous written nominations, and counting the ballots cast for each candidate.
- iv. An election ballot will be developed to include nominations for each board position. Nominees will be notified and may decline his/her nomination and will be removed from the ballot.
- v. ST. THOMAS SCHOOL PTO members will be notified in writing of the election at least seven (7) days prior to the voting.

B. Elections

- i. The election committee shall provide a written list of candidates to the ST. THOMAS SCHOOL PTO board, at least 48 hours before the election meeting.
- ii. The elections will be held at April's general meeting.
- iii. Voting shall be done by a secret ballot.
- iv. A nomination during the meeting may be made from the floor and added to the ballot.
- v. A person receiving the majority of votes for each position will become next years officer.
- vi. In the case of a tie, the ST. THOMAS SCHOOL PTO board will cast the deciding vote.

C. Term

- i. An officer's service date corresponds directly with the school year. A term is defined as two school years.
- ii. A vacancy occurring on the ST. THOMAS SCHOOL PTO BOARD can be filled for the unexpired term by an ST. THOMAS SCHOOL PTO member through a special election. This special election will follow the same guidelines as the general election.
- iii. If a vacancy occurs in the office of the President, the Vice President shall fill it for the unexpired term.

D. Officers' Duties:

- i. Will attend the board and ST. THOMAS SCHOOL PTO General meetings.
- ii. ST. THOMAS SCHOOL PTO Board Meetings shall be held monthly with the day and time to be determined by the ST. THOMAS SCHOOL PTO Board.

E. Offices

- i. President (Elected)
 - a. Will preside at all PTO board and ST. THOMAS SCHOOL PTO General and Special meetings.

- b. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.
 - c. Shall cooperate with the Principal and maintain a supportive relationship between the school and the ST. THOMAS SCHOOL PTO.
 - d. Will appoint special committees when needed.
 - e. Will provide a summary year-end report of his/her year in office to give to the new President at the joint Board meeting.
- ii. Vice President (Elected)
- a. Will act as an aide to the President, upon request, and assume the duties of the President during his/her absence.
 - b. Will preside over the membership enrollment.
 - c. Conduct an active membership campaign throughout the school year.
 - d. Set up and man a membership table at registration.
 - e. Follow up and enroll new members, particularly new families.
 - f. Will provide a written year-end report to the new Vice President at the joint board meeting.
- iii. Secretary (Elected)
- a. Record in a permanent form all business transacted at each meeting of the ST. THOMAS SCHOOL PTO.
 - b. Will submit a copy of the minutes to all officers prior to the next ST. THOMAS SCHOOL PTO BOARD General meeting.
 - c. Present the minutes for approval at the ST. THOMAS SCHOOL PTO BOARD General meetings.
 - d. Will keep attendance records for all meetings.
 - e. Will notify ST. THOMAS SCHOOL PTO members of special meetings called by the ST. THOMAS SCHOOL PTO BOARD five (5) days prior to such meetings.
 - f. In case of Secretary's absence from any meeting, a board member will be appointed to take the minutes.
 - g. Will provide a written year-end report to the new Secretary at the joint board meeting.
- iv. Treasurer (Elected)
- a. Will handle all funds of the ST. THOMAS SCHOOL PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each ST. THOMAS SCHOOL PTO General and Board meeting.
 - b. Will provide a written Year to Date and annual financial statement at each ST. THOMAS SCHOOL PTO General meetings.
 - c. The Treasurer and President must sign all checks.

- d. In the Treasurer's absence, the President and Vice President shall sign checks.
 - e. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the ST. THOMAS SCHOOL PTO.
 - f. The ST. THOMAS SCHOOL PTO will provide the documentation software to be used for accounting purposes.
 - g. An Audit Committee of three (3) ST. THOMAS SCHOOL PTO members will conduct an annual audit of the financial transactions. Once satisfied that the report is accurate, the committee will sign a statement at the end of the report certifying its correctness.
 - h. Will disburse funds approved by the ST. THOMAS SCHOOL PTO Board. All members of the ST. THOMAS SCHOOL PTO BOARD must be notified of request for reimbursement of non-budgeted items up to \$50.00 without ST. THOMAS SCHOOL PTO membership approval. A majority of the ST. THOMAS SCHOOL PTO BOARD must approve the purchase.
 - i. Will file required tax forms by the end of fiscal year.
 - j. Will provide a written year-end report to the new Treasurer at the joint meeting.
- v. School Principal
- a. Attend or send a representative to all PTO meetings.
 - b. Act as advisor to PTO Board.
 - c. Help maintain open lines of communication between parents, teachers, and PTO Board.
 - d. Help coordinate PTO sponsored activities in the classroom.
 - e. Report on current Principal activities within ST. THOMAS SCHOOL.
 - f. Help prioritize budget requests by school personnel for consideration by the PTO.
- vi. Teacher Liaison (Appointed)
- a. Attend or send a teacher representative to all general membership PTO meetings.
 - b. Act as liaison between staff and the PTO organization.
 - c. Help maintain open lines of communication between parents and teachers.
 - d. Help coordinate PTO sponsored activities in the classroom.
 - e. Report on current Teacher activities within ST. THOMAS SCHOOL Elementary School.
 - f. Report to teachers on PTO activities.
 - g. Coordinate budget requests by school personnel for consideration by the PTO.
- vii. Director of Communications (Appointed)

- a. Attend all general membership PTO meetings.
 - b. Help maintain open lines of communication between parents and teachers.
 - c. Develop and distribute all formal PTO communications.
- viii. Director of Fundraising (Appointed)
- a. Attend all general membership PTO meetings.
 - b. Act as liaison between designated committee chairpersons actively engaged in fundraising the PTO organization
 - c. Work closely with Treasure with financial planning and Budget Development.
- F. The ST. THOMAS SCHOOL PTO BOARD will submit a tentative allocation of funds (budget) to the membership for approval at the first Fall ST. THOMAS SCHOOL PTO General meeting for the new school year.

ARTICLE 8 - MEETINGS

- A. Meetings shall follow a pre-established agenda, and proceed in accordance with “Roberts Rules of Order”.
- B. ST. THOMAS SCHOOL PTO General meetings will be held monthly (10 / Year) with the day and time to be determined by the ST. THOMAS SCHOOL PTO Board. Dates will be distributed to members at the first monthly meeting of the school year.
- C. ST. THOMAS SCHOOL PTO Board Meetings shall be held monthly with the day and time to be determined by the ST. THOMAS SCHOOL PTO Board.
- D. Special Meetings may be called by the ST. THOMAS SCHOOL PTO Board. The ST. THOMAS SCHOOL PTO will be informed in writing of time and place at least five (5) days prior to the meeting.

ARTICLE 9 - COMMITTEES

- A. Standing Committees
 - i. Script
 - ii. Spring Fling
 - iii. Fall Festival
 - iv. Book Fair
 - v. Room Parents
 - vi. Teacher appreciation
 - vii. Audit
 - viii. Election
- B. Chairperson Duties

- i. Present written or oral progress reports to the membership at the ST. THOMAS SCHOOL PTO General meetings.
- ii. Present plan, verbally or in writing, to the ST. THOMAS SCHOOL PTO Board before he/she begins work.
- iii. A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than 3 consecutive years, unless approved by the ST. THOMAS SCHOOL PTO Board.
- iv. The chairperson must keep track of all expenses and profits according to the treasurer's accounting procedures.
- v. Prior to the event or activity, the chairperson must inform ST. THOMAS SCHOOL students, parents, and staff. The chairperson shall work with Director of Communications , and shall follow communications plan established by PTO Board for all communications.

ARTICLE 10 - AMENDMENTS

The bylaws may be amended or changed by a vote of the majority present at any general meeting of the ST. THOMAS SCHOOL PTO. The amendment must be submitted in writing to the general membership prior to the vote and presented at a previous general meeting.