

St. Paschal Baylon School (SPBS)

Parent Teacher Organization and Parent Teacher Organization Board Constitution and By Laws

Article I – Name of the Organization and Its Representative Entity

The name of the organization shall be the SPBS Parent Teacher Organization (PTO), which comprises all parents and legal guardians of students currently enrolled at SPBS. Its governing and representatives entity shall be called the SPBS PTO Board, which comprises elected representatives from the PTO membership at large, as well as the pastor, Principal, and faculty representative, as described in Article V below.

Article II – Mission

The Parent Teacher Organization (PTO) Board of SPBS benefits the school community and parish by:

- facilitating communication between families, school personnel, and the parish: providing support for the school programs;
- suggesting and implementing strategies for supporting the school's programs providing excellence in Catholic education now and into the future;
- collaborating with school administration and parish leadership;
- facilitating, coordinating and recruiting volunteers from the school community as needed;
- furthering a school community guided by the values of our Catholic faith;
- fostering parent education through speakers and workshops;
- and collaborating with teachers in the formation of students.

Article III – Authority of the PTO

- Section 1 – In view of the responsibilities imposed on the Pastor of the parish and the ordinary of the Archdiocese by Canon Law and which cannot be delegated, the PTO and its Board will be solely consultative in nature.
- Section 2 – The PTO and its Board will function in accordance with this Constitution and By Laws document, which shall comply with all provisions of the policies governing parent support organizations in Archdiocese elementary schools.

- Section 3 – All recommendations and actions of the PTO and its Board are subject to established Archdiocese School Regulations and Policies of the Archdiocese and Canon Law.

Article IV – Function of the PTO Board

The PTO Board recommends and advises regarding school policy, except with respect to the school budget, employment of faculty, curriculum, and matters governed by the laws of the State of California or any other applicable government body.

The PTO Board approves and disapproves the recommendations of its committees. It also established committees, as needed.

Article V – Membership of the PTO

- Section 1-Membership of the PTO Board shall be drawn entirely from the following:
 - a. The pastor or his delegate
 - b. The Principal
 - c. The religious or lay faculty of the school
 - d. The parents or legal guardians of students currently enrolled in the school
- Section 2- With the exception of the Pastor and the Principal, no person shall be eligible to serve on the PTO Board unless he or she is a parent or a legal guardian of a student currently enrolled at the school or a member in good standing of the religious or lay faculty of the school.
- Section 3- Membership in the PTO or the PTO Board shall cease upon the termination of the enrollment in the school of all children of the member or upon termination of employment at the school or parish.

Article VI – Finances

Subject to the Department of Education, the pastor shall have the responsibility for all budgetary and financial decisions affecting the school, including PTO funds and may not delegate such responsibilities.

Financial operation of the PTO shall be governed by the following regulations:

- Section 1-The school Principal and PTO Treasurer oversee the finances of the PTO.

- Section 2-The PTO may have a separate fund within the school bank account; however, at the close of each fiscal year, funds shall be transferred to the school general operational ledger so that the PTO fund balance does not exceed \$1000.00.
 - a. Revenue for the PTO fund is acquired through PTO membership fees, as well as other fundraisers or programs approved by the principal.
- Section 3-Under the Principal's direction, the PTO President and Treasurer set the PTO budget for the year. The school Accounts Manager maintains the financial records of the PTO.
 - a. Upon request and with the consent of the Principal, financial records may be obtained from the school Accounts Manager for use by the PTO Board.
- Section 4-The PTO's commitment to the school's general operating budget and Endowment Fund are provided through annual fundraising events in conjunction with the School Development Committee, and will be determined annually, in conjunction with the Principal.
 - a. The amount of financial commitment may be adjusted during the school year, with the approval of the Principal.
- Section 5-So that financial records can be maintained properly, all committee and event chairpersons must maintain written documentation of all relevant finances and submit a written documentation summary of all income and expenses to the Principal or school Accounts Manager within 30 days of the event.
- Section 6-All expenses incurred by PTO members for PTO sponsored events should be documented by a written receipt and a check request form to facilitate reimbursement
- Section 7-All monies generated by events, which are coordinated by SPBS volunteers under the guidance of the PTO Board, must be turned over to the Principal or Accounts Manager immediately following the event, or every 24 to 72 hours (to allow for weekends and holidays) during an extended fundraising campaign/event.

Article VII – Officers of the PTO Board

Officers of the PTO Board shall consist of the President, Vice-President, Secretary, and Treasurer. The principal shall serve as the administrative officer and the pastor shall serve as ex officio moderator of the PTO.

Officers of the PTO Board are elected to a two-year term.

Article VIII – Chairpersons of PTO Standing Committees

Chairpersons of PTO Standing Committees serve as additional members of the PTO Board. Chairpersons are nominated by the PTO Board and appointed to their position by the pastor and principal of the school. Chairpersons serve in their role for one-, two, or three-year terms, at the discretion of the pastor and principal, and may be appointed for a second consecutive, full term (six years maximum). After which, the person may not serve on the PTO Board for one full year, before being appointed or elected to a position again.

The Chairpersons of PTO Standing Committees are as follows:

- SPBS Public Relations Chair
- SPBS Community Pride Chair
- Events Chair
- Head Room Parent
- Development Chair
- School Outreach Chair
- Enrollment Management Team Chair
- Faith and New Families Chair

Article VIII-Nominations and Election of PTO Officers

- Section 1-The Vice President will serve as the Nominations and Election Coordinator.
- Section 2- Elections of the PTO Officers will be staggered, if possible, as follows:
 - a. Nominations and election of the President and Vice President will take place during each even-numbered year.
 - b. Nominations and election of the Treasurer and Secretary will take place each odd-numbered year.
 - c. Under the supervision and direction of the Principal, nominations and appointment of the Teacher Representative may occur yearly, with Teacher Representatives permitted to serve on the PTO Board for either one- or two-year terms.
- Section 3-The opening of nominations for available positions within the PTO Board will be announced in early April, then advertised until the end of April. Any PTO member (current parent or guardian of a student at SPBS) may nominate himself, herself, or another using the written ballot, which will be sent home to all families, through the “Family Envelope”. The Nominations and Elections Coordinator will verify consent with each nominee. All nominations will be given consideration until a PTO Board established nomination close date. All nominees will be given an

opportunity to present a written biography on their behalf for publication in the principal's weekly newsletter, *The Bear Paw*.

- Section 4-The Nominations and Elections Committee Coordinator (i.e. the PTO Board Vice-President) will present a list of candidates to the Principal for approval. Under the Principal's direction, a simple written ballot will be used to conduct the election. One ballot per family will be sent home, and the results of the election will be tabulated by the PTO Vice-President, in collaboration with the Principal. When more than one candidate runs for the same office, the candidate who receives a "simple majority" of votes cast will be placed in the position. Candidates running unopposed for office must receive a "simple majority" of "yes" votes from the total number of votes cast.
- Section 5-Newly elected PTO Board Officers and appointed members will be invited to the June PTO Board meeting to receive an orientation. Installation of the new PTO Board Officers and appointed members follows at the close of the June PTO Board meeting. The new PTO Board members begin their official term at the adjournment of the June PTO Board meeting.
- Section 6-No PTO Board member may hold more than one office or position in the PTO Board at the same time.
- Section 7-If a vacancy occurs in an office before the end of a term, the following steps will be followed:
 - a. For a PTO Officer, when one year or less remains in the term: A candidate will be appointed by the PTO Board to fill the remainder of the term. A candidate will be selected if he or she carries a motion and receives a majority vote.
 - b. For a PTO Officer, when one year or more remains in the term: The remainder of the term will be put out to nomination and election by the General PTO membership. If a vacancy must be filled more rapidly, a temporary appointment may be made by a majority decision of the PTO Board. Such a temporary appointment will terminate upon the successful completion of an election.
 - c. When a vacancy occurs for the chairperson of a standing committee. A candidate will be appointed by the pastor and principal to fill the remainder of the term.
- Section 8-PTO Board Officers will serve terms following the time frames listed below:
 - a. Each PTO Board Officer will serve a two-year term.
 - b. No PTO Board Officer will serve for more than two full consecutive terms, for a total of four consecutive years.
 - c. After serving two full consecutive terms, a PTO Board Officer may not serve again on the PTO Board for a minimum of one year before running again for office.

Article IX-General Session PTO Meetings and PTO Board Meetings

- Section 1-Meetings of the PTO and the PTO Board will be governed by standard meeting practices.
- Section 2-General Meetings of the entire PTO will be held periodically throughout the school year, as decided by the PTO Board in consultation with the principal.
- Section 3-The PTO Board shall meet monthly from September through June or at the discretion of the Board. Newly elected PTO Board members will be in place for the June meeting.
- Section 4-For the purposes of transacting official business, it is necessary for a two-thirds majority of the PTO Board to be present. A simple majority carries a motion.
- Section 5-The agenda of the meetings will be the following:
 - a. Prayer
 - b. Calling of roll
 - c. Approval of minutes
 - d. Pastor's Report
 - e. Principal's Report
 - f. Members and committee reports
 - g. Unfinished business
 - h. New business
 - i. Upcoming Calendar Review
 - j. Prayer
 - k. Adjournment

Article X-Duties of PTO Officers and Faculty Representative

- Section 1-The PTO Board President shall:
 - a. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions as indicated.
 - b. Establish the agenda for each PTO Board meeting, in collaboration with the PTO Board members and the principal, and distribute agenda to all PTO Board members at least one week prior to meeting.
 - The agenda will dictate the discussion items for the PTO Board meeting.
 - c. Facilitate the PTO Board meetings. Call special meetings, if necessary.
 - d. Interface with Principal to facilitate PTO scholarship application process with the PTO Board.
 - Distribute 8th Grade PTO Merit Scholarships at Graduation.
 - e. Appoint special committees and special committee chairpersons to serve in special capacities, as needed, with approval of the principal.

- f. Submit messages regarding PTO activities to the Principal for publication in the *Bear Paw* as needed.
 - The President may designate another PTO Board member to handle this responsibility, in collaboration with the principal.
- g. Oversee and determine outreach and service projects each year for the PTO Board, if so desired.
- h. Assume other duties as needed and/or as requested by the principal.
- Section 2-The PTO Board Vice President shall:
 - a. Preside in the absence or disability of the PTO Board President.
 - b. Assume the office of President if a vacancy occurs during the elected term.
 - c. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions.
 - d. Research and contact possible speakers for general PTO meetings, as needed.
 - e. Serve as the Nomination and Election Coordinator for PTO Board elections, and interface during the process with the Principal.
 - f. Assume other duties, as needed.
- Section 3-The PTO Treasurer shall:
 - a. Be responsible for, along with the PTO President, setting and maintain the budget of the PTO Fund for the fiscal year.
 - b. Receive a monthly account of the PTO Fund from the school bookkeeper.
 - c. Be responsible for keeping a correct and accurate record of all PTO deposits and expenses.
 - d. Be responsible for approving all PTO expenses before being submitted to the principal and/or school bookkeeper for reimbursement.
 - e. Be responsible for acquiring all receipts, bills or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices.
 - f. Report to the PTO Board at each regular meeting.
 - g. Assume other duties, as needed.
- Section 4-The PTO Board Secretary shall:
 - a. Record, distribute, and maintain an accurate record of the proceeding of all PTO Board and general meetings.
 - Publish and distribute minutes within one week of meeting for review and approval by PTO Board members.
 - Distribute approved minutes of previous PTO Board meeting for approval at PTO Board meetings.
 - b. Maintain an accurate record of the SPBS PTO Constitution and By-Laws.
 - Revise amendments to the SPBS Constitution and By-Laws.
 - Safekeeping of electronic files of PTO documents.
 - c. Update and maintain the school staff, faculty and priests birthday list.

- d. Provide SCRIP and a birthday card to school staff and faculty members on their birthdays.
- e. Send cards, flowers, etc. on behalf of the PTO Board as indicated.
- f. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions.
- g. Assume other duties, as needed.
- Section 8-The PTO Board Teacher Representative shall:
 - a. Facilitate communication between PTO Board members and the faculty and administration.
 - b. In conjunction with the school faculty, develop the Teacher's Report agenda for PTO Board meetings.
 - c. Report to the faculty on PTO Board issues, ideas, and recommendations.
 - d. Assume other duties, as needed.
- Section 9-Any PTO Board member who resigns from his or her position prior to the end of their term must resign in writing to the school Principal and the PTO Board President.
- Section 10-To facilitate communication with the general PTO membership, PTO Board members may submit written reports regarding PTO functions and important dates for parents to the Principal for inclusion in the *Bear Paw*. This communication may be presented using the completed Events Summary Form.
 - a. Written reports may be submitted by the responsible PTO Board member or by a designated representative, and may be subject to review and editing by the school principal.
 - b. Committees responsible for major PTO-sponsored events (such as Back-to-School Barbecue, and Open House) will provide the *Bear Paw* with updated and timely reports on these events, and any money raised by the event.
 - c. The SPBS accounts manager reconciles the books and provides financial information to the Board and for publications in the "Bear Paw."

Article XI – Duties of PTO Standing Committee Chairpersons

- Section 1-The PTO Board Public Relations Chair shall:
 - a. Coordinate community-relations communication pertaining to the PTO and various school functions and activities.
 - Promote awareness of SPBS Catholic spirit, activities and accomplishments within the local and parish communities.
 - b. Facilitate communication with the parish for information publication and distribution.
 - c. Develop and maintain relationship with local media outlets (newspapers reporters, etc.)

- d. Write and prepare materials on behalf of the PTO and SPBS for the Parish Bulletin, the *Bear Paw* and local newspapers when necessary.
- e. Plan submissions to the Parish Bulletin for calendar year.
- f. Work with Principal and PTO Board members to disseminate pertinent information regarding school events and community affairs.
- g. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions.
- h. Assume other duties, as needed.
- Section 2-The PTO Board SPBS Community Pride Chair shall:
 - a. Coordinate hospitality needs at all General PTO and PTO Board meetings and at all PTO sponsored events.
 - b. Under the Principal's direction, coordinate hospitality needs for designated school events.
 - c. Coordinate the SPBS school spirit wear program
 - d. Work with the Head Room Parent on Teacher Appreciation projects
 - e. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions.
 - f. Assume other duties, as needed.
- Section 3-The PTO Board Events Coordinator shall:
 - a. Coordinate a Volunteer Sign-up campaign in May and June before the end of each school year of school events for the next school calendar year and again at the beginning of each school year in September, by maintaining and distributing a written list of volunteer activities to all school families.
 - b. Maintain an accurate volunteer list of names and phone numbers for each event that was produced from the Volunteer Sign-up campaign.
 - c. Maintain an Event Summary Form for past events and produce new forms for future events.
 - The Event Summary Form provides outlined summary of event and contacts as well as final financial data of the event.
 - Review the Event Summary Form completed by the event chairperson within 30 days of the event.
 - d. Present an Event Summary Form and the volunteer list to the chairperson of each event by the end of September.
 - e. Help locate and recruit chairpersons for activities/events as needed, and act as liaison between chairpersons and the PTO Board.
 - Contact each chairperson prior to the event to ensure they have enough volunteers and to answer any questions, as well as provide guidance from the PTO Board.
 - Collaborate with the Principal, to help ensure that all school events and activities are provided with chairpersons and volunteers.

- f. Collaborate with the chairpersons; in order to ensure that each volunteer is contacted by means of a written form, which confirms that volunteer sign-up response was received.
 - g. Update the PTO Board regarding previous and upcoming events
 - h. Attend all PTO Board meetings, general PTO meetings, and PTO sponsored functions.
 - i. Assume other duties as needed.
- Section 4-The Head Room Parent shall:
 - a. Assist in meeting the needs of all school operations and PTO committees relating to volunteers by coordinating parent volunteer services
 - b. Coordinate Room Parents at each grade-level in acquiring parent volunteers for grade-level activities
 - c. Assist Room Parents in overall communication to their grade-levels
 - d. Research and identify service and volunteer needs of the school, parish, and PTO committees
 - e. Identify and recruit volunteers
 - f. Compile and categorize a list of volunteer opportunities, as well as any requirements for those opportunities
 - g. Organize ways to recognize and thank volunteers
- Section 5-The SPBS Development Committee Chair shall:
 - a. Develop and coordinate the yearly fundraising plan for the benefit of Saint Paschal Baylon School
 - b. Recruit and support chairpersons for each fundraising program or event, and act as liaison between the PTO Board and the chairperson.
 - c. Evaluate and propose future changes for fundraising events and programs
 - d. Establish goals, budget and criteria for each event with the principal and pastor
 - e. Recruit, oversee and support the annual gala committee
 - f. Develop and maintain an SPBS alumni database.
 - g. Organize ways to communicate the school status and special projects to the alumni.
 - h. Pursue avenues to get the school alumni involved in fundraising activities.
- Section 6-The Community Outreach Chair shall:
 - a. Develop and promote, in conjunction with the administration and faculty, parish service and community outreach projects for the school.
 - b. Recruit and support subcommittee members to put on outreach events
 - c. Develop, oversee, and coordinate all school-wide service projects
 - d. Develop and oversee the coordination of grade-level specific outreach projects
- Section 7-The Enrollment Management Team Chair shall:
 - a. Develop, review, and enhance the annual school enrollment plan

- b. Manage and direct an effective enrollment committee
 - c. Plan and coordinate admissions events and other opportunities to get new families on campus
 - d. Recruit, motivate, and direct parent volunteers
 - e. Integrate best practices related to marketing, recruitment, and retention into the annual activities of the school
 - f. Act as an ambassador for the school to the broader community, including outreach to local feeder schools.
 - g. Attend Marketing and Enrollment Management Workshops provided by the DCS.
- Section 8-The PTO Board Faith & Family Life Chair shall:
 - a. Promote parish life and the Catholic identity of the school and its families
 - b. Promote attendance at Sunday Mass to our school families
 - c. Promote Children’s Mass and prayer service attendance to the school community
 - d. Determine needs and develop ideas which build the faith community at Saint Paschal Baylon School
 - e. Oversee orientation and welcoming of new families to the school community
 - f. Coordinate the PTO Mentor Family Program
 - g. Coordinate New Parent, PTO, & Faculty Social at the beginning of the year.
 - h. Work with the PTO Vice President in developing parent education events.

Article XII- PTO Ad hoc Committees

- Section 1-Ad hoc committees shall be formed by the PTO Board, as needed, using the following guidelines:
 - a. All members of the PTO Board are eligible to serve as chairpersons or to volunteer on committees
 - b. The PTO Board has the authority to appoint committee chairpersons by a majority vote, if necessary.
 - c. As stated in Article X, Section 10 above, chairpersons of all ongoing and special committees should submit a written report at the conclusion of the event to the Principal for inclusion in the *Bear Paw*.

Article XI-Amendments

- Section 1-Subject to all current provisions of Archdiocesan school policy, this Constitution and By-Laws document may be amended by a vote of two-thirds of the PTO Board.