

St. Mary's School Ballston Spa, NY
PARENT TEACHER ORGANIZATION
BYLAWS

Article I – Name

The name of this organization shall be the St. Mary's School – Ballston Spa Parent Teacher Organization (hereinafter referred to as "PTO").

Article II – Purpose

The primary purposes of this organization are to offer opportunities for the students and their families to partake in events at school or with the school community; coordinate teacher appreciation; facilitate uniform closet; provide quarterly PTO newsletters; and manage certain school assemblies. Other opportunities and requests brought forth by St. Mary's Principal, Pastor or St. Mary's School Board shall be voted upon in a regular or special meeting with the majority outcome final.

Article III – Membership

A. **Members.** Parents of current students, guardians of current students, current teachers, and current administrative staff interested in furthering the purpose of this organization shall be eligible for membership. There are no membership dues. All members agree that suggestions and additions to agenda for PTO will be submitted in writing seven business days prior to next meeting date.

Article IV – Officers and Elections

A. **Titles.** The officers of the PTO and the Executive Board shall be comprised of the following positions and no person shall hold more than one position at the same time:

- President
- Vice-President
- Co-Secretary (two positions)
- Co-Treasurer (two positions)
- Member-at-Large (multiple positions)

B. **Eligibility.** Members are eligible for election to office if they are parents or guardians of current St. Mary's students, current St. Mary's teachers or current St. Mary's administration staff.

C. **Terms of office.** The term of office for all officers is three years, beginning immediately upon election, and ending upon officer election of position. All officers may only serve two consecutive terms in their current positions if voted in. Officers are able to resign from their position prior to the three-year term being up if they give one month notice in writing to all other PTO Officers.

D. **Duties of officers.** Each officer shall have the following duties and other duties as approved by the PTO Board:

1. **President.** The President shall preside over all meetings of the organization and any PTO Officer Board meetings, serve as the primary contact and spokesperson of the organization, appoint committee members, and coordinate the work of all the officers and committees in order that the purposes of the organization are served. The President may handle the correspondence of the organization in lieu of delegating that assignment to the Secretary. The President shall be in close contact with School administrators, teachers and parents to foster communication and the resolution of any PTO issues or concerns. The President will work with Vice President to produce a quarterly newsletter for school wide distribution. The President shall insure that the Principal or Pastor, prior to distribution, has approved all newsletters, flyers and notices to be issued by the PTO. The President is responsible for coordinating the delegation of duties and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him or her as needed. The President shall retain all official records of the PTO. The President is responsible to serve as, or appoint the PTO representative to the St. Mary's School Board. The President will have signing privileges for PTO checking account. Lastly, the President shall keep records of all website IDs and passwords for PTO accounts.

2. **Vice-President.** The Vice-President shall assist the President and carry out the President's duties in his/her absence or inability to serve. The Vice President will work with the Secretary to summarize minutes at the next regular meeting and posting a copy of the summarized minutes at a visible location at the school (PTO Bulletin Board or website). He/she shall be responsible for updating and maintaining the PTO Bulletin Board if said Bulletin Board is available. He/She shall handle any PTO social media under guidance from the President. He/She shall share the duty of quarterly newsletters with President. The Vice President will have signing privileges for PTO checking account.

3. **Co-Secretary.** This position will be held by two people. Co-secretaries shall coordinate during September which meetings they will attend throughout the year as secretary. They are responsible for notifying the President of this schedule, including any changes to original schedule. Using the provided format at beginning of election term, the Secretary will keep a minute book showing a true and accurate record of all meetings of this organization and of the PTO Executive Board and handle correspondence at the direction of the President. The Secretary is required to transcribe the actions that were taken at each meeting, including recording all approved expenditures, future plans, event reflections, and contact information for all members. The Secretary shall distribute said minutes within five school days to board members via email. The Secretary will work with the Vice President to summarize minutes at the next regular meeting and posting a copy of the summarized minutes at a visible location at the school (PTO Bulletin Board or website). The Secretary shall keep a current copy of the Bylaws (including signed Bylaws from each Board Members) and any previous minutes for referral at meetings. He/she shall perform such duties as the President or the Executive Board shall designate.

4. **Co-Treasurer.** This position will be held by two people. Co-treasurers shall coordinate during September which months they will hold the position as treasurer. They are responsible for notifying the President of this schedule, including any changes to original schedule. The Treasurers shall receive and deposit all of the funds of the organization, keep an accurate record of receipts and expenditures, pay advances and reimbursement of expenses approved by the PTO Executive Board, bring updated ledger to monthly meetings, act as signatory to PTO's Bank account. He/She will also provide reimbursement

forms to all persons purchasing approved items for events. The accounting period of the organization is from July 1 to June 30. Treasurer will prepare a year-end financial report and present at the June meeting.

5. **Member-at-Large.** This position can be held by up to five people. This position is generally held by a long-standing PTO member who has held a board position in the past. He/she will attend monthly meetings and offer advisement for current and future plans of the PTO. He/she, under the request of the PTO Executive Board, will fill in to chair an event if the need arises.

6. **Event Chairperson.** Each event held by PTO will have an Event Chairperson. Said Chairperson is not required to attend all PTO meetings. Event Chairpersons are responsible for overall coordination and planning of event, including securing their own volunteers, meetings, presenting budgets to President and Treasurer, purchasing items, submitting reimbursement forms, preparing communications and flyers for event and executing actual event, including set-up and take-down. An Event Chairperson must attend the monthly PTO meeting following their event and present an event reflection including cost and attendance. Lastly, Event Chairperson are responsible for sending thank you notes to volunteers of event.

E. **Nominations and elections.**

1. **Timing.** Elections of officers will be held at the June PTO meeting by a vote of the members present.

2. **Nominations.** Only those persons who are eligible for election to office, are members in good standing, and have signified their consent to serve if elected shall be nominated for, or elected to, office.

4. **Voting procedure.** Voting shall be by voice vote if no more than one person is nominated for each office. If more than one person is nominated for any one office, then election of an officer to that office shall be by either a written ballot or by a showing of hands as determined by the presiding officer. Officers are elected by a majority vote of the members at the meeting in good standing if a quorum is present at the time of the vote.

F. **Vacancies.**

1. **President.** If there is a vacancy in the office of the President during the School year, the Vice President will become the President.

2. **Other Officers.** If there is vacancy in any other office, it will be filled by election of the members at the next regular meeting.

G. **Removal.** Officers will be asked to step down from their position if they do not fulfill their duty as stated in bylaws.

Article V – PTO Executive Board

The officers of the organization shall make up the members of the PTO Executive Board. The PTO Executive Board is charged with the management of and responsibility for the organization, and shall, at a minimum, perform the following tasks:

- Establish the objectives and programs of the organization for the school year;
- Prepare for the upcoming regular and special meetings;
- Create or dissolve events;
- Appoint chairs of said events;

- Prepare the annual budget;
- Review the financial records;
- Chair at least one event; and
- Attend at least 8 yearly meetings

The PTO Executive Board may meet at any time and at any location at the discretion of the President. Notice of PTO Executive Board meetings shall be communicated to all members of the PTO Executive Board either verbally, in writing, by text or by e-mail prior to the date of the meeting. Persons other than the members of the PTO Executive Board may attend a PTO Executive Board meeting only at the invitation of one of the members of the PTO Executive Board. At least three members of the PTO Executive Board are required to establish a quorum for the transaction of business at an PTO Executive Board meeting.

Article VI – Meetings

The organization may hold regular and special meetings. The organization may transact business if a quorum is present at any time during the meeting.

A. Regular meetings. Regular meetings will be held at least once per month during the school year. The first meeting will occur within two weeks of the first day of school. Notice of the date, time, and location of a regular meeting shall be announced by one email, flyer or on social media, at least one week prior to the meeting.

B. Special Meetings. Any member of the Executive Board may call special meetings. The notice of the special meeting must be issued to the membership in writing, or by posting at the school in a visible location at least 48 hours in advance of the meeting.

C. Rules of Order. All regular and special meetings shall be conducted in accordance with Robert’s Rules of Order and shall govern in accordance with such Rules in all matters not specifically covered under these Bylaws.

D. Agenda. The meeting agenda is set by the President in advance of the meeting. The President must approve any items to be placed on the agenda prior to the meeting.

Article VII – Events

C. Event Chairperson. The term of office for an Event Chairperson shall be until a successor has been appointed. If the President determines that a Chairperson is not fulfilling his or her duties or is not performing in a timely manner, the President shall first report his or her findings to the PTO Executive Committee or to the membership and then may remove and reappoint the Event Chairperson.

Article IX – Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members in good standing provided that the amendment has been introduced at a previous regular meeting or has been published in the school newsletter and posted in the school at least 10 days in advance of the meeting at which a vote on the amendment is scheduled.

Article X – Dissolution

Upon the dissolution of the organization, any remaining funds shall be used to first pay any outstanding debts and any remainder, shall be spent for the benefit of school.

Signature _____

Printed Name _____

Position _____

Date _____

Revised 8/15/2023