

**BY-LAWS OF THE
SAINT BERNARD'S ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

**SAINT BERNARD'S ELEMENTARY SCHOOL
254 SUMMER STREET
FITCHBURG, MASSACHUSETTS 01420**

Amended and Revised April 8, 2009

BY-LAWS

Statement of Purpose

The St. Bernard's Elementary School Parent Teacher Organization (PTO) is a school organization whose membership is open to all parents or guardians of students currently enrolled at the school. It's chief purpose is to work with the Principal and Teachers to promote and foster parent support for the mission of the school; the academic, spiritual, and moral growth of its students; and the work of its faculty, and to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth. The PTO works for the advancement and fund-raising projects of the school through donations, contributions, grants, sponsorships, and holding school events and functions as may be deemed necessary.

Article I - Name

This organization shall be known as St. Bernard's Elementary Parent Teacher Organization, to be referred to as PTO

Article II - Policies

Section 1. The Policies of this organization shall be in harmony with the regulations of the Principal and the Pastor of St. Bernard's.

Section 2. This organization shall conduct fund-raising activities to benefit the school. These and all other activities of the PTO shall be subject to the approval of the Principal and Pastor. The PTO will attempt to meet their annual pledge to the school based on the profit generated from the Carnival and Holiday Fair, not to exceed \$50,000.

Section 3. This organization shall be non-commercial and non-partisan.

Section 4. This organization may cooperate with other organizations and agencies which promote student, parent, and family welfare, provided representatives make no commitments binding upon the members of the PTO.

Article III - Membership

Section 1. All parents or guardians of students currently enrolled at St. Bernard's Elementary School are members of this organization.

Section 2. Membership dues are \$10 per family to participate in the PTO, which also entitles each family to one (1) vote at general membership meetings and participation in the tuition incentive program.

Article IV - Officers and Executive Committee

Section 1. The officers of this organization shall be President, Vice President, Recording Secretary, Treasurer, Incentive Coordinator, Publicity Coordinator, Teacher Representative, Class Representatives (Pre-K through 8th Grade)

Section 2. The Executive Committee of this organization shall consist of the Pastor, Principal, Development Director, and the elected officers.

Article V - Duties of Officers

Section 1. ***President***. The President shall preside at all general meetings of the organization and its Executive Committee; shall appoint the chairperson and special committees with the approval of the Executive Committee; and shall coordinate the work of the officers and committees. The President, in conjunction with the Principal and Pastor shall also insure that budget requests for annual events, school needs in support of our Statement of Purpose are presented for approval to the Executive Committee before expenses are paid out. The President shall cast the deciding vote on any matter that results in a tie vote.

Section 2. ***Vice President***. The Vice President shall act as aide to the President in all his/her duties; shall perform the duties of the President in the absence of that officer; and shall preside over the Nominations and Elections of PTO officers for the upcoming year. In the absence of the President, shall cast the deciding vote on any matter that results in a tie vote. Vice President is responsible for receiving nominations and acceptance by the Executive Committee at the April meeting for any chairpersons for major PTO fundraisers for the upcoming school year.

Section 3. ***Recording Secretary***. The Secretary shall record the minutes of all organization and Executive Committee meetings; shall keep attendance of committee members, shall provide copies of all minutes to the members of the Executive Committee; shall handle all correspondence pertaining to the PTO delegated by the President; and shall have custody of all books and records of the PTO, except those pertaining to the Treasurer. The Secretary shall read over the prior meeting minutes at the next committee meeting.

Section 4. ***Treasurer.*** The Treasurer shall oversee all funds belonging to the organization and deposited in the school's PTO account; shall pay all the obligations of the organization after they have been authorized by the Executive Committee; shall keep a record of receipts and expenditures; shall present a report on the financial condition of the organization at the scheduled meetings; shall furnish a statement to the members at the close of the official year.

Section 5. ***Incentive Coordinator.*** The Incentive Coordinator is responsible for the annual Membership Dues of the PTO. The Incentive Coordinator is responsible for maintaining accurate records of the activities of participating members in the incentive program, and submits incentive participation credits when required hours worked have been accrued each quarter. Incentive Coordinator will work alongside the Treasurer to obtain athletic rosters and ensure families have paid their seasonal athletic fees.

Section 6. ***Publicity Coordinator.*** The Publicity Coordinator is responsible for coordinating the public announcement of any PTO events at the direction of the President and or Principal. The Publicity coordinator is to assist PTO chairpersons with any public announcements, advertising, and media coverage for their respective fundraisers. Responsible for the invitations of Special Guests to upcoming Executive Committee meetings.

Section 7. ***Class Representatives (Pre-K through 8th Grade).*** Class Representative(s) in grades Pre-K through 8th Grade are elected by members of the PTO. Each class representative is a member of the Executive Committee and expected to attend committee meetings. Each represented class is allocated one vote on the Executive Committee.

Class Representative(s) (Pre-K through 8th Grade) are elected to represent their respective grades in the following manner:

- Serve as a contact person for teachers when they are in the need of parental assistance. (i.e. supplies, gifts, new parent questions)
- Notify parents as to requests from the PTO or teachers, (i.e. bake sale items)
- Keep parents informed on PTO functions, nominations, and elections.
- Collect money from parents for fund raising events (i.e. Using money collected, purchase items for basket, prepare theme, and transport Class Baskets to the Holiday Fair.
- Share information with the next upcoming representative. (i.e. 3rd Grade notes to transfer to next year's 4th Grade Representative).
- Solicit and bring forth names for consideration for Nominations to the April committee meeting for election of officers.
- Contact new families prior to the first day of school welcoming them to St. Bernard's Elementary, introducing self as their class representative, and field any questions from parents.
- Verify correct email addresses and delivery for parents in each class to keep the school email database current. This must be accomplished no later than the PTO meeting in October.
- Responsible for staffing of a Holiday Fair booth designated to their perspective class.

7th Grade Representative. In addition to the above, the 7th Grade Rep is responsible for organizing fund raising activities for the 8th Grade graduation dinner in June. The 7th Grade Rep must also work with the 7th Grade students and parents, and 7th & 8th Grade teacher(s) to organize, prepare and serve the dinner. Responsible to keep accurate notes of class activities to be passed to next year's 7th Grade Representative.

8th Grade Representative. The 8th Grade Rep has the added responsibility of organizing 8th grade parents and students to set up and work the 8th grade game room at the Holiday Fair. Responsible to keep accurate notes of class activities to be passed to next year's 8th Grade Representative.

Section 8. **Teacher Representative.** A teacher, selected by the teachers, will attend monthly PTO meetings for the purpose of being a liaison between the PTO and the school faculty. This position will also address needs teachers would like to present to the PTO, but is not an outlet for parents to inquire about teaching practices, curriculum, etc...

**All PTO officers are required to work the PTO Spaghetti Supper,
which is not an approved Incentive Program function.**

Article VI – Nominations / Election of Officers / Terms of Office

Section 1. The Nominating Committee, is to consist of the Vice President and three officers appointed by the Executive Committee. The Vice President shall be an Ex-Officio member of the Nominating Committee and must present to the Executive Committee the list of nominees for eligibility before nominees are contacted to accept nominations.

Section 2. All positions (except for Treasurer & Incentive Coordinator) are open annually and shall be nominated by the Executive Committee at the April committee meeting.

Section 3. All officers shall serve a term of (1) year with the exception of Treasurer & Incentive Coordinator, which are (2) year terms.

Section 4. Elections will be held at the monthly meeting in May. One ballot shall be submitted by each family, in good standing of PTO dues, for each election. A majority of the ballots cast for each officer shall determine the election of that officer. If an officer is uncontested that officer may be voted in by voice vote. Nominees must be present on Election Night in May, and PTO dues must be in good standing. The newly elected Executive Committee shall assume their duties at the monthly meeting the following August.

Section 5. If no opposing candidate comes forward during the election process; the person holding the position can be re-elected by voice vote.

Section 6. In the event of the death or resignation of an officer, a successor shall be appointed by the Executive Committee with the approval of the Principal.

Section 7. PTO by-laws prohibit voting by proxy.

Section 8. The office of the Treasurer & Incentive Coordinator are the only exceptions to the provisions set in Article VI, Sections 3. The Treasurer & Incentive Coordinator requires a (1) year notice of resignation so an apprentice may be found to work and train during the final year of notice. This year of apprenticeship will not count against a year of service. To fulfill this obligation would require vote in office by the Executive Committee.

Article VII - Meetings

Section 1. There will be three meetings of the general membership of the PTO during the school year. The first meeting will be held in October, the second in January, and the third in May in which Elections will be held.

Section 2. A Special Meeting of the general membership may be called by the Executive Committee, or on written request of the President or whenever one third (1/3) of the voting members of the PTO, in good standing, shall make a written request to the President for the same, specifying the objective of the meeting; and provided that not less than seven (7) days written notice of such special meeting be given to the members.

Section 3. Meetings of the Executive Committee shall be held the second Wednesday of each month from August through May, except September and December. In the event that this schedule is in conflict with other school activities, this meeting may be held on an alternate night at the discretion of the Executive Committee.

Section 4. Eleven (11) members of the Executive Committee shall constitute a Quorum for the transaction of the business of the Executive Committee.

Section 5. All matters of the Executive Committee are required a majority vote by the officers for approval. All matters presented for vote, shall be recorded in the meeting minutes as to their outcome by the Recording Secretary

Sections 6. Matters of major importance, as deemed by the President and Principal, shall not be voted on at the same committee meeting they were presented at. All officers shall have appropriate and adequate time to deliberate as well as confer with class parents before finalizing a vote. (i.e. Major Proposals presented at October meeting will be voted on at November meeting).

The only exceptions to this provision shall be the approval of the School and Athletic budgets which need a vote at the August meeting.

Section 7. Officers must be present to vote as PTO by-laws prohibit voting by proxy.

Section 10. The Agenda for Executive Committee meeting shall consist, but are not limited to, the following:

- A. Opening Prayer (Pastor or Principal)
- B. Approval of Past Minutes
- C. Voting of Prior Month's Proposal's
- D. Treasurer Report
- E. Incentive Coordinator Report
- F. Development Director Report
- G. Principal Report, and notice of upcoming Calendar Events
- H. Invited Guest Report
 1. August– Prior School Year Summer Carnival Chairperson Wrap-Up Report
 2. October – Holiday Fair Chairperson,
 3. November- Open
 4. December – Open
 5. January – Summer Carnival Chairperson, Holiday Fair Chairperson Wrap-Up Report
 6. February – Open
 7. March – Spaghetti Dinner Coordinator, Summer Carnival Chairperson, Librarian
 8. April – Summer Carnival Chairperson
PTO Nominations
 9. May- Spaghetti Dinner Coordinator Wrap-Up Report,
PTO Election Night
- I. PTO related business
- J. Closing Prayer

Article VIII – Dues

Section 1. The annual dues will be \$10.00 per family, payable at registration. This entitles membership, which includes (1) family vote at general membership meetings, participation in the Incentive Program, and eligibility to be nominated for office.

Section 2. Athletic fees will consist of \$35 per family per season.

With the first season of Fall to encompass Field Hockey and Street Hockey. The second season of Winter shall encompass Basketball and Cheerleading.

Article IX - Additions and Changes to the By-Laws

Amendments and revisions may be made to the By-Laws at an general membership meeting by a (2/3) vote by the general membership in good standing, or at an Executive Committee meeting by a majority of the members present, provided a formal notice of said amendment or revision was given at the previous Executive Committee meeting, and a quorum is satisfied.

The Principal & Pastor must approve all amendments and changes to the By-Laws.

Copies of By-Laws shall be distributed to all Executive Committee members at the first PTO meeting held in August of each year.

Pastor Signature

Date

Principal Signature

Date