



**St. Philip Neri Catholic School
Parent Teacher Organization Bylaws
April 2019**

ARTICLE I – NAME

The name of this organization shall be the Parent Teacher Organization (PTO) of St. Philip Neri Catholic School under the authority of the Archdiocese of Oklahoma City. The PTO shall operate under the guidance of the school administration and the policies established by the administration and the School Advisory Council of St. Philip Neri Catholic School.

ARTICLE II – PURPOSE, MISSION, and GOVERNANCE

Section 1: PURPOSE

The purpose of this organization shall be:

1. To encourage the cooperation of all members with the administrators and teachers of St. Philip Neri Catholic School in furthering the Catholic/spiritual education of students.
2. To promote the welfare of students in home, school, church, and community.
3. To bring the home and school relationships closer so that all members may cooperate in the educational process of the school.
4. To develop such united efforts to secure for students the highest advantages in physical, mental, social, and spiritual education.
5. To support, sponsor, and maintain activities and programs which assist the school in achieving its spiritual, academic, and administrative objectives.

Section 2: MISSION

The mission of the PTO is to serve as a vehicle by which parents, teachers, administrators, and pastor are able to collaborate with one another, thereby developing a faith community through which the children of St. Philip Neri Catholic School can grow in their Christian formation.

Section 3: GOVERNANCE

The PTO shall follow the established school policies and be accountable to the administration and pastor of St. Philip Neri Catholic School and Church.

ARTICLE III – MEMBERSHIP, DUES, and MEETINGS

SECTION 1: MEMBERSHIP

Any parent or guardian who has a registered student at St. Philip Neri Catholic School shall be a member of the PTO. In addition, all teachers and administrators shall also be voting members of the PTO.

SECTION 2: MEETINGS

- a. **General Meetings** shall be held at least four times per year unless otherwise provided by the Executive Committee. A calendar of scheduled meeting dates shall be communicated to the membership at the beginning of the school year.
- b. **Special General Meetings** may be called by the executive committee when appropriate. The membership will be notified at least four (4) days prior to the meeting date. The notice shall include the date, time, place, and general purpose of the meeting.
- c. **Quorum** consists of members in attendance at any general meeting of the PTO. All voting at the meetings will be made by each member present. Voting by proxy will not be accepted.
- d. **Order of Business**
 - Opening Prayer
 - President's Welcome
 - Review and approval of Previous General Meeting's Minutes
 - Treasurer's Financial Report
 - Principal's Report
 - Old Business
 - New Business including Committee Chairperson Reports'
 - Closing Prayer
 - Adjournment
- e. **Parliamentary Procedures – Rules of Order**

"Robert's Rules of Order – Newly Revised" shall govern this association in all cases they are applicable and not in conflict with these by-laws.

ARTICLE IV – OFFICERS and DUTIES

SECTION 1: EXECUTIVE COMMITTEE

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, School Administrator, and Teacher Representative (chosen by the faculty of St. Philip Neri Catholic School).
- b. The Executive Committee shall meet monthly during the academic year and as deemed necessary to conduct business of the PTO. The President and School Administrator shall set the schedule for all Executive Committee meetings. The agenda for regularly scheduled Executive Committee meetings shall be sent to members via email prior to the meeting.
- c. The outgoing executive committee is to meet with the incoming executive committee prior to the conclusion of the academic school year.

SECTION 2: ELIGIBILITY

- a. Officers may be any parent who has a child currently enrolled in St. Philip Neri Catholic School. Nominations in the spring require that the child be enrolled for the ensuing school year.
- b. Faculty of St. Philip Neri Catholic School may not be elected officers of the PTO.
- c. It shall be the duty of each Executive Committee member to be present at all general and Executive Committee meetings. Only three (3) meetings a year may be excused (unless pre-approved by the Executive Committee) to continue eligibility as an officer.
- d. Officers shall serve a term of one year commencing June 1st and ending May 31st of the following year.
- e. No officer shall serve in the same office for more than three (3) consecutive years.

SECTION 3: DUTIES

- a. The **President** shall preside at all general meetings and all Executive Committee meetings. This includes delegating tasks to other officers, committee chairs, etc. The President shall attend all monthly SAC meetings and provide a written PTO report. The President will prepare and present a set of annual goals and objectives at the first general meeting of the year, as well as prepare and deliver a summary report of the year's activities at the last general meeting of the school year.
- b. The **Vice-President** shall assist the President in attending to the duties of the President in his/her absence or disability, assume and perform those duties. The Vice-President shall maintain and update the PTO portion of the St. Philip Neri Catholic School website. The Vice-President shall serve as the chair of the Nominating Committee.

- c. The **Secretary** shall keep the minutes of all the PTO meetings and Executive Committee meetings. The Secretary will report the minutes of the General meetings for approval at the next meeting. Upon approval the minutes shall be posted on the school website in a timely manner. The records of the PTO shall be maintained by the secretary. These records include the minutes of meetings, documents pertinent to the work of the PTO, these by-laws, and special event files that include: a summary of the duties, budget, expenses, contacts, electronic files for reference in the future.
- d. The **Treasurer** shall account for all monies of the PTO and keep an accurate record of receipts and expenditures. The treasurer must also keep the checkbook ledger current to allow auditing by the school bookkeeper. The Treasurer shall prepare reports for the Executive Committee, as well as prepare an annual budget with support from the Executive Committee based on prior year's expenses, new requests, and projected income. The Treasurer will present a Financial Report at each General Meeting. The school administration will notify the treasurer of any monies, statements, or other paperwork delivered to the school within two (2) business days of receipt. The Treasurer shall deposit all funds received within five (5) business days of receipt. All funds received must be deposited into the bank account set up by the school for PTO use.

ARTICLE V – COMMITTEES and VOLUNTEERS

SECTION 1: STANDING COMMITTEES

At the discretion of the Executive Committee, committees shall be created, their responsibilities defined or delegated, or eliminated as necessary to promote the objectives of the PTO. Chairpersons of Standing Committees will be appointed among volunteers by a vote of the Executive Committee. The Chairperson will be responsible for presenting their plans to the Executive Committee for approval. No program shall be undertaken without the consent of the Executive Committee. Any committee member who does not follow established money handling procedures will be brought before the Executive Committee and may be subject to dismissal from their position. Examples of standing committees include, but are not limited to, the Halloween Carnival, Athletics, the Falcon Elf Factory, the annual auction, and the community dinner.

SECTION 2: SPECIAL COMMITTEES

Other special committees shall be created from time to time by the Executive Committee and may be required to work on special projects or promote the purposes and interests of the PTO and/or school. The chairperson of such a committee shall be appointed by the Executive

Committee. When a special committee is created for a specific purpose, it automatically ceases when its work is completed.

SECTION 3: VOLUNTEERS

All PTO volunteers, including but not limited to Executive Committee, Homeroom Parents, and Event Volunteers must meet the requirements for volunteering as defined by the Archdiocese of Oklahoma City. Failure to be in compliance with these regulations will result in NOT being able to participate in such PTO functions.

ARTICLE VI – ELECTIONS

SECTION 1: NOMINATIONS

The Vice President shall appoint a nominating committee to solicit candidates for elective office. In February of each year, this committee shall solicit nominees to be presented as a slate of candidates for officers to the PTO at its final meeting of the school year. Nominations may also be accepted from the floor at the General Meeting. The nominating committee must verify the consent of each candidate to be placed on the slate.

SECTION 2: VOTING

- a. At the last General Meeting of the school year, the membership shall vote by secret ballot with a simple majority of those members present necessary to win.
- b. In the event of only one eligible nominee for an office, the election may be called by an acclamation of the membership.
- c. In the event an elected office is vacated prior to the end of a term in office one of two (2) options exist:
 1. A special election may be called to fill the position or
 2. The President may fill the position with the approval of the Executive Committee
- d. In the case of the President's office being vacated, the Vice-President will assume the office.

ARTICLE VII – FINANCIAL POLICIES

SECTION 1: FISCAL YEAR

The Fiscal Year of the PTO shall coincide with the Academic School Year of the St. Philip Neri Catholic School.

SECTION 2: BUDGET

- a. The budget for the upcoming school year is prepared by the Treasurer. The budget shall be presented to the Executive Committee before the last general meeting of the year. The budget will be voted upon at the LAST General Meeting of the school year.
- b. The budget must allow for a \$2000 carry-over to the ensuing school year.

SECTION 3: UNALLOCATED FUNDS

At the completion of the Fiscal Year, any funds, in excess of the \$2000 carryover, that are not allocated for a specific budget item, shall be transferred to the school to be used for the Principal's Wish List.

SECTION 4: EXPENSE APPROVAL

- a. Check signature rights shall be given to the Treasurer, Principal, and Pastor. The PTO checkbook shall be secured in the Principal's office at all times. No debit card may be issued for the PTO banking account.
- b. No unallocated funds in excess of \$100 shall be paid from the PTO account without a majority vote for the Executive Committee.
- c. Unallocated requests, or requests not previously approved by the executive board, must be submitted on a PTO requisition form to the Treasurer to submit during Executive Committee meetings.
- d. Reasonable and customary expenses up to \$100 may be approved by the President and/or Treasurer. These expenses must be included on the monthly Financial Report made to the Executive Committee and General Meeting.
- e. Requests for Reimbursements must include a PTO Reimbursement Form, as well as original receipts.
- f. Expenses in excess of \$1000 shall require the acquisition of at least 3 bids from different vendors or providers. Upon receipt of the bids, the Executive Committee will select a

recommended vendor and the final approval will come from the Administrator and/or Pastor.

SECTION 5: REPORTING

All money collected by any source acting for or in the name of the St. Philip Neri Catholic School PTO shall be considered PTO/St. Philip Neri Catholic School funds and shall be given to the Treasurer, who will report the amount received and from what source in a monthly report.

SECTION 6: TAX EXEMPT STATUS

- a. The purpose for which the organization operates is exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code.
- b. Notwithstanding any other provisions of these by-laws, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.