

**ST. ROSE CATHOLIC SCHOOL  
PARENT-TEACHER ORGANIZATION BYLAWS**



ADOPTED 2001  
AMENDED 2023

**ARTICLE I: NAME**

1. The name of this organization is the **St. Rose Catholic School Parent Teacher Organization** (the "**St. Rose PTO**"). It is an independent organization for parents and teachers. All parents and guardians and all teachers are automatically members of the St. Rose Catholic School PTO.

**ARTICLE II: OBJECTIVES**

1. **The objectives of the organization are:**
  - a. To foster communication between school faculty, clergy, parents and students.
  - b. To provide social avenues through which families, staff, clergy and the community may continue to enrich their commitment to the St. Rose Catholic School and parish community.
  - c. To provide opportunities and resources that support parents as the primary educators of their children, and to help them play an active role in their mental, physical, social, academic, and spiritual development as well as education.
  - d. To generate the resources needed by the principal, faculty and staff to help achieve the educational objectives for our students and enrich the students' lives.
  - e. To facilitate school-wide programs (which may or may not include Scrip, hot lunches, various committees and events) that enable parents to meet their contractual family obligations to the school.
2. **The objectives of the St. Rose PTO:**
  - a. Shall be promoted through communication directed towards parents, staff and Parish.
  - b. Shall be developed through committees, projects, and programs
  - c. Shall be governed and qualified by the Basic Policies set forth in Article IX on Committees.
3. **St. Rose PTO Beneficiaries**
  - a. The St. Rose PTO is organized and shall be operated exclusively for the benefit of the St. Rose School and its families and the education and development of its students and staff.

## **ARTICLE III: BASIC POLICIES**

### **1. The following are the Basic Policies of the St. Rose PTO:**

- a. The St. Rose PTO shall be noncommercial and nonpartisan.
- b. The name of the St. Rose PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern. Nor shall they be used in connection with any partisan interest or for any purposes not related to promotion of the objectives of the St. Rose PTO.
- c. The St. Rose PTO shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign or behalf of, or in opposition to, any candidate for public office.
- d. The St. Rose PTO shall work with St. Rose Catholic School personnel to provide quality education for the students and shall advise school administration on issues of interest or concern to parents.
- e. The St. Rose PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the St. Rose PTO in such matters shall make no commitment that binds the St. Rose PTO. No part of the net earnings of the St. Rose PTO shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the St. Rose PTO shall be authorized and empowered to pay reasonable compensations for services rendered.
- f. Criticism of individual teachers or administrators shall not be voiced in open meetings.
- g. Criticism of personal problems of a member or child shall not be voiced in open meetings.

## **ARTICLE IV: MEMBERSHIP**

1. Members of the St. Rose PTO include all parents and legal guardians of St. Rose students, school staff and parish clergy without regard to race, color, creed, religion or national origin.
2. Members are welcome at any time throughout the school year.
3. Any member who will promote the Objective of the St. Rose PTO, comply with its Basic Policies, and adhere to its bylaws shall be considered a member in good standing. Only members in good standing shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.
4. Faculty Representatives.
  - a. All faculty are members of the St. Rose PTO.
  - b. Alternating faculty representatives from each of the two grade clusters shall attend each PTO membership meeting, acting as the communication liaison between the St. Rose PTO and school staff, assisting the Officers in compiling a list of prospective needs that might be provided by the St. Rose PTO.
  - c. Faculty Representatives shall not be asked to chair any fundraising activities.

## **ARTICLE V. PTO MEMBER MEETINGS**

1. At least 7 regular meetings of the St. Rose PTO shall be held during the school year. Meetings shall be held on the second Tuesday of the month. All meetings will be held at St. Rose Catholic School's Library at 3:00 pm. Five days' notice shall be given of any change of meeting date or time.
2. Special meetings of the PTO shall be called by the president or by a majority of the Board, five days' notice having been given.
3. All members present at a meeting of the St. Rose PTO shall constitute a quorum for the transaction of business at such a meeting.
4. The agenda for the member meetings shall be set five days in advance. Any persons wishing to add an item to the agenda must submit the item to the Officers at least nine days in advance (e.g., by Monday afternoon one week preceding that month's meeting).

## **ARTICLE VI. EXECUTIVE BOARD**

1. The Executive Board, hereafter referred to as "the Board", shall consist of the Officers of the St. Rose PTO, and the principal.
2. The duties of the Board shall be:
  - a. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to by the St. Rose PTO.
  - b. To create, appoint members to, and dissolve standing and special committees.
  - c. To approve the work plans of the committees.
  - d. To present a report at each regular member meeting of the St. Rose PTO.
  - e. To prepare and adopt a budget for the year.
  - f. To select an auditor/auditing committee to examine the Treasurer's accounts.
  - g. To meet with the Principal at the start of the Fiscal Year to establish common goals and objectives for the coming year.
  - h. To regularly evaluate the performance of each officer and take appropriate corrective actions if necessary.

## **ARTICLE VII. OFFICERS**

1. **Composition, Eligibility, and Terms**
  - a. The Officers of the St. Rose PTO shall consist of a President, a Vice-President, a Secretary, a Treasurer, Assistant Treasurer, Event Chair Coordinator and Class Representative Coordinator.
  - b. Each officer shall be a member of the St. Rose PTO and a member of the Board.
  - c. Officers shall be elected at the regular PTO meetings in the month of May.
  - d. Officers shall assume their official duties as of July 1 of each year for a term of one year.
  - e. A member shall not be eligible to serve more than one consecutive term in the same office, a total of two years.

## **2. Nominations and Elections**

- a. Each March, the PTO Board shall compile a list of members interested in participating on the Board. The Board shall report its nominee(s) at the April members' meeting, at which time additional nominations may be made from the floor.
- b. Only those persons who have signified their consent to serve, if elected, shall be nominated for -or elected to such office.
- c. At the May meeting following the close of nominations, the St. Rose PTO members shall elect officers for the next school year by a majority vote.

## **3. Vacancies**

- a. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board, a notice of such election having been given.

# **ARTICLE VIII. DUTIES OF OFFICERS**

## **1. The President shall:**

- a. Preside at all meetings of the St. Rose PTO and of the Board.
- b. Perform such duties as may be prescribed in these bylaws or assigned to him/her by the Board.
- c. Shall be an ex-officio member of all committees and shall coordinate the work of officers and committees of the St. Rose PTO in order that its objectives may be promoted.
- d. Shall represent St. Rose PTO as a member of the School Advisory Council.
- e. Shall establish a climate in which all members feel welcome to participate.

## **2. The Vice-President shall:**

- a. Act as an assistant to the President.
- b. Perform the designated duties of the President in the absence or inability of that officer to act.
- c. Be in charge of programs and presentations at PTO member meetings.
- d. Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board
- e. Shall establish a climate in which all members feel welcome to participate.

## **3. The Secretary shall:**

- a. Record the minutes of all meetings of the St. Rose PTO and of the Board.
- b. Conduct the correspondence required by the St. Rose PTO.
- c. Present minutes for approval at all meetings.
- d. Have custody of all approved minutes of the St. Rose PTO and its Board, and provide St. Rose School an official copy of such.
- e. Maintain a current copy of the bylaws and the roster of the St. Rose PTO member meeting attendees.
- f. Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board
- g. Shall establish a climate in which all members feel welcome to participate.

**4. The Treasurer shall:**

- a. Have custody of all funds of the St. Rose PTO.
- b. Keep a full and accurate account of all receipts and expenditures.
- c. Make disbursements as authorized by the President, Board, or St. Rose PTO.
- d. Have checks and vouchers signed by two persons, the Treasurer, assistant treasurer, and/or the principal.
- e. Present a financial statement showing all expenditures and receipts at each monthly meeting of the Board and the St. Rose PTO and at other times when requested by the Board.
- f. Be responsible for the maintenance of such books of account and records as required by the St. Rose PTO.
- g. Have the accounts examined annually, or upon change of officer, by an auditing committee. When the committee is satisfied that the Treasurer's annual report is correct they shall sign a statement to that fact at the end of the report. The auditing report shall be given to the St. Rose PTO no later than the first regular member meeting of the school year. An audit of the treasurer's accounts is for the protection of the Treasurer/It is the only means of assurance that the accounts are accurate. It relieves the Treasurer of responsibility except in the case of Fraud.
- h. Shall establish a climate in which all members feel welcome to participate.

**5. The Assistant Treasurer shall:**

- a. Act as an assistant to the Treasurer.
- b. Perform the designated duties of the Treasurer in the absence or inability of that officer to act.
- c. Support the treasurer in keeping a full and accurate account of all receipts and expenditures of the St. Rose PTO. Also in maintaining books of account and records as required by the St. Rose PTO.
- d. Assist the Treasurer in making distributions as authorized by the Treasurer, President, Board or St. Rose PTO.
- e. In collaboration with the Treasurer, the Assistant Treasurer will help to present a financial statement showing all expenditures and receipts at each monthly Board and St. Rose PTO and at all times when requested by the Board.
- f. Establish a climate in which all members feel welcome to participate.

**6. The Event Chair Coordinator shall:**

- a. Assist the Board in finding volunteers to chair the slated events for the school year, prior to the beginning of the school year.
- b. Make sure each event chairperson has all the resources they need to coordinate their event.
- c. Hold regular meetings and have constant communication with each event chairperson prior to their event.
- d. Guide each event chairperson in setting organizational timelines, finding volunteers, following an established budget and in distributing information to school/parish community

- e. Meet with each event chairperson at the conclusion of their event to evaluate its success and create a final report for the Board to review.
  - f. Send notes of appreciation on behalf of the Board to each event chairperson for volunteering their time and talents.
  - g. Establish a climate in which all members feel welcome to participate.
- 7. The Class Representative Coordinator shall:**
- a. Assist the Board in finding parent volunteers from each class to serve as Class Representative for their classroom.
  - b. Make sure each Representative has all the resources they need to perform their duties.
  - c. Hold an orientation meeting at the beginning of the school year and maintain communication with all Class Representatives throughout the school year.
  - d. See that each class is represented at all St. Rose PTO Meetings by either their Class Representative or an alternate. And assure that the information at these meetings is communicated to the class families in a timely manner.
  - e. Send notes of appreciation on behalf of the Board to each class representative at the conclusion of the school year for their contribution of time and talent to their class, classroom teacher, and school community.
  - f. Establish a climate in which all members feel welcome to participate.
- 8. All Officers**
- a. Each officer shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the Term of Office, or in case of resignation, each officer shall turn over to their successors all official material including records, books, documents, and other effects pertaining to the office.

## **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

- 1. The Board may create or dissolve such standing committees as it may deem necessary to promote the objectives and interests of the St. Rose PTO. The term of each chairperson shall be one year, or until the selection of a successor.
- 2. The chairperson of each standing committee shall present a plan or work to the Board for approval. No committee work shall be undertaken without the consent of the Board.
- 3. The power to form a special committee rests with the Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed.

## **ARTICLE X: FISCAL YEAR**

- 1. The fiscal year of the St. Rose PTO shall begin on **July 1** and end on **June 30** of the following year.

## **ARTICLE XI. AMENDMENTS**

1. These bylaws may be amended at any regular or special meeting of the members of the St. Rose PTO by a two-thirds vote of the members present provided that ten days prior notice of the proposed amendment is given.
2. The Board at any regular or special meeting may amend these bylaws provided that ten days' notice of the proposed amendment has been given to all St. Rose PTO members.
3. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the St. Rose PTO or by a two-thirds vote of the Board.

## **ARTICLE XII: RULES OF PROCEDURE**

1. The St. Rose PTO may establish its own Rules of Procedures. In the absence of such, Roberts' Rules of Order shall apply.