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ST. LAWRENCE PARENT TEACHER ORGANIZATION

MISSION STATEMENT

The mission of the St. Lawrence P.T.O. is to promote communication among parents, teachers, and administration; to provide parents and teachers with the information to aid in all aspects of education and the students growth and development; to promote goodwill and cooperation between and among parents, faculty, administration, and the parish; to direct and coordinate parental support to the school through specific assistance activities, social functions, and fundraisers; and to organize political action of the parents as advocates regarding local, state, and federal legislation that affects Catholic schools, as well as the lives of students and parents.

2022 – 2023 P.T.O. OFFICERS

PRESIDENT: Alexis McKenzie

VICE-PRESIDENT: Madi Haisha

TREASURER: Sarah Grincewicz

SECRETARY: Leann Munaco

ST. LAWRENCE P.T.O. AMMENDED BY-LAWS

ARTICLE I. NAME

The name of this Association shall be the Saint Lawrence Parent Teacher Organization.

ARTICLE II. ORGANIZATIONAL AUTHORITY

1. This Association is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501 (c) (3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.
2. This Association is organized and operated with the consent of the Pastor of St. Lawrence and is under his jurisdiction, or the jurisdiction of his chosen delegate.
3. The Saint Lawrence Parent Teacher Organization is and always will be a non-profit entity.

ARTICLE III. OBJECTIVES

1. To assist in furthering the identified goals of the St. Lawrence student body, faculty, and administration through organizing and coordinating school activities and events. All events will be approved by the administration before implementation.
 - a. To encourage volunteerism which assists St. Lawrence administration and faculty.
 - b. To serve as an open forum for discussing school-related ideas, suggestions, and goals.
2. To assist in promoting open communication among faculty, administration, and parents.
 - a. To promote a clear understanding of the parental role and responsibility in the educational process.
 - b. To promote the social interaction of St. Lawrence School students, parents, teachers, and members of the community through organized activities.
3. To raise funds to advance the identified goals of St. Lawrence School and its students by organizing and coordinating school fundraising activities.

ARTICLE IV. POLICY STATEMENTS

1. This Association will provide, through its Executive Board, input to the administration regarding areas of improvement.
2. This Association is service-oriented and does not seek to direct the administration of the school or to control its policies.
3. Approval for expenditures will be made by the Association through its Executive Board with the approval of the Pastor and Principal.
4. Through its Executive Board, the Association shall operate as a recommending-body to the administration and Pastor.

5. The Association Bylaws shall be reviewed on an annual basis. At that time, any proposed revisions, additions, and/or deletions should be discussed. The proposed changes should then be put in writing and presented at the next open PTO meeting. At that time, the proposal(s) should be discussed in an open forum and voted upon for approval by all who are present. Any and all proposed changes that are approved shall become effective immediately unless otherwise stated.

ARTICLE V. MEMBERSHIP

All parents, guardians, teachers, and administrators of St. Lawrence School who share the objectives and policies of this Association will be considered members, subject only to compliance with the provisions of this charter.

ARTICLE VI. OFFICERS AND THEIR APPOINTMENTS

1. The Officers of this Association shall be:

- a. President.
- b. Vice-President.
- c. Treasurer.
- d. Secretary.
- e. Teacher Representatives.

2. The Officers' terms of office shall be from July 1 to June 30 of the succeeding year. In case the President is unable to complete the term, a meeting shall be held with the other Officers to "appoint" a person to fill the term. First consideration shall be given to the Vice President, then the Treasurer, then the Secretary.

3. The term for each Officer shall be 2 years. When any Officer's term is expired, he/she may run for another 2 year term in the same position, or may run for a new position.

4. Any Officer may be removed from office by a secret ballot vote of the members present at a scheduled meeting. A 2/3 majority of those member's present will be required to remove said Officer.

5. Any Officer who desires to resign his or her post must notify the remaining Officers in writing.

6. All Officer vacancies, whether occurring because of resignation, removal, election to another position, or death, shall be filled by an appointment by the President with approval of the other Officers. The appointment shall only be for the remainder of the term left by the Officer.

7. The PTO may be governed by as few as two Officers, a President and one other Officer, if no other nominee volunteers are available or forthcoming. However, all attempts should be made to fill all Officer vacancies.

8. The duties of the Officers shall be defined as follows:

a. The **PRESIDENT** shall:

1. Preside at and administer all regular, special, and Executive Board meetings.
2. Call special meetings of the Association's Executive Board.
3. Serve as the official spokesperson for the Association.
4. Serve as an ex-officio member of all Association committees.
5. Perform such duties as are incumbent of this office.

b. The **VICE-PRESIDENT** shall:

1. Assume the duties of the President in his/her absence.
2. Perform additional duties designated by the President.
3. Assist in the formation of all committees and serve as an exofficio member.
4. Assure that committees meet their goals and report their results and recommendations to the Association.

c. The **SECRETARY** shall:

1. Record and make available to the members copies of the minutes of all executive committee and general meetings.
2. Conduct the correspondence of the Association.
3. Maintain a current file of reports, records, and correspondence of the Association.
4. Be responsible for the recording and correcting as amended the Bylaws of the Association.
5. Publicize meetings and functions to the school through the News 'N Notes newsletter.
6. Perform additional duties designated by the President.

- d. The **TREASURER** shall:
1. Collect and turn in for deposit all dues and other monies received through fundraising and contributions.
 2. Be appointed to all fundraising committees as an ex-officio member to coordinate and to help prepare fundraising reports.
 3. Maintain records of a budget, including overall income and expenditures.
 4. Review and recommend payment of bills.
 5. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
- e. The **TEACHER REPRESENTATIVES** shall:
1. Serve as liaisons between the faculty and the Association.
 2. Report Association business at faculty meetings.

ARTICLE VII. EXECUTIVE BOARD

The Executive Board shall consist of the Officers of the Association and the school Principal or his/her delegate, and the Pastor or his/her delegate. The Executive Board shall conduct the Association's business affairs, provide general meeting programs of interest, form committees as deemed necessary and appropriate, review all committee recommendations, report on their final disposition, and review and recommend disbursements of money collected from fundraising events and contributions after notification of and discussion with the Association members.

ARTICLE VIII. ELECTION OF THE OFFICERS

1. The members at a general meeting in May shall elect Officers of the Association to all vacant officer positions, except the teacher representatives. When more than two candidates compete for one office, and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.
2. Candidates shall be solicited from the membership during the regular meeting in March. During the April meeting, nominees shall be given an opportunity to present their qualifications to the membership in written or verbal form.
3. Any PTO member can nominate a candidate for any vacant Officer position and can vote in every PTO election. **Eligible candidates for any vacant Officer position must have held a position of responsibility in a PTO-sponsored activity in the past. Positions of responsibility**

include, but are not limited to, chairing or running a PTO activity such as the Advent or Lenten Christian Service Project, SCRIP program, Fun Run, Field Day, Christmas Shoppe (including serving as a table lead), Gala Committee, or other position approved by the PTO Board.

4. Nominees shall be contacted by a committee selected by the President to determine whether or not they will accept the nomination and would be willing to serve, if elected.

5. The ballots shall be opened and counted by a committee of volunteers selected by the President at the May business meeting. At the reading of the results, the new Officers shall be formally installed with a reading of the duties of each Officer to be read by the chairperson of the nominating committee.

6. The Teacher Representative positions shall be non-elected offices. Members of the teaching staff shall fill these offices.

ARTICLE IX. STAGGERING OF BOARD POSITIONS

1. At the conclusion of every school year ending in an odd numbered year, the positions of President and Treasurer will become vacant and any and all interested parties should make their nominations known and a vote to fill the positions will take place at the final open PTO meeting of the school year.

2. Should the Vice-President or Secretary be elected to fill the position of President or Treasurer, the vacant Vice-President or Secretary position shall have a one year remaining term which will be filled in accordance with Article VI, Paragraph 6, above.

3. At the conclusion of every school year ending in an even numbered year, the positions of Vice-President and Secretary will become open and any and all interested parties should make their nominations known and a vote to fill the positions will take place at the final open PTO meeting of the school year.

4. Should the President or Treasurer be elected to fill the position of Vice-President or Secretary, the vacant President or Secretary position shall have a one year remaining term which will be filled in accordance with Article VI, Paragraphs 2 and 6, above.

ARTICLE X. MEETINGS

General membership meetings of the Association shall be held monthly, September through May, as determined by the Executive Board and shall avoid conflict with school board and parish meetings. A special meeting of the Association may be called at any time by the President, with no less than 48 hours' advance notice to the membership.

ARTICLE XI. PARLIAMENTARY AUTHORITY

1. The proceedings of the Association shall be governed by Parliamentary procedure. These rules of order shall apply to general and special meetings of the Association and to Executive Board meetings.

2. For the purpose of the Association, the Parliamentary procedure specified in paragraph 1 shall be amended as follows:

- a. For general or special meetings of the Association, a quorum shall consist of those members in attendance. Each individual parent or guardian of a St. Lawrence school student shall be allowed on vote and shall be considered a voting member. For Executive Board meetings, a quorum shall consist of a majority of the voting members.
- b. Unless otherwise specified in these by-laws, tallies of votes taken in general, special and executive committee meetings shall be on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.
- c. Unless exempted by the presiding Officer, members' speeches shall be limited to three minutes.
- d. Regular, special, or executive committee meetings that adjourn and are recalled to order within a 72-hour period are considered to be a single session.

ARTICLE XII. COMMITTEES

1. All committees shall be created by the President as may be required to promote objectives and interests of the PTO. These committees will be approved at board meetings. The chairperson will be nominated and approved at the time.

2. Special committees may be appointed by the board.

3. The chairperson of each committee shall report the plans and various recommendations of his/her committee to the President/Executive Board as requested.

ARTICLE XIII. PROCEDURES

1. The PTO shall meet monthly, at a date to be determined by the Executive Board from September through May of each year, or whenever deemed necessary by the President.

2. The President shall develop an agenda for each meeting.

3. General meetings are open to all members of the parish, but the privilege of holding office, making motions, and voting shall be limited to members of the Association.

4. The last general meeting will be the annual meeting.

ARTICLE XIV. REVISIONS TO THE BYLAWS

Any amendments to these bylaws are to be drawn up by the Executive Board and submitted to the membership and amended by a simple majority vote of the membership present at a regularly scheduled meeting.

ARTICLE XV. ORDER OF BUSINESS

1. The President shall call the meeting to order
2. Prayer
3. Reports from the Principal/Pastor/Teacher Representatives
4. Committee reports
5. New Business
6. Treasurer's financial report
7. Open Discussion
8. Adjournment

ARTICLE XVI. ACTIVITIES

1. The members shall provide input as to what activities shall be sponsored by the PTO, with joint approval of both the Principal and the Executive Board.
2. The President shall appoint or ask for a volunteer(s) to oversee a committee for the management of any sponsored activities.
3. Examples of yearly activities sponsored by the PTO may include (but are not limited to) the following:
 - a. First day of school Hospitality Room for parents.
 - b. First day of school Morning Treats for teachers.
 - c. Refreshments for PTO Meetings, Conferences, and other special functions.
 - d. Special events for Catholic Schools Week.

- e. Teacher Appreciation Day.
- f. End of school activities (i.e., Field Day).

ARTICLE XVII. FUNDRAISING ACTIVITIES

1. Fundraising will be sponsored for specified needs as suggested by the members and prioritized and voted on by the board.
2. Fundraising on behalf of the PTO will be at the direction of the board with joint approval of both the Pastor and the Executive Board.
3. The President shall appoint or ask for a volunteer(s) to oversee a committee for the management of any sponsored fundraiser.

Examples of yearly fundraising projects may include but are not limited to:

- a. Fun Run
- b. Children's Christmas Shop
- c. Any other suggested fundraising projects.

ARTICLE XVIII. FINANCES

1. St. Lawrence Parish's bank is designated as a repository for funds of this Association. The checking account shall maintain a minimum of a \$5,000.00 balance.
2. The Pastor shall be authorized to sign checks or make withdrawals from the checking account.
3. Any committee collecting or spending funds shall submit an itemized account of all receipts and expenditures to the Treasurer.
4. In June, the Treasurer shall submit a final "End-of-the-Year" report to the President. This report will be available to the general membership before the end of the school year.
5. A minimum of \$5,000.00 will be held-over in the checking account to cover expenses incurred to begin a new school term.

ARTICLE XIX. RESPONSE TO EPIDEMIC, OUTBREAK AND OR PANDEMIC

During an Epidemic, Outbreak and or Pandemic, the school Principal or his/her delegate shall have the right of executive privilege and overrule ALL articles of the St. Lawrence P.T.O.

Bylaws. In accordance with the National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases the following are definitions shall control:

Epidemic: Sudden increase in cases of a disease.

Outbreak: A higher--than-expected number of occurrences of disease in a specific location and time.

Pandemic: Event in which a disease spreads across several countries and affects a large number of people.

ARTICLE XX. SOCIAL MEDIA

If a Board Member posts any adverse, negative, misleading, privileged and or not yet released information from the School on any social media outlet against St. Lawrence School, administration or staff, the school Principal or his/her delegate has the right to immediately terminate said Board Member from their respective board position.

Last Amended and Approved On May 16, 2023