

History: The new Constitution and updated By-Laws are guidelines to assist the executive board officers and other parent leaders of Nativity Catholic School. They are definitive enough to provide some structure for the PTO yet flexible enough to allow officers the opportunity to adapt them to the needs of the organization and the school community. The By-Laws are governed by the PTO Constitution.

The templates for these documents were obtained from the Diocesan Handbook; they meet diocesan standards (see link to diocesan handbook); and have been adapted to the needs of our community

The Constitution, Bylaws and Nomination & Election procedures were approved with changes by Ms. Kelly and Fr. Martin, per Diocesan standards, in June 2011. After further circumspection by the Executive Board and the By-Laws/Constitution Special Committee, we, the Executive Board, now present this this final draft to the Nativity School Community.

NATIVITY CATHOLIC SCHOOL BY-LAWS – FINAL OCTOBER 1, 2011

BY-LAWS

The following By-Laws are intended as guidelines to assist the executive board officers and other parent leaders of Nativity School. Their purpose is that they are definitive enough to provide some structure for the PTO yet flexible enough to allow officers the opportunity to adapt them to the needs of the organization and the school community. The By-Laws are governed by the PTO Constitution.

EXECUTIVE BOARD ELECTED OFFICERS

The main offices of the PTO shall consist of the President, Vice-President, Secretary, and Treasurer. The official term of office shall commence on July 1 and shall be one year in length. A transition period (May 15th-June 30th) will allow new officers to become familiar with the respective responsibilities of each office. No elected officer shall hold the same office for more than two consecutive terms. This item may be waived by the Principal under extenuating circumstances.

THE PRESIDENT shall preside over all meetings held by the organization. No person shall serve as President who is not an active member of the Catholic Church. Meeting agendas should be planned to not exceed an hour.

THE VICE PRESIDENT shall assist the President and act on his/her behalf in the absence of the President at any meetings.

THE TREASURER shall receive all money and shall make all payments, keeping accurate monthly statements of all receipts and disbursements; and shall report on the financial status of the PTO at all meetings. All reimbursements need to be planned and approved ahead of time. All disbursements must have the final approval of the Principal and Pastor and must follow Diocesan financial guidelines.

THE SECRETARY shall distribute agendas submitted by the President, keep minutes of all meetings and written procedures for the organization's activities. The Secretary shall keep all correspondence for the organization and notify members of all meetings. The Secretary shall keep a list of all members of the organization, maintain the PTO events calendar and discharge such duties as are incumbent upon this office.

Nomination, Election and Appointment Procedures are amended to these Bylaws.

Executive Board Positions

The Executive Board shall consist of the Pastor, the Principal, the elected Officers of the organization, the teacher representatives, parliamentarian, the four standing committee chairs as selected by the Officers and other worthy committees/chairs. The duties of each board position are as follows:

Pastor: Member of the Board and final approval for all initiatives.

Principal: Chief administrator of the school. PTO initiatives shall proceed with the Principal's knowledge and approval.

President: Chairs meetings and acts as primary liaison with the Principal and administration of the school.

Vice President: Serves as President in absence of President and leads special projects as designated by the president.

Treasurer: Responsible for financial management of the PTO, including budget preparation, tracking intake and outflow of funds, and maintaining compliance with appropriate Diocesan guidelines.

Secretary: submits agendas, keeps minutes, and manages communications, oversees the newsletter, calendar events, and announcements and perform other duties assigned by the President.

Teacher Representatives (3): Each year, it is suggested that the teaching staff select a representative to the PTO Executive Board hailing from the (1) preschool, (2) lower (3) upper grades. More than one teacher may share the responsibility of a Teacher Representative. A Teacher Representative may send another teacher as an alternate to any monthly executive board meeting.

Standing Committees (4): Shall be appointed by the Executive Board Officers with the approval of the Principal, as may be considered essential to the functioning of the PTO. The Chair of each Standing Committee shall be appointed by the President and will attend all Executive Board meetings and shall serve for one year. A new chair may be selected at the beginning of the school year as require by the President with the support of the executive board officers and the Principal

Special Committees: May be created by the Executive Board Officers with the approval of the Principal, as required to promote the objectives and interests of the PTO. The Chair of the Special Committee shall be appointed by the President and will attend the executive board meetings as deemed necessary by the President. The Special Committee shall exist for only the purpose expressed in their formation and shall be dissolved at the conclusion of their assigned task.

Parliamentarian: A consultant designated by an organization to serve as an expert in parliamentary procedure and discussion facilitator.

Nominating Committee for PTO Executive Board Elections: Appointed by the President, with approval by the Principal and the Pastor, and shall consist of at least four members including the Chair. It shall be the duty of this committee to solicit nominees for the elected offices and submit them to the Principal for approval of nominees. Nomination procedures are adapted by the committee and approved by the Executive Board with the approval of the Principal.

Diocesan PTO Representative: School's representative to Diocesan council meetings and all matters relating to the DPTO. Prepares information discussed to inform Principal, Executive Board, and members at-large.

Past President: serves an advisor, when consulted, to the current Executive Board. The role should be limited to advising and the Past President should not take a stance with individual board members on an issue. The Past President may also assist with PTO-sponsored events.

FISCAL MANAGEMENT

The President or the Treasurer may authorize obligations per the approved budget. Committee Chairs in need of increased funding must address the Executive Board with a reason for the increase. The Executive Board may consider the request.

Reimbursement of funds from the PTO budget must be submitted no later than thirty days after a scheduled event in order to guarantee the reimbursement is **made unless prior arrangements have been made with the Treasurer.**

All Committee Chairs must, with the guidance of the Treasure/President, **must provide written deadlines to volunteers.**

Chairs will submit all final receipt for payment and reimbursement by June 1 unless prior arrangements have been made with the Treasurer. Any request for reimbursement made after the deadline will not be honored without the prior approval of the Committee Chair/Treasurer.

These guidelines are set in place so that the Executive Board has the most current record of monies in the PTO account.

MEETING PROCEEDURE

Meetings shall be held according to the needs of the PTO. The Executive Board will meet once a month. General PTO meetings shall be held no less than two times per school year (one each semester). All members are required to attend one General PTO meeting each year.

The Executive Board may accept motions to approve decisions or questions brought up during the course of an executive board or general meeting. The protocol is that a motion is made, a second and a call for all in favour or against and the motion passes or not. Motions are recorded in the minutes. Quorum consists of those who attend any PTO Executive Board or General meeting.

Meeting and agenda items will be announced via the e-Wednesday folder and room parent communication or other reasonable communication methods.

Meeting agendas must be posted to the school website one week before the scheduled meeting.

If a member has any questions or would like to have a topic considered as an agenda item, the member must email the topic to the PTO President at least two days before the PTO Executive Board meeting in order to have priority in the parent discussion forum at the end of the meeting. Committee chairs shall present their plan/updates to the Executive Board as necessary.

ORDER OF BUSINESS

1. CALL TO ORDER – The President opens the meeting at the designated time. The President announces the purpose and business to be conducted.
2. OPENING PRAYER – The Pastor, if present, always offers the prayer. If the Pastor is not present, the Principal will offer the prayer. If neither is in attendance, the President would designate a member of the PTO (priest, parent, or faculty member) to offer a prayer or reading. Ideally, the designated person should be given time to prepare for this role.
3. SECRETARY'S REPORT – Approval of previous meeting minutes by membership. Minutes should be distributed prior to meeting for membership to review.
4. TREASURER'S REPORT – Prepare and present report of all receipts and disbursements that have taken place since the last meeting.
5. REMARKS BY PASTOR AND/OR PRINCIPAL
6. PRESIDENT'S REPORT
7. COMMITTEE CHAIR REPORTS – Focus and invite those committees engaged in current activities. Follow-up summaries/reports and guidance for future chairs at the end of events are most valuable for future planning.
8. OLD/NEW BUSINESS – Address any unresolved issues from the previous meeting first; then entertain new matters on the agenda.
9. PARENT DISCUSSION FORUM – Opportunity for parents to voice questions, concerns or ideas.
10. CLOSING PRAYER – Given by the Pastor, if available, but usually the Principal. If both are not available, the President would designate a member for this function.

TRANSITION PLANNING AND ARCHIVES

PTO Executive Board Officers and Committee Chairs should have guidance on how to pass down information from one PTO Board to another. Additional guidelines should cover saving minutes and important documents, as well as maintaining historical accounts. All information should be downloaded on a disc and a copy kept with the Principal. There should be binders/discs for all committees and activities that are updated annually, and these should be passed on when a new chairperson takes over. At minimum a 30 day transition period shall occur each year so that the new

and old board members may meet and go over how to perform the duties of each position on the board.