



PREAMBLE

We, the parents and teachers of St. Ignatius, Martyr, School, being ever mindful that our children are a sacred responsibility entrusted to us by God: desiring to nurture and educate them in a Christian environment and wishing to participate fully in the life of St. Ignatius, Martyr, School and Parish do join together to form a parent-teacher organization for the purpose of supporting school programs and policies, contributing to the special needs of the school and fostering greater communication between school and home.

ARTICLE ONE *DEFINITION OF GROUP*

Section 1. *Name.*

The name of this organization shall be the St. Ignatius, Martyr, School Parent-Teacher Organization (P.T.O.)

Section 2. *Purpose.*

The P.T.O. is charged with developing ways and means to support the school's academic programs, extra-curricular activities, and special needs. It shall sponsor programs and activities directed toward the further education and social interaction of its members.

Section 3. *Objectives.*

The P.T.O. shall, acting with the consent of the Pastor, *Principal* and the School Advisory Board formulate and implement appropriate *school* fund-raising projects, *encourage student and parent involvement with the school, and work collectively with parents, teachers, and the administration to develop goals which enhance and support the school.*

Section 4. *Communication to Membership.*

The Executive Board is responsible for maintaining effective communication with PTO membership. A calendar of events to achieve the OBJECT AND PURPOSE of the P.T.O. shall be presented at the first P.T.O. meeting *of each academic year.*



ARTICLE TWO STRUCTURE

Section 1. Membership.

All parents/legal guardian(s) with a child or children enrolled at St. Ignatius, Martyr School, shall after paying annual dues at registration, be individually voting members of the P.T.O. Each teacher (*without a child enrolled in the school*), the Principal, and the Pastor shall be voting members with payment of dues waived.

Section 2. Dues.

The amount of dues may be changed by a simple majority of members present at the regularly scheduled **General Assembly** meeting and vote for approval at the next **General Assembly** meeting, which follows the treasurer's recommendation for such a change.

Section 3. Meetings.

- A. General Assembly PTO Meetings.** *The P.T.O. shall meet every other month during the school term: September, November, January, March and May. Special meetings may be called.*
- B. Executive Board Meetings.** *There shall be monthly meetings from June through May or as deemed necessary by the Executive Board to achieve the objectives of the organization. Any person may attend Executive Board meetings but only Executive Board members shall have voting privileges.*
- C. Quorum.** *For the purpose of transacting official business, all decisions will be made by vote: the majority of members present to prevail.*

Section 4. Parliamentary Authority.

The rules of parliamentary procedure as contained in the current Robert's Rules of Order shall govern all meetings and deliberations of the P.T.O. provided that they are not in conflict with the constitution or bylaws.

ARTICLE THREE EXECUTIVE BOARD

Section 1. Board and Membership.

The PTO Executive Board shall consist of the officers, the chairpersons of standing committees, the school Principal and the Pastor.



The officers of the P.T.O. shall be President, *Vice-President of Events*, *Vice-President of Fundraising*, *Vice-President of Stewardship*, Treasurer, Secretary and *Teacher Representative*.

Section 2. Qualifications.

All Board members are elected every year by the membership with the exception of the teacher representative, the Principal, and the Pastor. Any member of the P.T.O. is eligible for any office with the exception of the Teacher Representative office.

Section 3. Duties of the Executive Board.

The PTO officers have a collective duty to fulfill the object and purpose of the PTO and may share duties as needed and agreed upon each academic year (Appendix B- this attachment can be updated yearly if necessary to fulfill the roles and responsibilities of the PTO). The following are the duties of the officers:

- a. The President shall *coordinate, set an agenda, and* preside at all meetings; appoint non-standing committees and non-standing committee chairpersons; *communicate with administration and parent community; sit on the School Board as PTO representative*; and oversee *all* activities of the P.T.O.
- b. The Vice-President of Events shall *create, plan, and coordinate PTO-sponsored events for the year, including finding volunteers, identifying chairpersons for events, coordinating event logistics, and recognizing volunteer efforts.*
- c. The Vice- President of Fundraising shall serve as Chief Coordinator of all fundraising *activities, including developing, planning, and marketing fundraising events; maintain communication with HOPE and Booster groups to coordinate fundraising schedules; and shall represent the P.T.O. on the Parish Family Affair Committee.*
- d. The Vice-President of Stewardship shall serve as the Chief Volunteer Coordinator for parent activities *and PTO events and fundraisers* for the school. The Vice-President of Stewardship shall work closely with the *homeroom* parents to insure they have the information and resources they need to effectively assist the classrooms and teachers.
- e. The Treasurer shall keep all financial records, oversee all assets and budgets, and is in charge of the make disbursements as directed by the membership, and arrange for an audit of the books at the end of the school year.
- f. The Secretary shall maintain a written record of the proceedings of all P.T.O. *General Assembly and Executive Board meetings* and shall be responsible for all correspondence as directed by the President.



- g The Teacher Representative shall represent the faculty members and shall act as a link of communication between the P.T.O. and faculty.

Section 4. Vacancies.

In the event that an officer leaves or resigns during his/her term or office, the vacated position will be filled by a special election. An interim officer may be appointed by the Principal or Pastor.

Section 5. Terms of Office.

- A. *The term of all Board members shall be June through May of the following year. The outgoing Board members will function in an advisory capacity from June through August.*
- B. *A Board Member may hold the same office for a maximum of two (2) consecutive terms.*

ARTICLE FOUR STANDING COMMITTEES

Section 1. Definition.

The PTO Executive Board may elect to develop standing committees to address school and member needs. Committee chairpersons will be determined by simple majority of committee members and will communicate to the Executive PTO Board. Standing committees of the P.T.O. may include but are not limited to:

- A. Social and Hospitality. Its responsibilities shall include arranging refreshments as needed for meetings, welcoming new members, organizing social events, and counting “the kitty” at meetings.
- B. Publicity. Its responsibilities shall be to focus attention on the activities and projects of the P.T.O. and to publicize them appropriately.
- C. Programs. This committee will acquire speakers and other suitable programs to advance members education or to foster socializing.
- D. Archives. The archivist shall retain documents, photographs and other memorabilia pertaining to the P.T.O. and arrange them for reference.
- E. Planning. This committee will develop the annual calendar of events to be presented to the P.T.O. at the first meeting. This committee is composed of the Executive Committee and other P.T.O. members appointed by the President.



**ARTICLE FIVE
SCHOOL ADVISORY BOARD**

Section 1. Membership and Elections.

Four members shall be elected at-large among the members of the St. Ignatius Parent-Teacher Organization to serve two-year terms, beginning June 1.

- A. No elected member may serve more than two consecutive terms (4 years)
- B. All members of the Parent-Teacher Organization will be eligible to vote in the election of the four school advisory board members. Ballots will be mailed to the membership with an indication of deadline for return.
- C. Written notification will be given to P.T.O. members within 30 days of the election or appointment of a new school board member.
- D. The names of the school board members shall be presented at the first regular P.T.O. meeting each year.

Section 2. PTO Representative.

Each year, the newly elected P.T.O. officers shall select one of their Executive Board Members to serve a one-year term on the School Advisory Board. The term shall begin on June 1.

Section 3. School Budget.

The final school budget for the next school year shall be presented at the final meeting of the year.

**ARTICLE SIX
PTO ELECTION OF OFFICERS**

Section 1. Elections and Voting.

Elections will be held at the last general assembly meeting of the school year. All members of the P.T.O. will be eligible to vote in the election of officers. Officers will be elected by majority vote of members present at the last general assembly meeting of the school year through written ballot.

Section 2. Nominating Committee.



- A. A Nominating Committee composed of the incumbent president, the principal, and two or more volunteers who are current PTO members shall compile a list of names of members who are willing to serve as officers and assume the responsibilities of office.
- B. The Nominating Committee shall be formed in January of each year so that a list of nominees may be presented to the membership at the March meeting.
- C. *If any member of the nominating committee is nominated and accepts an open position, then they must excuse themselves from the nominating committee.*

Section 3. Nominations.

- A. Nominations may be taken from the floor at the last PTO general assembly meeting.
- B. Nominations may be taken up to seven school days before the last meeting of the school year.
- C. *Nominees may choose to submit a brief, personal statement to the nominating committee for dissemination via the school newsletter and/or website.*
- D. *The final slate of nominees and any personal statements will be communicated via the school website and/or newsletter up to seven school days before the last general assembly meeting.*

Section 4. Transition of New Officers.

Terms of office begin upon election so that orderly transition of newly elected and departing officers may take place during the summer.

ARTICLE SEVEN AMENDMENTS AND BY-LAWS REVISIONS

Section 1. Review.

The organization's Constitution and Bylaws shall be reviewed for possible amendments and updates every three years or as directed by membership or administration.

Section 2. Amendments.

Amendments to the constitution must be presented at a regularly scheduled general assembly meeting; a secret ballot will be held at the following regularly scheduled meeting. A two-thirds majority of members present will be necessary to amend the constitution.

Section 3. By-laws.

Bylaws to the constitution must be presented at a regularly scheduled general assembly meeting; a secret ballot will be held at the following scheduled meeting. A simple majority of members present will be necessary to add, delete or amend by-laws.



Section 4. Revision.

A committee may be appointed to submit a revision of the constitution and by-laws. The proposed revision may be approved for presentation to the PTO membership at a regularly scheduled general assembly meeting by a simple majority vote of members present at a regularly scheduled general assembly meeting (including the same meeting), a two-thirds majority vote of the PTO Executive Board, or by the Principal, or by the Pastor.

BY-LAWS

1. DISBURSEMENT OF FUNDS

Section 1. *Appropriation of Funds.*

In order to disburse funds in a fair and equitable manner, a system of appropriating funds raised to each of the following shall occur in May of each year:; P.T.O. Operating Fund, and Special Projects.

Section 2. *Special Project.*

In September of each year, a survey will be taken in order to determine which “special project” shall be chosen to receive funds in May. The special project chosen will be announced in November.



APPENDIX A

AMENDMENT – AUGUST 2003

St. Ignatius School

Constitution: St. Ignatius P.T.O.

Amended in August 2003

The executive committee was expanded to include 7 members. The ones added were VP of Stewardship and VP of Development.

The first vice president was named the vice president of events.

The second vice president was named vice president of Fundraising.

VP of stewardship (see attached sheet)

VP of development (See sheet)

Secretary

Treasurer

The Booster Club president and the Hope Group's lead are always invited to come to executive meetings. One teacher representative is needed. The Pastor and Principal are invited, too.

ST. IGNATIUS SCHOOL

CONSTITUTION: St. Ignatius P.T.O.

As amended January 18, 2007

APPENDIX B

PTO Executive Committee: Roles and Responsibilities – Updated January 2007

PRESIDENT	VP OF EVENTS	VP OF FUNDRAISING	VP OF STEWARDSHIP	SECRETARY	TREASURER	TEACHER REPRESENTATIVE
<p>*Conduct PTO meetings</p> <p>*Sit on the School Board as PTO representative</p> <p>*Oversee all fundraisers</p> <p>*Communicate with administration</p> <p>*Coordinate PTO meetings and help write agenda</p> <p>*Oversee all PTO subcommittees</p>	<p>*Plan PTO sponsored events for the year</p> <p>*Work with chairpersons of each event to coordinate the plans of each event</p> <p>PTO events: Family Affair Halloween Carnival Multicultural Events (*any non-fundraising event)</p>	<p>*Assist the planning of the fundraising events of the year</p> <p>*Work with fundraiser chairperson to prepare fundraiser to make sure they hit the goal</p> <p>*Help in marketing the fundraiser</p> <p>*Monitor the progress of each fundraiser</p> <p>Fundraisers: BINGO Bobcat Fun Run Family Affair Raffle HOPE Booster</p>	<p>*Coordinate the parent volunteers</p> <p>*Help events committees and fundraisers by finding volunteers for each event</p> <p>*Coordinate homeroom parents and their annual roles</p> <p>Homeroom parents responsibilities: BINGO dinner PTO dinner Yard Clean Up Christmas reception Parties Teacher’s Appreciation Week</p>	<p>*Take minutes of each PTO executive meetings and PTO general assembly and post them at school and on website</p> <p>*Provide brief synopsis of PTO meeting for newsletter editor</p> <p>*Prepare agenda for each event and monitor time limits</p>	<p>*Review & Approve the budget for events and for fundraisers</p> <p>*Sit on the parish finance council</p> <p>*Prepare deposits and check reimbursements</p> <p>*Prepare monthly balance sheets of PTO expenses & deposits</p>	<p>*Liaison between PTO Board, teachers and staff.</p> <p>*Assist on any PTO committee as deemed necessary</p> <p>* Solicit ideas from Teachers/Staff personnel to assure PTO events are adhered to in relation to school academics</p>