

February 11, 2020
Communion of Saints School PTO Meeting
Co-Presidents – Kerry Bossard and Catherine Harrigan
Secretary – Margy Autero
Treasurer – Meg Shively

Review of By-Law Provisions Concerning Officer Positions
Provided by Jeanne V. Gordon

Current COS PTO By-Laws can be obtained:

<https://www.communionofsaintsschool.org/pto/by-laws/>

A copy of the By-Laws is attached.

Article VI, Officers, Section 2, Eligibility current states:

Only members in good standing (who have paid their annual dues and whose children attend the School) shall be eligible to serve in any officer position. Parishioners must be practicing their Catholic faith to be eligible to serve as officers.

Proposed Amendment:

Only members in good standing (who have paid their annual dues and whose children attend the School) shall be eligible to serve in any officer position.

Article VI, Officers, Section 6, Term of Service currently states:

An individual may not serve more than two (2) consecutive years as an Officer. A person may hold only one (1) Officer's position at a time. An individual may not serve more than one (1) term as Co-President. An Officer may also act as Chair of up to two (2) committees.

Proposed Amendment:

An individual may not serve more than two (2) consecutive years as an Officer. A person may hold only one (1) Officer's position at a time. An individual may not serve consecutive terms as Co-President unless the PTO fails to fill all Officer positions at the April PTO meeting as set forth in Article VI, Section 7. An Officer may also act as Chair of up to two (2) committees.

For the Amendment to Section 6, Term of Service the Amendment would work like the following example:

Kerry Bossard – Co President Term:	2018-2019	Cat Harrigan - Co President Term:	2019-2020
	2019-2020		2020-2021

Kerry could serve as Co-President again in the term beginning May 2021,

Communion of Saints Parent-Teacher Organization
By-Laws, adopted September 12, 2011

ARTICLE I – NAME

The organization shall be named Communion of Saints Parent-Teacher Organization, herein referred to as the “PTO.”

ARTICLE II – MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the students of Communion of Saints School (the “School”) by:

1. Providing an organization through which the parents, administration and teachers can work cooperatively;
2. Providing financial support for programs funded outside of the annual School budget; and
3. Providing support for all Parish-wide fundraising events/activities benefiting the School.

ARTICLE III – POLICIES

Section 1. The PTO shall operate for charitable, educational, nonpartisan, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin. It may engage in the raising and contributing of funds only if the same are used for the maintenance of the PTO or for the welfare of Communion of Saints School or the children thereof. It shall enter into projects pertaining to the School only after approval of the Pastor in consultation with the Principal.

Section 2. The policy of the PTO shall be consistent with the teachings of the Catholic Church and the philosophy and policies of the School and the Catholic Diocese of Cleveland.

Section 3. The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

Section 4. The name of the PTO and the names of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO and Communion of Saints Parish.

Section 5. Prior to serving at a PTO event involving children or serving in any official PTO position, an individual must have received an approved BCII fingerprint report and Virtus training.

ARTICLE IV – FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V – MEMBERSHIP & DUES

Section 1. Membership

Any parent or guardian of a student of Communion of Saints School, the Principal and any teacher employed by the School is eligible for membership upon payment of current dues, if any.

Section 2. Dues

Each member shall pay annual membership dues to the PTO, as established at the last PTO meeting of each school year for the next school year. Only members in good standing (who have paid their annual dues, if any, for the current Fiscal Year) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th. Membership dues will be waived for all members of the teaching staff of Communion of Saints School and may be waived for any prospective member based on need.

Section 3. Voting

Each family shall have one (1) vote if present. Voting may take place by voice, or upon request, by written ballot.

ARTICLE VI – OFFICERS

Section 1. The Officers of this organization shall be as follows: the Pastor of the Parish, the Principal of the School, Co-Presidents, Secretary and Treasurer. The position of President shall be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2. Eligibility

Only members in good standing (who have paid their annual dues and whose children attend the School) shall be eligible to serve in any officer position. Parishioners must be practicing their Catholic faith to be eligible to serve as officers.

Section 3. Nominations

The Officers, with the exception of the Pastor and the Principal, shall be nominated by a Nominating Committee.

Section 4. Election

The Nominating Committee shall present a slate consisting of one (1) candidate for each open office at the Monthly Meeting in April. A majority vote of members present at the Monthly Meeting in April will elect the slate for a term of two (2) years or until their successors are elected, with one (1) Co-president elected each year and a Secretary and Treasurer elected in alternating years. Officers shall be installed at the Monthly Meeting in May.

Section 5. Nominating Committee

The Nominating Committee shall, among other duties:

1. Publicize PTO positions to fill open Office positions for the upcoming school year beginning in February of each year.
2. Work with the Executive Board to prepare a list of nominees. This list shall be completed and submitted to the Pastor and the Principal for approval. If approved, the slate shall be submitted to the PTO at the meeting in April.
3. Collect all names, check for eligibility and compile a slate. If no member presents him/herself for an open office, the Nominating Committee will seek an eligible candidate for that office.

The Nominating Chair shall solicit four (4) volunteers from past PTO Co-presidents who are currently PTO members in good standing to serve on the Nominating Committee which shall consist of five (5) members. No candidate for office shall be a member of the Nominating Committee.

Section 6. Term of Service

An individual may not serve more than two (2) consecutive years as an Officer. A person may hold only one (1) Officer's position at a time. An individual may not serve more than one (1) term as Co-President. An Officer may also act as Chair of up to two (2) committees.

Section 7. In the event the PTO fails to fill all Officer positions at the April PTO meeting, the incumbent of the expiring term may remain in office for one (1) additional school year or until an election of a new Officer at any regular meeting. The incumbent may not remain in an official position for two (2) additional years.

Section 8. All Officers must act in the best interest of the PTO and for the good of Communion of Saints Parish.

Section 9. No Officer shall be compensated by the PTO for their service.

Section 10. Each Officer is expected to serve on a minimum of one (1) committee.

Section 11. No Officer shall secure any contract in the name of the PTO for an expenditure in an amount in excess of \$2,500 without first consulting with the Principal, and then, if approved, obtaining the approval to do so by a majority vote of the PTO members.

Section 12. Removal from Office

Any Officer can be removed from office by a two-thirds (2/3) vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Members and Officers at least one (1) week prior to the meeting, and such notice shall include the reason for such removal proceedings.

ARTICLE VII – OFFICER DUTIES

Section 1: Co-Presidents

The Co- Presidents shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda in consultation with the Principal.
3. Be members, *ex officios* of all committees.
4. Assist in the total coordination of all committees and the PTO as a whole.
5. Appoint Special Committees as needed.
6. Announce PTO meetings to the School population at least one (1) week in advance of each meeting.
7. Appoint a chairperson for the Nominating Committee at the monthly meeting in January and present that chairperson with a list of Office positions, along with eligibility requirements if any, that will be open for the upcoming school year.

8. Divide any other responsibilities of the Office in any manner they find mutually acceptable.
9. Maintain records from the planning of an event hosted by the PTO.

These records should be made available upon request to any Committee Chair planning a similar event and turned over to the next Co-President to hold this position.

Section 2. Secretary

The Secretary shall:

1. Maintain all records of the PTO, including minutes, Treasurer's reports, contracts, correspondence and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two (2) weeks of the recorded meeting.
3. Hold a copy of the PTO By-Laws, Parliamentary Procedures, and current Membership list and make each available upon request at any PTO or Executive Board meeting.
4. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
5. Provide a printed copy of these By-Laws to each newly elected Executive Board member prior to the first regular PTO meeting.

Section 3. Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO: including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board or the Pastor.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all required financial reports and information, if any, and maintain accurate records of such.
7. Submit a current, school year-end financial report to the PTO at the last meeting of the school year.
8. Complete all financial updates by the close of the Fiscal Year and provide a full Fiscal Year-end report to the Pastor.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. Executive Board

The Executive Board shall consist of the Pastor, the Principal, the Officers and a rotating teacher representative.

Section 2. Principal and Teacher Representative

The Principal and the Teacher Representative are not required to pay annual Dues and shall each have one (1) vote. The Principal acts as a liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as a liaison between the School teachers and the PTO. A different Teacher Representative shall be appointed each month as agreed by the faculty and the School Principal.

Section 3. Duties

The Executive Board shall:

1. Meet to conduct necessary business in preparation for the Regular PTO meetings upon the call of the Co-Presidents with at least twenty- four (24) hours notice. No such meeting may be held in the absence of the Principal.
2. Prepare a proposed budget to be voted upon by the PTO members at the last regular PTO meeting of the fiscal year for the following year.
3. Act in any cases of emergency arising between meetings and report such action at the regular Monthly Meetings of the organization.
4. Appoint the chairpersons or co-chairpersons of all committees.

Section 4: Vacancies

Any vacancy occurring among the Officers shall be appointed by the Executive Board upon approval by the Pastor and the Principal.

Section 5: Attendance

If any member of the Executive Board fails to attend two (2) meetings without notice to another member of the Executive Board, and, upon notice from the Executive Board, fails to attend the next succeeding meeting, it shall be assumed that the member has voluntarily resigned his/her position. The remaining members of the Executive Board shall, with the approval of the Pastor, appoint a new Officer in accordance with these By-Laws.

ARTICLE IX – MEETINGS

Section 1 Regular Meetings shall be held monthly, except during June, July and August, at the School, on a date and time pre-established by the Executive Board and approved by the Parish Calendar Coordinator. Dates and times of the monthly meetings shall be presented by the Co-Presidents at the first regular meeting of the school year.

Section 2 Executive Board Meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers and the Principal.

Section 3 Special Meetings of the PTO may be called at any time during the school year by (i) the Co-Presidents or (ii) upon the submission of a written request for such meeting to the Secretary by at least five (5) members in good standing. The objective(s) of such Special Meeting must be set forth and presented to the PTO Members at least ten (10) days prior to the meeting.

Section 4 Quorum

The number of persons who gather for any meeting for which there has been proper notification shall constitute a quorum.

Section 5 The final PTO meeting of each year shall take place in May, prior to the close of school.

ARTICLE X – FUNDS

Section 1 Purpose for which Funds may be Used

PTO funds shall be used for programs, events and items, approved by the Principal, that directly benefit the students of the School, and for Teacher Appreciation Luncheons and staff holiday gifts.

Section 2 Accounts

The Pastor and the Principal shall be signees on all PTO accounts. Each check written against a PTO account shall be signed by both (i) the Pastor or the Principal and (ii) the Treasurer.

Section 3 Income

All funds raised for the PTO must be documented and submitted to the Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within four (4) days of receipt by the Treasurer.

Separate deposit receipts shall be maintained for funds received from each fundraising event.

Section 3 Expenses

Reimbursements for all expenses shall be made only after receipts for expenditures have been audited, documented and approved by the Treasurer. Reimbursement requests should be submitted to the Treasurer within thirty (30) days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses to a purchase must be documented in detail. All unused funds must be returned to the Treasurer immediately following the purchase.

Section 4 Non-Budgeted Requests

Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of any monetary disbursement over \$100.00 shall be taken by the PTO; any disbursement request for less than \$100.00 may be approved by a vote of the Executive Board.

Section 5 Reporting

An updated financial report shall be made available in printed form to each PTO member at each PTO meeting and to the Pastor and the Principal once per month.

Section 6 Carry-Over

The PTO is authorized to carry over funds for the following Fiscal Year as recommended by the Executive Board. The annual carry-over shall not exceed \$5,000.00 and any excess funds shall be donated to the School at the end of each Fiscal Year. However, in the event that funds in excess of

this amount have been allocated to a future expense, the carryover amount may be increased upon approval by the Executive Board and Pastor.

Section 7 Auditing

A certified public accountant engaged by Communion of Saints Parish shall conduct all required tax-related and other necessary audits of the PTO books and records.

ARTICLE XI – COMMITTEES

Section 1 Chairpersons

Chairpersons of committees for the upcoming school year shall be selected by the Executive Board from available volunteers at the May PTO meeting for a term of one (1) year.

Section 3 The Chairperson of each committee shall keep a written record of the activities of the committee in a manner that would allow these records to be passed along to the future Chairs. These records shall be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4 Committee Members

Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5 Contracts & Purchases

No Committee Chairperson shall secure any contract in the name of the PTO before consultation with the principal and then, if approved, obtaining approval by vote of the PTO members. Any such purchases must be made within the budgetary restrictions.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Section 1 The rules contained in Robert's Rules of Order shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these By-Laws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2 By-Laws Committee

A Special Committee, appointed by the Executive Board as necessary, may be appointed to submit a revised set of By-Laws to be approved by majority vote at a regular PTO meeting.

Section 3 By-Laws Amendment

These By-Laws may be amended upon satisfaction of the following conditions:

1. The Executive Board shall submit the revision request to the Secretary;
2. At least fourteen (14) days prior notice shall be given to the PTO Members that a vote will be taken at the next scheduled Regular PTO meeting;
3. A quorum is met at the meeting and the revision request is approved by a two-thirds (2/3) vote of the members present.

All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE XIV – DISSOLUTION

Section 1 Dissolution

The PTO may be dissolved, upon consultation with the Pastor and the Principal, provided prior notice is given to the PTO Members, a vote is taken at the next scheduled Regular PTO Meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2 Remaining Funds

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then shall be distributed as determined by the Parish Finance Council.