

**BY-LAWS OF THE PARENT-TEACHER ORGANIZATION
OF ST. LOUIS SCHOOL**

(Revised 4/1/15)

ARTICLE I—NAME

The name of association shall be the Parent-Teacher Organization (PTO) of St. Louis School.

ARTICLE II—OBJECTIVE

The objective of this Association shall be to:

- 1) promote the welfare of the children of St. Louis in the school, home, church and community;
- 2) to bring into closer relationship the home and the school that the parents and the teachers may cooperate intelligently in the education of the children;
- 3) to develop between the educators and the parish such united efforts as will secure for all children, the highest advantages in the physical, mental, social and spiritual education; and
- 4) to encourage members to take an active part in the school through the fund raisers or the volunteer programs.

ARTICLE III—MEMBERSHIP

Section 1. Any person interested in the objective of this Association may become a member.

Section 2. The members of the faculty and the parents of the students of St. Louis School shall automatically become members and shall be referred to as the General Assembly.

ARTICLE IV—OFFICERS AND THEIR ELECTION

Section 1. The officers and Executive Board of this Association shall be the Principal of St. Louis School, or his/her delegate chosen annually from staff and/or faculty, a President, a Vice President, Recording/Corresponding Secretary and a Treasurer. The immediate past President shall automatically become a member of the Executive Board for a period of one (1) year in an advisory capacity only.

Section 2. The Board shall consist of the Executive Board members and the Chairmen and Co-Chairmen of the standing committees.

Section 3. A single slate of nominees for two (2) offices as listed in Article IV, Section 1 of these By-Laws, shall be presented by a nominating committee to the Board at the spring meeting. Nominations must have the consent of the nominees.

Section 4. Elections, if needed, shall be by ballot and majority vote of the General Assembly and shall take place in April or May.

Section 5. The Executive Board shall be responsible for counting the ballots.

Section 6. The term of office shall be two (2) years consecutively. Only two officers shall be elected each year. No officer may serve more two (2) consecutive terms in the same office and no member shall hold more than one (1) office at the same time.

Section 7. A vacancy of an office shall be filled by the Board by majority vote.

ARTICLE V—MEETINGS

Section 1. There shall be least two (2) General Assembly meetings per year. The quorum shall be the number of persons present at the time, including three (3) Executive Board Members. The first meeting may be held in the fall and shall include a presentation of the budget; the second meeting shall be held in the spring and shall include the election of new executive board members.

Section 2. Board meetings shall be held as needed and any special meetings may be called by the President, Principal, Pastor or ten (10) members in good standing.

Section 3. Executive Board meetings shall be held on an as needed basis with at least two (2) held during the school year.

Section 4. The quorum of the Board meetings shall be three (3) Executive Board members and a representation of the committees.

ARTICLE VI—DUTIES OF OFFICERS

Section 1. The Principal shall provide the guiding direction of this organization and matters of policy must be consistent with the policies, mission and philosophy of St. Louis School, the school commission, and the Archdiocese of Indianapolis.

Section 2. The President shall preside at all meetings of the Executive Board, the Board and the Association; shall appoint the Co-Chairmen and Chairmen of all committees with approval of the Board; shall be ex-officio member of all committees.

Section 3. The President of PTO shall be a representative to the School Commission. He/she shall be an observer with no formal vote.

Section 4. The Vice President shall perform the duties of the President in case of absence or disability; shall succeed the President in the event of a vacancy in that office; and shall assist in the performance of the duties of the President as needed.

Section 5. The Recording/Corresponding Secretary shall record all proceedings of each regular General Assembly meeting. He/she shall conduct all correspondence, and send out all notices of meetings and events.

Section 6. The Treasurer may receive all money; pay all bills as authorized by the Executive Board and bank all money in the name of the organization or ensure the above is done. Further, the Treasurer shall keep an accounting of monies and shall provide an accounting to the Executive Board when asked.

Section 7. The Treasurer's term of office shall run through the end of the fiscal year to include the year-end report.

Section 8. It is the duty of the Executive Board to ensure that PTO fundraising shall be limited to events and activities benefiting St. Louis School students and faculty as a whole.

Section 9. The Treasurer shall provide a year-end report to PTO Board and School Commission.

Section 10. The Executive Board shall have the authority and power to conduct the urgent business of the organization between meetings. They shall not modify or reverse any action taken by the Board.

Section 11. All reports from the Executive Board shall be given to the Secretary at the end of their term of office.

Section 12. Newly elected officers shall assume their duties at the close of the school year. They shall miss no more than three (3) meetings.

Section 13. Further duties are contained in Special Rules, Number 3 regarding Duties of Officers and may change from time to time as needs arise and with the approval of the Board.

ARTICLE VII—COMMITTEES

Section 1. The President with the approval of the Board shall appoint committee chairmen, co-chairmen, committee members of this association.

Section 2. Standing committees shall be those designated by the President and approved by the Board. As members of the Board, standing committee chairmen and co-chairmen shall have a vote on issues brought before the Board. They shall have a voice on all issues.

Section 3. Special committees shall be appointed by the President, as the need arises, with the approval of the Executive Board. Special committee chairmen may attend the Board meetings when necessary to conduct the business of their committees. They have a voice but no motion or vote at the meetings.

Section 4: Committee chairman and co-chairman have the ability to, and are encouraged to find, sub-committee chairman for each subcommittee under the committee. The sub-chairman or, if there is no sub-chairman, the chairman are responsible for ensuring that the subcommittee has the volunteers needed for the activity.

ARTICLE VIII—AMENDMENT OF THE BY-LAWS

Section 1. These By-Laws may be amended at any regular meeting of the Board by a two-thirds vote, provided that proper notice has been given to the agenda of that meeting.

ARTICLE IX—SCHOOL COMMISSION

Section 1. All projects must be consulted with or reported to the School Commission.

Section 2. The School Commission has the right to overrule any vote that interferes with their plans for the school.

ARTICLE X—VOTING

Section 1. The Board shall vote on all business and other related issues. All members may attend the meetings, may have a voice but not vote. Any elections shall be brought before the General Assembly.

ARTICLE XI—PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised shall govern the proceedings of this Association in all matters not covered by the By-Laws.

SPECIAL RULES

1. ORDER OF BUSINESS

a. The order of business may include the following items:

- Invocation
- Approval of previous minutes
- Treasurer's report
- Standing committee reports
- Special committee reports
- Unfinished business
- New business
- Adjournment

2. FINANCES

- a. The Fund Raising Committees shall raise money for the PTO General Fund. This money shall be used for the year's budgeted projects and programs for St. Louis School. Excess funds are available for the school upon request and approval by the board. The annual budget shall be approved by the Executive Board and any expenses or purchases exceeding the budgeted amount must be approved by the Executive Board.
- b. A budget for the year must be presented to the School Commission at the School Commission's first meeting of the school year as well as any amendments as they occur.
- c. The Principal and Pastor shall be invited to all meetings to discuss and present school policy and up-coming events.
- d. No check is to be signed without the check having a date, payee, amount and proper documentation attached.

3. DUTIES OF OFFICERS

a. President

- 1. Sets up committees and selects the chairmen and co-chairmen.
- 2. Updates the PTO Handbook and handles processing thereof.
- 3. Makes sure everyone carries out his/her responsibilities.
- 4. Works with the Principal, Pastor and School Commission in a creative way.
- 5. Has a Board meeting and special meetings when necessary.
- 6. Keeps membership informed.
- 7. Attends School Commission meetings and any other meetings deemed necessary for PTO.

b. Vice President

1. Assists the President.
 2. Attends all PTO meetings, missing no more than three (3).
 3. Is the representative when the President is not available.
 4. Prepares for the President's office by keeping informed and aware of the activities of the President and St. Louis School.
 5. Prepares and distributes the Volunteer Sign-up sheets to recruit volunteers for the committees for the up-coming school year.
 6. Responsible for determining what holiday gifts are provided to the children from PTO.
 7. Plans and prepares the end-of-year scholarship process for outgoing 8th grade students.
- c. Secretary
1. Keeps an accurate account of all meetings and unfinished business.
 2. Prepares any necessary correspondence.
 3. Responsible for the publicity of the Association.
 4. Responsible for Staff Appreciation Party.
 5. Responsible for the Volunteer Appreciation Dinner.
 6. Contacts all members of the Board to inform them of meetings.
 7. Posts all meetings in the SLS Update.
 8. Attends all PTO meetings; missing no more than three (3).
 9. Takes attendance of Board members at all meetings.
- d. Treasurer
1. Submits check requests, approves invoices to be paid, and authorizes use of credit card.
 2. Confirms that there is proper documentation for receipts for each check written on the PTO account.
 3. Works with the fundraising committee chairmen and helps with the financial items.
 4. Attends all PTO meetings; missing no more than three (3).

4. DUTIES OF COMMITTEES

- a. Fundraising Committee:
- i. Trash Bag Sale Committee - The committee prepares sale packets for students, processes orders, packs and distributes merchandise and collects money.
 - ii. Candy (Spring Fundraiser) Sale -The committee helps pack candy boxes, distributes candy to students, collects money from students, and helps distribute prizes. It is one of the three major fundraisers for PTO.
 - iii. Pizza (Winter Fundraiser) Sale – The committee prepares sale packets for students, processes orders, packs and distributes merchandise and collects money.

- iv. Rummage Sale Committee -The committee organizes the sale, and coordinates the many volunteers who help sort, fold, and display the many donated items.
 - v. Recycling Committee - The committee helps sort, count, and mail used printer ink cartridges and cell phones to companies that recycle them.
 - vi. Corporate Redemption Committee – The committee helps sort, count and mail all corporate redemption for the school, including Boxtops, Tyson, Kroger and Campbell redemption.
- b. Student and Hospitality Committee:
- i. Welcoming Committee - The committee is responsible for welcoming new families and supporting all families. Activities may include: preparing part or whole meals for a family in need; preparing and delivering baby and new student gifts; helping with open house for kindergarten; and prepare/assist with a meal for the teachers during parent conferences; assisting the principal with introducing parents of prospective students to Saint Louis Catholic School.
 - ii. Cafeteria Decorating Committee - The committee decorates the cafeteria three to four times a year.
 - iii. School Supplies Committee – The committee coordinates the purchases for school supplies provided by PTO and ensures that the supplies for each student are packaged and in the proper room by school.
 - iv. Parties for Grades K-3 Committee – The committee organizes and staffs parties, which may include Halloween, Christmas, Valentine’s Day, and the End of the Year Carnival held for Grades K through 3.
 - v. Service Project for Grade 4-5 Committee – The committee organizes and staffs for Grades 4-5 service projects.
- c. Staff Assistance Committee:
- i. In-School Service – The committee members assist teachers with clerical duties, including making copies and laminating.
 - ii. Library Committee - The committee assists librarian with preparing books and magazines to be placed on the shelves, including covering books or entering them into the library system. The chairperson also coordinates the volunteers for the library and book fairs.
 - iii. Cafeteria Committee – The committee assists the cafeteria staff with preparing and serving healthy and nutritious meals for the children at Saint Louis School. The chairperson also coordinates the volunteer calendar for the year.
 - iv. Teacher Christmas Gift Committee- The committee solicits gift ideas from SLS faculty and staff, generate gift cards, create the Giving Tree bulletin board, and are available during parent-teacher conferences to facilitate the gift cards and/or contributions from distribution.

