

***By-Laws Of the  
St. Michael the Archangel Catholic School  
Parent Teacher Organization***

**Article I      NAME**

The association shall be known as the St. Michael the Archangel Catholic School, Parent Teacher Organization (P.T.O.) of Wake County, Diocese of Raleigh, State of North Carolina.

**Article II      MISSION**

To promote a partnership of support between parents, teachers, and our Principal. The PTO will provide services that “enhance” our children’s everyday educational and spiritual experience. We will strive to give parents and legal guardians an opportunity to be involved at St. Michael School as volunteers.

**PHILOSOPHY**

- Section 1-      The P.T.O.’s goal is to provide support for the school community’s academic, religious, cultural, social and athletic needs through parental involvement.
  
- Section 2-      The P.T.O. will work with the Principal to develop long-range fundraising goals for the school and will provide resources for implementation of those goals.
  
- Section 3-      The P.T.O. will serve as the inclusive vehicle for parental involvement at St. Michael the Archangel Catholic School
  
- Section 4-      All parental volunteer activities will be approved and/or coordinated by the P.T.O. in accordance with the requirements established by the diocese, the school and the P.T.O.

## GOALS

Each Elected Board will set goals for the current school year.

Section 1- Organize, schedule and staff all volunteer activities at St.Michael School.

- New Family Welcome
- New Family Contact
- Meal and Card Coordination
- Fall Grounds Clean -Up
- Hot Lunch
- Jesse Tree
- Library/Media Center
- Room Parents
- School Masses
- School Pictures
- Thanksgiving Baskets
- Uniform Resale
- Light the World
- After School Clubs
- Publicity Committee
- Scrapbooking Committee
- Photography Committee
- 8<sup>th</sup> Grade Video
- PR Committee

Section 2- Conduct PTO sponsored fundraising events to fund school programs and projects for the benefit of a well rounded educational experience.

- Jolly Elf Run
- Poinsettia & Mum Sales
- Auction and Gala
- Book Fair
- Original Art Works
- Box Tops
- Angel Bucks
- Additional Fundraisers as decided by PTO Board

Section 3- Conduct PTO sponsored events and activities for our children, the parents and staff that will build our school spirit.

Back to School Ice Cream Social  
Adult & Family Night Activities  
Family Bingo  
Sports Appreciation Banquet  
Teacher Appreciation Week  
Light the World  
Bowling Outings (5<sup>th</sup> & 6<sup>th</sup> grade)  
Middle School Dances  
Offsite Outings

**Article III    POLICIES**

- Section 1-    The PTO as an entity will not operate for a profit. All funds solely benefit St. Michael the Archangel Catholic School.
- Section 2-    The PTO Board and Principal of St. Michael the Archangel Catholic School will determine each year the projects and the committees of the P.T.O.

**Article IV    MEMBERSHIP**

- Section 1-    ACTIVE- Any parent or guardian of a student(s) at St. Michael the Archangel Catholic School. Each individual will have one vote at any General or Special Meeting.
- Section 2-    HONORARY-Other persons interested in Catholic education may become honorary members with no voting rights.

**Article V    BOARD**

The elected officers and others noted in this Article shall constitute the Board. Board meetings may be called at any time by the President. A simple majority shall constitute a quorum.

- Section 1-    The board operates in accordance with a consensus model.
- Section 2-    Officers to be elected for each school year are as follows:
- a.    President Elect – will serve six months as elect and then one year as President (18 month commitment)

- b. Vice President Fundraising Elect – will serve for six months as elect and then one year as Vice President (18 month commitment)
- c. Vice President Volunteers – will serve for one year
- d. Vice President Educations Programs – will serve for one year
- e. Vice President Social – will serve for one year
- f. Secretary/Community Support – will serve for one year
- g. Treasurer – will serve for one year

- Section 2-
- a. Principal - The principal of the school shall serve as an ex officio member of the Board with no voting privileges.
  - b. Pastor – Under Canon law the pastor of the parish has exclusive veto powers.

Section 3- The principal shall designate a member or members of the school staff to serve as the Faculty Representative(s), ex officio member(s) of the Board with no voting privileges.

**Article VI AMENDMENTS**

- Section 1- St. Michael PTO reserves the right to amend the bylaws.
- Section 2- The bylaws may be amended at a general meeting by a two-thirds vote of the active members present, provided such amendments have been presented to the Board at a previous Board meeting. A quorum is necessary. Communication of any changes will be sent out via email with 2 reminders prior to the general meeting.
- Section 3- All amendments must be in conformity with the policy and rules of the Diocese of Raleigh.

**Article VII MONIES**

- Section 1- All P.T.O. sponsored fundraising activities shall be discussed and approved by the Board and the Principal. All fundraising activities should have potential for a 30% profit margin.
- Section 2- Profits from all PTO activities will be divided as follows:

7% Fine and Performing Arts/ Music/Languages

20%	Athletics/PE
25%	Technology
9%	Teacher and administration support
15%	Capital building improvements
5%	Religious/spiritual enrichment
3%	Library
5%	Endowment/Reserves
10%	Student Activities
1%	PTO Administrative

**\*\*Changes voted at the March 2009 General PTO Meeting**

The PTO Board shall have authority to vote to make changes +/-5 percent in the allocations of monies.

Section 3- Appropriate staff members will determine how the monies allocated to their department will be spent. The PTO will communicate to the St. Michael Parent community how the monies are spent at the conclusion of the school year. Balances can remain in a category from year to year.

Section 4- Proposed budgets for the upcoming year shall be submitted by the committee chairpersons at a Board meeting. Proposed budgets should be based on itemized costs whenever possible. Projected spending needs to be based on itemized costs to insure that the P.T.O. spending is as prudent as possible. Please see the attached Process for Event Planning. This is the process that all Event/Committees will follow.

Section 5- The Board shall adopt an annual budget by majority vote after review and discussion of the proposed itemized committee budgets. Budgeted amounts may be changed during the year after discussion and vote by the Board.

Section 6- Requests for budget changes and allocations of discretionary funds must be submitted in writing to the Board. The Board shall review and discuss all such requests and report its recommended action.

Section 7- A meeting for a transition review of the Treasury monies and a process overview will be conducted at the end of each school year. This review will include both the current Treasurer and the incoming Treasurer.

## Article VIII ELECTION OF OFFICERS

### Section 1- Procedures for election:

- a. During the month of February a general invitation shall be sent home to all St. Michael the Archangel Catholic School families asking for volunteers to form a Nominating Committee. All PTO members are eligible with the exception of the PTO President.
- b. The Nominating Committee shall consist of at least three members.
- c. The Nominating Committee shall seek out interested candidates for the offices of President Elect, Vice President Social, Vice President Elect Volunteers, Vice President Elect Fundraising, Vice President Educational Programs, Treasurer and Secretary using several methods. Specifically they should send an informational letter to all St. Michael the Archangel Catholic School families describing all of the Board positions and providing a method for people to ask questions and express interest. A minimum of 2 candidates per position is needed in order to hold an election in their position.
- d. The Nominating Committee should act with the utmost professionalism and objectivity in handling questions and maintain confidentiality throughout the nominating process.
- e. Nominated candidates will be asked to submit what they would like to accomplish during their term.
- f. Slate of candidates will be posted on the website and the Principal's Wednesday letter 2 weeks prior to the vote.
- g. The board members shall be elected during April through the email voting system that is currently in place.
- h. Officers shall be installed at the May General Meeting and will serve for the next school year.
- i. President/President Elect, and VP Fundraising VP Fundraising Elect can only serve their 18 month year term. All other positions shall be eligible to serve for no more than two (2) consecutive one-year terms in the same office.

## Section 2- Vacancies

- a. Board Member Vacancies- If a Board Member is unable or unwilling to execute his or her Board duties or is non-compliant with the spirit of the PTO Board's mission (according to the Principal and other Board members) and a vacancy occurs or become imminent for a Board position, an invitation will be sent to the St. Michael families requesting nominations for the vacant office. A vote will take place at the next scheduled PTO meeting.
- b. Committee Chairperson – If a committee chairperson needs to step down, the open position will be replaced in accordance with the St. Michael Volunteer Opportunity forms. If there are no volunteers for that position a person will solicited by the Board. The Committee Chairperson does not have the responsibility in filling his/her position.

## Article IX DUTIES OF OFFICERS

### Section 1-President

- Preside over all Board and General PTO meetings.
- Coordinate and oversee the work of the elected officers and committee chairpersons.
- Ensure all preparation for events/programs and that the execution of these events/programs is in alignment with the St. Michael PTO mission, philosophy, and goals.
- Delegate responsibilities and offer assistance.
- Be a member ex-officio of all committees of the PTO except the nominating committee.
- Sign-off on all releases of funds from the PTO account.
- Meet with the Principal regularly to discuss upcoming activities and plans.
- Coordinate the calendar for the PTO and keep the website current.

### Section 2-Vice President of Fundraising

- The VP of Fundraising shall consider and recommend which fundraising opportunities they deem appropriate per year, which will be submitted to the PTO board whereupon such recommendation shall be discussed for approval.
- The VP of Fundraising shall oversee all fundraising events and projects.
- The VP of Fundraising shall assist and guide chair committees to ensure success and propriety of all fundraising events.

- The VP of Fundraising shall communicate information of any activities to the PTO.
- The VP of Fundraising shall turn over whatever proceeds they receive from events to the VP of Finance who will either deposit the monies into a PTO account or purchase predetermined items for which the fundraiser was organized.
- The VP of Fundraising shall be the liaison to the Parish Office for all existing and proposed PTO fundraising events deemed necessary by the Principal.
- In the spring of each school year, this individual shall submit a detailed fund raising plan for the coming school year and include there in suggestions, estimated dates, anticipated amount to be raised and manpower needed.

### Section 3-Vice President of Social

- The VP of Social is responsible for scheduling, organizing and coordinating social events for the school year.
- The VP of Social shall make sure all social events have sufficient volunteers.
- The VP of Social shall discuss the calendar with the PTO president and the principal and schedule events for the up coming school year.
- The VP of Social shall discuss all events with the board and make any necessary changes in the social events for the coming school year.

### Section 4-Vice President of Volunteers

- The VP of Volunteers will update the Volunteer Opportunities Checklist each Spring and submit it to the PTO board. The list will be reviewed to ensure all events for the upcoming school year are listed.
  - The VP of Volunteers will make sure the Volunteer Opportunities Checklist has been approved and ready to be sent to all St. Michael School Families in the summer school information mailing packet.
  - The VP of Volunteers will keep an updated spreadsheet of volunteers based on the Volunteer Opportunities Checklist.
  - The VP of Volunteers will choose Committee Chairs based on the completed Volunteer Opportunities Checklist.
  - The VP of Volunteers will solicit volunteers to fill open positions as needed.
  - The VP of Volunteers will provide a complete list of volunteers to all the Committee Chairs for their specific event. This list will be taken directly from the volunteer spreadsheet and updated throughout the school year as new volunteers are added.
  - The VP of Volunteers will keep the Volunteer Handbook on the St. Michael School website updated with all scheduled events and the event chair contact information.
- The VP of Volunteers will update the volunteer sign –up list by January for Board approval.

## Section 5-Vice President of Educational Programs

- The Vice President of Educational Programs is responsible for identifying and scheduling speakers who will call the parents of St. Michael School to examine the role that they, as Christian Catholic parents play in the educational, emotional, and spiritual development of their children.
- Selected speakers should appeal to the needs and concerns of a broad spectrum of parents, reflective of the age span of our student body.
- Speakers should be identified and scheduled to speak for 30 to 45 minutes at each PTO General Meeting throughout the year, with the exception of the first general meeting of the school year.
- Two speakers should be identified and scheduled for separate meetings throughout the year who can present St. Michael School parents with in-depth insight and encouragement for the guidance that they are called to provide their children. The VP of Education is responsible for scheduling/reserving an appropriate room for the presentation, room setup and cleanup, and obtaining, setting up, and returning any required audio/visual equipment.
- The Vice President of Educational Programs should make contact with the Parent Teacher Organizations of other Catholic schools in the area, to communicate regarding upcoming speakers and the possibility of sharing resources and cost.
- Additional speakers can be identified and scheduled to meet the needs of the parents of the St. Michael School community as they arise throughout the year.

## Section 6-Treasurer

- Responsible for and maintains custody of all monies.
- Make deposits/disbursements as properly authorized.
- Assures that PTO polices and best practices are followed with regard to monies.
- Establish and maintain financial policies and procedures.
- Prepare and maintain the books and financial reports.
- Report at all Board meetings and General PTO meetings.
- [Keep on file copies of monthly bank statements.](#)

## Section 7-Secretary/Community Support

- The Secretary is responsible for taking notes and/or recording all board and general PTO meetings, from which the minutes and action items will be written.
- The Secretary creates a list of action items for each board member following the meetings, which should be emailed to the board as quickly as possible.
- The Secretary should write the minutes in a timely manner and with attention to detail, accuracy, fairness, and objectivity.

- Minutes are emailed to all board members and the school Principal for approval. Upon approval, minutes are posted on the PTO page of the school website.
- The Secretary maintains hard copies of all PTO documents. Documents include fliers, letters to parents, hand-outs from meetings, sign-in sheets from general meetings, balance sheets, action item lists for board members, meeting agendas, and meeting minutes.
- The Secretary is also responsible for ministries of “community support”, such as the mailing of St. Michael School note cards and the delivering of meals to school families in need. The Secretary coordinates these efforts with parent volunteers who have signed up to provide these services on their volunteer opportunity forms.

**Article X COMMITTEES**

- Section 1- A Standing Committee shall be defined as a committee having a role/purpose for a definite number of years.
- Section 2- An Adhoc Committee shall be defined as a committee that is needed for a short period of time.
- Section 3- Committee formation must be publicized to all school families and recruitment of volunteers should be inclusive.
- Section 4- Addition of Standing and Adhoc Committees may occur as the need arises.
- Section 5- The Board shall appoint chairpersons in such a manner as to insure to the extent possible inclusion, leadership rotation and continuity of committee activities.
- Section 6- All chairpersons will serve one-year terms. While there is no limit on the number of successive one-year terms that chairpersons may serve, every effort should be made to rotate committee leadership whenever possible.
- Section 7- Please refer to the St. Michael Volunteer Handbook for a list of committee descriptions.

**Article XI SCHEDULE OF MEETINGS**

- Section 1- The PTO General Meetings will be held every other month, with the first meeting to be held in September of each school year. The meeting calendar will be posted on the website. Additionally, email notification will be sent to the parents regarding upcoming meetings. Each attending parent and/or legal guardian shall have a

vote at each meeting. If one would like to be included on the meeting agenda, prior approval is required by the Board.

Section 2- The Board shall meet monthly. This schedule will be posted on the website.

Section 3- The rules of parliamentary procedure as contained in Roberts's Rule of Order shall govern the Managing and General meetings.

## **Article XII QUORUM**

Section 1- Twenty-five (25) members of the P.T.O. shall constitute a quorum at any General or Special meeting.

Section 2- A simple majority of the Board shall constitute a quorum.

### **By Laws revision Control:**

- 1.) Original draft Version 1 – July 2006
- 2.) Updated Version – December 2006
- 3.) Final Version – February 2007
- 4.) Updated Version – [November 2008](#)
- 5.) Updated Version – [September 2009](#)