Mater Christi School PTO

Article I ***Name***

The name of the organization shall be the Mater Christi School Parent Teacher Organization (hereafter called “the PTO")

Article II ***Organizational Authority***

A. This PTO is a separate organization administered by parents of currently enrolled students in Mater Christi School. B. This PTO is organized for charitable, educational, and community building purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

Article III ***Mission Statement/Purpose***

The objectives of the PTO shall be:

1. To welcome new families, to include all families, and to serve as ambassadors of hospitality for MCS for
2. To encourage constructive, Mercy-centered communication within the school community (the parents, teachers, staff and administration)
3. To sponsor family oriented activities
4. To sponsor fundraising activities that support school programs.
5. To hold informational meetings
6. To promote extra activities for the benefit of the children
7. To keep parents informed on current school issues.

Article IV ***Membership and Fees***

A. Membership shall consist of all parents and guardians of the students of

Mater Christi school, the faculty and school administration
B. There shall be no membership fees for this Organization.

Article V ***Executive Committee***
The executive committee shall consist of the President(s), Vice-President(s), Secretary, Treasurer, and at- large -members(s)

The executive Committee shall conduct the PTO's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend to the school administration disbursements of money collected from fund raising events and contributions after notification of and discussion with the PTO members.

Article VI ***Officers and Duties***
A. The officers of the PTO shall consist of:

1. President(s)
2. Vice-President(s)
3. Secretary
4. Treasurer

Non-voting, ex-officio members shall include but not be limited to the President/Head of School and Assistant Head of School at Mater Christi School. Additional ex-officio members may be appointed by the president of the PTO.

B. The duties of the officers shall be defined as follows:

(1) The President(s) shall:
a. Preside at and administer all regular, special and executive committee meetings.
b. Call special meetings of the PTO Executive Committee
c. Serve as the liaison between the school administration and the PTO
d. Serve as an ex-officio member of all PTO committees

e. Perform such duties as are incumbent of this office.

(2) The Vice-President(s) shall:
a. Assume the duties of the president in their absence.
b. Perform additional duties designated by the President.
c. Recruit new PTO officers
d. Assist in the formation of all committees and serve as an ex-officio member.
e. Assure that committees meeting their goals and report their results and recommendations to the PTO

(3) The Secretary shall:
a. Record and make available to the members copies of the minutes of meetings
b. Conduct the correspondence of the PTO
c. Maintain a current file of reports, records, newsletters and correspondence for the PTO.
d. Be responsible for recording and correcting as amended the Bylaws of the PTO.
e. Publicize meetings and functions in the school and the PTO newsletter
f. Serve as an ex-officio member of all committees.
g. Perform additional duties designated by the President

(4) The Treasurer shall:
a. Be the Mater Christi School Business Manager
b. Collect and deposit all monies received through fund raising and contributions.
c. Be an ex-officio member of all committees to coordinate and to help prepare fundraising reports.
d. Maintain records of all receipts and expenditures and forward monthly reports to the PTO and school administration
e. Review and recommend payment of bills to the President
f. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
g. Perform additional duties designated by the President.

ARTICLE VII ***Election and Tenure of Officers***

A. All officers of the PTO shall be elected by the members at the general meeting in May. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position. A majority vote will consist of 2/3 of those present at the time of voting with a minimum of 20 members present to vote.

B. Candidates shall be solicited from the membership during the regular meeting in March. Prospective PTO officers may self nominate or be nominated by any member of the PTO or Mater Christi School community. Nominations should be made to the PTO Vice-President(s) who in turn present the nominations during the April general meeting. Election of officers will take place during the May general meeting as described in Article VII Section A.

C. The term of office will be two years for the Secretary. This office will be limited to two consecutive terms, thus no one person shall be allowed to hold the office for more than 4 consecutive years. The term of office shall be one year for the Vice-President(s) who then assumes the office of President(s) for the next consecutive year. These offices will be restricted to two terms, thus no one shall serve as Vice-President or President for more than 2 consecutive years. In the event that a PTO Officer wishes to continue for an additional term, Article VII, Section A and B will be controlling. The Officers shall assume their office at the close of the June Meeting. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.

ARTICLE VIII ***Meetings***

General membership meetings of the PTO shall be held on a monthly basis, September through June, or as otherwise determined by the President(s) of the PTO. The meeting shall avoid conflict with school board and faculty meetings. A

special meeting of the PTO may be called at any time by the President(s), with no less than 48 hours advance notice to the membership.

ARTICLE IX ***Events and Committees***

A. The PTO may sponsor the following events on an annual basis. The events held each year will be determined by the general membership and executive committee on dates to be determined by the President(s) with approval of the Principal and should be scheduled by the last meeting of the school year for the following year.

B. The schedule of events may include but is not limited to the following:

1. Welcome Back Coffee on the first day of school
2. Welcome Back Carnival/ Picnic
3. Skating day
4. Fall and Spring book Fair
5. Holiday craft day
6. Italian dinner
7. Teacher appreciation week
8. One major fundraising event
9. Last day coffee on the last day of school

C. Other committees shall include but not limited to:
1. Head Room parents
2. New family welcome
3. Spiritual
4. Other committees as deemed appropriate by the executive committee, and upon the approval of the Head of School or Assistant Head of School
5. Social committee
6. Ad hoc committee shall be formed for special needs as they arise and will be disbanded when the need has been fulfilled.

D. Chair people for the committees and events will be recruited and in place by June for the following school year if possible. Other positions will be filled during the Welcome Back Coffee, Welcome Back Picnic and Open House Nights.

ARTICLE X ***Amendments***

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the president shall give written notice of the proposed amendment to all the members of the PTO. Final approval of the amendment shall be made by a 2/3 majority of the members at the next regular meeting and subject to approval of the Mater Christi School Board.

Proposed Amendment:

ARTICLE X ***PTO Finance Structure***

Mater Christi School will support the PTO account with a balance of $5,000 at the start of each school year with the expectation that the PTO will end each school year with this same $5,000 balance. Any additional funds over and above the $5,000 balance that are raised each year can be used in that school year, or carried over to the next year.