

PARENT/TEACHER ORGANIZATION OF ST. LAWRENCE

POLICIES AND JOB DESCRIPTIONS

ARTICLE 1 - PURPOSE

1. The PTO is organized for the purpose of supporting the education of children at St. Lawrence School by fostering relationships among the school, parents, teachers, and the community.
2. To procure monies which will be directed to the school for special supplies, programs and such.

ARTICLE II - MEMBERS

Parents and guardians of children enrolled in St. Lawrence School are eligible for membership upon payment of annual dues per adult. Teachers are automatically members.

ARTICLE III - EXECUTIVE BOARD

Section 1. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create ad hoc committees, and approve distribution of monies.

ARTICLE IV- OFFICERS & ELECTIONS

Section 1. Executive Board shall consist of the Pastor, the President, Vice President, Secretary, Treasurer, Principal and one faculty member appointed by the Principal, the Past President, with at least two (2) at-large members.

a. PRESIDENT: The president shall preside over meetings of the PTO and executive board, serve as the primary contact for the principal, coordinate the work of all the officers and committees so that the purpose of the organization is served. The President shall also prepare meeting agenda with the assistance of all Board Members.

b. VICE PRESIDENT: The vice president shall assist the president and carry out the president's duties in his/her absence or inability to serve.

c. SECRETARY: The secretary shall keep all records of the PTO, take and record minutes, handle correspondence and send notices of meetings to the members. The secretary also keeps a copy of the minutes book, bylaws, rules, membership lists and any other necessary supplies and brings them to meetings. Secretary is also responsible to provide copies of previous board meeting to all members.

d. TREASURER: The treasurer shall receive all funds of the PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He/She will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

ARTICLE V. NOMINATIONS AND ELECTIONS:

Section 1. The Executive Board will nominate the officers from existing board members. A biography will be taken and general assembly will vote at last meeting of school year.

Section 2. Nomination forms for At-Large members will be given out at the second to last meeting of the school year. A member of the Executive Board will contact nominees to ask if he/she agrees to run, a biography will be taken at the time of acceptance. The general assembly will vote on Officers and At-Large members at the last meeting of the school year.

Section 3. Eligibility. Must be on Executive Board for one (1) year to be eligible to hold office.

Section 4. Terms of Office: Officers are elected for a two (2) year term. Officers can serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. The office of President and Secretary will be elected in odd numbered years, Vice President and Treasurer will be elected in even numbered years.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next scheduled Board meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next Board meeting.

Section 6. Removal From Office. Officers can be removed from office with good cause (dishonesty, not in best interest of school policies, missing two (2) consecutive meetings, etc.) by a two-thirds vote of those present at a Board meeting where prior notice had been given to that officer.

ARTICLE VI - MEETINGS

Section 1 - The Executive Board shall meet on Monday prior to the next scheduled PTO unless otherwise voted upon. The meeting shall take place at a designated time and place convenient to all.

Regular Meetings. The regular meeting for the organization shall take place four (4) times per year on dates to be announced beginning promptly at 7:00 p.m. All members shall be notified of said meeting through the Principal's newsletter and the Laurentian. All Executive Board Members are to attend all board and regular meetings of the organization. All officers are to inform the President of meetings which they are not able to attend. It is also their responsibility to obtain information regarding Board Meetings of which they were

not in attendance. Information is available through the Secretary. Minutes from the last regular meeting, a Treasurer's report and detailed reports of committee proceedings, which are applicable for that month, shall be read at the general assembly meeting.

Section 2 - Special Meetings. Special meetings may be called by the president, any two members of the executive board or five general members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members by flyer, phone calls or e-mails.

All special meetings (ie school programs, speakers and the like) shall be voted upon with majority rule of the Executive Board.

Section 3 - Quorum. The quorum shall be a simple majority.

ARTICLE VII - COMMITTEES

Section 1. Membership. Committees may consist of members and board members with the President acting as a member of all committees.

ARTICLE VIII - FINANCES.

Section 1. A list of anticipated expenditures shall be drafted in the fall for each school year and approved by a majority vote of the Executive Board.

Section 2. - The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. Two authorized signatures shall be required on all checks. Authorized signers shall be the Pastor and the Treasurer.

Section 4. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Auditor provided by the Parish.

Section 5. Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and the remainder returned to the Parish.

Section 6. The fiscal year shall coordinate with the school year.

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