

Saint Michael School PTO

By-Laws

Approved May 2, 2012

St. Michael School Mission Statement

Saint Michael School is a Catholic Christian community serving children from early childhood through grade eight from our parish community and the greater Merrimack Valley. Saint Michael School offers a solid academic foundation that will enable students to succeed in the future. Promoting gospel values through prayer, religious instruction and community outreach, we strive to carry on the spirit of faith and love initiated by the Sisters of Halifax.

I. PTO MISSION STATEMENT

Saint Michael School PTO is a volunteer organization dedicated to community building and enhancing the social and financial well being of the school. Its members will make every effort to be models of Christian values for our children as we strive to meet our objectives and goals.

II. OBJECTIVES

1. To support our teachers and administrators in a social and financial sense as they promote the best educational, moral, intellectual, and physical programs for the students.
2. To render financial support to the school and its community by raising funds.
3. To develop a vibrant community of parents, teachers, administrators, and students by encouraging volunteerism and community building.

III. PHILOSOPHY

Saint Michael School PTO gratefully accepts the gift of volunteerism and recognizes the sacrifices made by individual members.

We will remember always that we are advocates for the entire St. Michael's community. We will promote inclusion and diversity by truly welcoming participation by everyone.

We will treat all with respect and dignity.

We will strive to seek consensus and not dominance. We will listen openly to the opinions and suggestions of others, and when appropriate, we will relinquish our own positions gracefully with the faith that God's will may be expressed by voices other than our own. We will express our trust in God by relinquishing control and trusting each other.

In our activities, we will be mindful of each of our objectives and will not elevate one over another.

#### IV. GOALS

1. Fundraising – The PTO Leadership Team will meet with the Principal each spring to determine the needs for the following school year (e.g. library enhancement, student and faculty enrichment, facility improvement). It is recommended that the activities for fundraising involve no more than 2-3 major events during one school year. New event ideas will be entertained in the spring by the PTO Leadership Team. No additional major fundraisers will be added after the May PTO Meeting when the board votes on all events for the following school year. Any small, non-labor intensive fundraisers may be added to the calendar with approval of the PTO Leadership Team and the Principal.
2. Social – It is recommended that the PTO strive for at least 2-3 fun-raisers each year. These are meant to be self-financing events such as family nights, breakfast socials, and dances.
3. Please note that many events will be combinations of “fun” and “fund” raising.

#### V. MEMBERSHIP

Membership to the PTO Planning Board is open to any parent, grandparent or guardian of the St. Michael School community. The PTO Planning Board will be composed of the PTO Leadership Team, two faculty members, and two administrative representatives as well as any interested person from the general school community. The faculty and administrative representatives can alternate meetings so that there will be one of each present at each Planning Board meeting.

#### VI. RESPONSIBILITIES/ACCOUNTABILITIES – Planning Board Members

1. The Planning Board members have the responsibility to adhere to the PTO Mission Statement, Philosophy, and Objectives and to conduct themselves as ambassadors for the school.
2. They shall serve as a representative voice for the general PTO membership.
3. They shall have the shared responsibility with the PTO Leadership Team of overseeing the implementation of all PTO events/activities/functions for the current school year as well as planning for the subsequent school year.
4. In this function, they discuss and make recommendations to chairpersons of fundraising and social events based on monthly updates given on each ongoing and upcoming event.
5. They research future social and fundraising events, offer opinions relative to such, make recommendations and provide input for the Leadership Committee.
6. They have a responsibility to attend monthly meetings in order to accomplish the above.

## VII. PTO LEADERSHIP TEAM

The PTO Leadership Team is comprised of at least two, but no more than three Coordinators, a Treasurer, and/or Co-Treasurer, Secretary, and/or Co-Secretary. To ensure that the Coordinator positions always possess a minimum of experience, the post may include an experienced Coordinator in his/her second year and one-to-two new Coordinator(s) in their first year. There should always remain a PTO Coordinator from the previous year. Each Coordinator will serve for a two-year term, but no more than three years. The Planning Board and School Administration must approve the Coordinator(s) position to ensure adherence to the PTO Mission Statement, Philosophy, and Objectives. It is highly recommended that members with relevant experience fill the Coordinator, Secretary, and Treasurer and Co-Treasurer positions. If there are numerous candidates for a leadership position, a decision will be made in a democratic fashion by the PTO Planning Board through discussion and vote. Final decisions are to be honored and approached in a unified manner.

### SPECIFIC JOB DESCRIPTIONS

#### Leadership Team

##### 1. PTO Coordinators

The Coordinators have the responsibility to adhere to the PTO Mission Statement, Philosophy and Objectives and to conduct themselves as ambassadors of the school.

They will have primary responsibility of maintaining cohesiveness and focus within the organization.

They will have the responsibility of overseeing the implementation of all PTO events/activities/functions for the current school year as well as planning for the subsequent school year. In this function, they will establish an agenda for monthly PTO Planning Board meetings that allows for updates on all ongoing and upcoming events; they will conduct these meetings in an orderly, timely, and democratic fashion.

They will have the responsibility of dialoguing with the Pastor and the Principal in matters affecting the PTO

They will establish a yearly budget based on projections for revenue, expected costs and the needs of the school as determined by the Principal.

They will establish the yearly calendar in conjunction with the Planning Board.

They, or their designates on the Planning Board, will be available to all chairpersons of events for support or guidance.

They will be responsible for communications through the school's weekly and monthly newsletter regarding general PTO information.

They will oversee and be responsible for all communications being sent from the PTO, having received approvals from the Principal when necessary.

The Coordinators are accountable to the Pastor and the Principal, the Planning Board and the general PTO population.

2. Secretary / Co-Secretary

Attend all Planning Board Meetings or provide a substitute if unable to attend.

Keep an accurate record of all attendees, discussions, votes, and conclusions to action items.

Maintain copy of the PTO By-Laws

Obtain approval from the PTO Coordinators before releasing minutes.

Release a copy of the Planning Board Minutes and agenda for the next meeting to all members in a timely fashion.

3. Treasurer and Co-Treasurer

Will be responsible for the management of the PTO bank account and will give comprehensive financial reports at all of the Planning Board meetings. This will include monthly activities, year to date figures versus budget and current account balance. The financial records must at all times be maintained using proper accounting standards. A copy of this monthly report is to be sent to the Business Manager at the Parish. All rules of State Lottery Commission must be followed with regard to any and all raffle activities.

## VIII. EVENT CHAIRS

Positions for chairpersons of social and fundraising events, as well as any auxiliary committees, may be filled by request, or draft of volunteers from the general PTO population. It is recommended that each committee have a chair and co-chair with the idea that one will succeed the other. Chairpersons are responsible for either attending the monthly planning board meeting or providing an update to coordinators of their event prior to the monthly meeting. Chair-people are responsible for a two-year commitment, Replacement chairs must be approved by the PTO Leadership Team and School Administration. It is recommended that the PTO Leadership refrain from chairing major events whenever possible.

Calls to fill all Event Chair positions will be made no later than April to ensure that the Leadership Team and Event Chair positions are in place for September. A general invitation to volunteer for these positions will be published in the monthly newsletter and/or The Trumpet. In addition, nominations by the general PTO membership, as well as the PTO Planning Board and School Administration are welcome for consideration.

The Event Chairpersons have the responsibility to adhere to the PTO Mission Statement, Philosophy and Objectives and to conduct themselves as ambassadors for the school.

They will have the responsibility of conducting meetings (if applicable), contacting volunteers who signed up for their event and soliciting more volunteers, if necessary, as well as interfacing with clerical and public relations committees.

They will have the responsibility to meet with the Leadership Team prior to the event to communicate any difficulties encountered, requests for assistance, etc., and to provide a monthly update for the Planning Board meetings.

They will submit a proposed budget for the event, if applicable, and will adhere to the financial guidelines for the organization. Any expenditure in excess of \$300, not pre-approved by the Leadership Team and/or Board, will become the responsibility of the purchasing party.

They will communicate their needs and announcements relative to their activity via the School Newsletter, E-Mail, and backpack flyers as needed.

The Event Chairs are accountable to the PTO Leadership Team and to the general PTO membership.

It is recommended that chairpersons review Process and Procedure information prior to their event and to revise Process and Procedure information upon completion of their event.

## IX. FINANCES

The Coordinators, the Treasurer/Co-Treasurer will have the responsibility for ensuring the proper management of the PTO finances. The Coordinators, having established with the Principal the needs of the year, will submit a budget at the June meeting for General PTO approval, which will be demonstrated by a show of hands vote. Any expenditure of monies outside the approved budget and in excess of \$300 must be brought to the next PTO meeting. If such meeting is not held within one week's time, and time does not permit for the issue to wait for the next meeting to commence, the additional expenditure request may be brought to the Principal for approval.

The PTO will maintain a separate bank account to be managed by the Treasurer/Co-Treasurer (deposits, check writing and monthly balancing) but primary check signing authority will belong to the assigned parish priest(s).

A check request cannot be made payable to and signed by the same person.

A check request must be written for all expenditures, be signed by the requestor and approved by one of the Coordinators, Treasurer or Co-Treasurer. All relevant backups (receipts) must be included.

The PTO account will be maintained with a balance of no less than \$12,000 (if available), at school year end to allow for PTO start up costs in the fall.

A monthly financial statement of the PTO accounts will be submitted to the Business Manager at the St. Michael's Parish Center.

At minimum, a financial audit will be conducted every two years at the completion of the Coordinator's or Treasurer's term of service or at the discretion of the General PTO membership or School Administration.

## X. MEETINGS

The PTO will meet once a month, from September to June, taking two, non-consecutive months off at the discretion of the PTO Coordinators and the Principal.

All meetings will be prefaced by a published agenda which will be available on the PTO page of the school's website. All members will be given the opportunity to add to the agenda prior to the meeting date. The agenda will be followed without digression unless by consent of those present.

Minutes will be recorded for each meeting. Members will receive complete documentation of the meeting.

## XI. COMMUNICATIONS

The monthly school newsletter and the weekly trumpet will be the main forms of written communication with the parent population in general. This will be supplemented with flyers/announcements/e-mails for particular events as needed. There will be a published deadline for the newsletter each month and it is the responsibility of the individual's desiring an announcement or communications to have it to the publisher by the deadline. Flyers/announcements generated by event chairpersons require Coordinator's knowledge prior to dissemination.

## XII. EVALUATIONS

The PTO recognizes the need for evaluating its functions, events, activities, etc., in order to grow and serve this community to the best of its ability. Any and all feedback is welcome. Comments can be sent to the PTO at any time. An announcement to this effect will be made verbally at Open House.

## XIII. VOLUNTEER OPPORTUNITIES

It is highly recommended that the PTO continue to strive for ongoing committees to encourage broad participation.

## XV. REVISIONS

Revisions to this document may be made as deemed necessary, but require majority vote of those members in attendance at the PTO General Board Meeting. There must be a minimum of nine members in attendance for this vote to occur.