

Nativity School PTO By-Laws

Updated September 25, 2017

I. Name

The name of this organization shall be known as The Nativity School Parent/Teacher Organization or the Nativity PTO.

II. Mission and Objectives

The mission of the Nativity PTO is to enhance the atmosphere of the school and to enrich the quality of our spiritual, intellectual, physical, social, and emotional education through fundraising, volunteerism, and sponsorship of multiple activities.

III. Membership and Dues

Section 1. Membership of this organization is open to faculty, principal, assistant principal, and parish representative as appointed by the parish pastor and parents/guardians of the Nativity school students.

Section 2. Annual dues have been set at \$15.00 per family or faculty member.

Section 3. An annual enrollment of members is conducted during the first week of school commencement. Additional members will be accepted at any time.

IV. The Executive Board

The executive board is made up of officers, committee chairs and co-chairs of the PTO.

All executive board members must have SET (safe environment training) prior to nomination. This will be verified through the school office.

Mission Statement:

In the spirit of teamwork and mutual respect, the PTO officers will work together to achieve the objectives of the PTO. The officers will hold regularly scheduled meetings where open communication and consensus building are encouraged and supported.

Section 1. The PTO officers
The officers shall consist of the following:

1. Chairperson
2. Co-chairperson
3. School Principal
4. Assistant Principal
5. Treasurer
6. Secretary
7. Parish representative as appointed by the Parish Pastor

The officers will vote on issues affecting the activities and direction of the PTO, including but not limited to policy decisions, procedural protocol, additional spending of amounts less than \$300, not in the annual PTO budget and other decisions that do not necessitate input from the PTO membership at large. These votes will take place at the monthly officers' meetings

Section 2. Responsibilities of PTO officers

a. Chairperson

1. Has general oversight responsibility for the activities of the PTO.
2. Serves as liaison between the principal and PTO.
3. Plans the PTO calendar for the upcoming year, including PTO meetings and other major events with the principal.
4. Represents the PTO at various school events.
5. Plans and facilitates PTO meetings and PTO officers' meetings.
6. With the assistance of the treasurer, compiles a budget for the upcoming year, and presents the budget for a vote at the March PTO meeting.
7. With input from the other officers, prepares agenda for PTO meetings and distributes at the meeting.
8. Maintains an organized file system of all on-going activities and programs for the year. This file system is provided to each subsequent president. Electronic files are included.

b. Co-chairperson

1. Shares responsibility for general oversight for the activities of the PTO with the chairperson.
2. Assumes the chairpersons' responsibilities in the absence or resignation of the chairperson.

c. Secretary

1. Takes minutes of the monthly PTO meetings and distributes through school newsletter after the meeting.
2. Obtains approval of last month's minutes at each PTO meeting and posts updated minutes after the meeting, if changed.
3. Takes minutes of the monthly officers' meetings.
4. Keeps an organized file system (preferably electronic) of the minutes from all PTO meetings.
5. All minutes should contain:
 - a. Date and time of meeting
 - b. Location of meeting
 - c. Board members in attendance, board members absent
 - d. Descriptions of items discussed including:
 - i. Chairperson's report
 - ii. Co-chairperson's report
 - iii. Principal's report
 - iv. Secretary's report
 - v. Treasurer's report
 - vi. Committee Chairs' report
 - vii. Old and New Business
 - e. Votes taken and results of votes
 - f. Time meeting was adjourned

d. Treasurer

1. Follow financial procedures in accordance with the Archdiocesan Fiscal Policies.
2. The parish business manager will inform the treasurer of the date that the budget for the next year is to be submitted. All committee chairpersons will then submit their budget to the treasurer.
3. After the PTO has approved the final budget, it will be submitted to the pastor and school principal for final approval of all funds raised and anticipated expenses.

4. Presents the financials at PTO meetings.
5. Collects membership dues and keeps accurate records of members in good standing.
6. Deposits PTO monies to PTO bank account in a timely manner, in accordance with PTO financial procedures.
7. Writes checks to meet the PTO's financial obligations to be submitted to pastor for his signature.
8. Collects and organizes receipts and proof of spending from teachers and PTO members that qualify for reimbursement by the PTO.
9. Prepares a financial summary for the previous year for review by the chairperson in preparation for the new annual budget.
10. Provides organized and up-to-date financial records and information to be reviewed on an annual basis, prior to the start of a new school year.

e. Principal

1. Acts as a liaison between the faculty, PTO executive board and members.
2. Provides a report at PTO meetings.
3. Meets with the officers on a regular basis to enable open communication and preparation for upcoming PTO meeting.
4. Reviews and approves all PTO memos and communication prior to distribution to the Nativity school community.
5. Approves PTO events, dates, and the necessary resources requested by the event coordinator.
6. Plans the PTO calendar for the upcoming year, including PTO meetings and other major events with the chairperson.

f. Assistant Principal

1. Acts as a liaison between the faculty, PTO executive board and members.
2. Meets with the officers on a regular basis to enable open communication and preparation for upcoming PTO meeting.
3. Assumes the responsibilities in the absence of the principal.

g. Parish Representative

1. Acts as a liaison between the parish, school and PTO.
2. Meets with the officers on a regular basis to enable open communication and preparation for upcoming PTO meeting.

Section 3. The PTO committees shall consist of the following:

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| 1. Broomfield Days | 9. Mystic Monk Coffee |
| 2. Food for Funds | 10. Newcomers |
| 3. Health Screening | 11. Race for Education |
| 4. Helping Hands | 12. Room Parents |
| 5. Historian | 13. Santa Shop |
| 6. Hospitality | 14. Teacher Appreciation Wk |
| 7. Kids Appreciation Day | 15. Teachers' Birthdays |
| 8. Muffins/Doughnuts | 16. Uniforms |

Chairs and co-chairs of the PTO committees will vote on issues affecting the activities and direction of the PTO, including but not limited to policy decisions, procedural protocol and the annual budget. These votes will take place at the monthly PTO meetings.

Section 4. Responsibilities of PTO board committees

All committee chairpersons will submit their budget to the treasurer prior to the February PTO meeting.

The BROOMFIELD DAYS PARADE COMMITTEE shall handle all arrangements needed for Nativity School to participate in the Broomfield Days Parade.

The FOOD FOR FUNDS COMMITTEE is responsible for collecting and turning in box tops, milk caps, & 3rd party fund raisers for reimbursement. They will hold a quarterly drawing for prizes.

The HEALTH SCREENING COMMITTEE shall be in charge of screening vision, hearing and scoliosis for students as appropriate for their ages.

The HELPING HANDS COMMITTEE is responsible for being creative in helping members of the Nativity School community through difficult times.

The HISTORIAN COMMITTEE shall accumulate and assemble records in a scrapbook form: newspaper clippings, snapshots, etc. of Nativity School students and activities.

The HOSPITALITY COMMITTEE shall provide refreshments for various functions throughout the year such as Kindergarten Roundup, Teacher Conferences (Fall & Spring) & Science Fair Judging & other school receptions, etc.

The KIDS APPRECIATION DAY COMMITTEE shall strive to promote the spirit of Nativity faculty and students.

THE MUFFINS/DOUGHNUTS COMMITTEE shall be in charge of organizing, purchasing, and setup for Muffins with Moms and Doughnuts with Dads receptions twice a year.

The MYSTIC MONK COMMITTEE shall be in charge of the coffee fundraiser in the fall.

The NEWCOMERS COMMITTEE shall be in charge of activities to welcome new families into Nativity School.

The RACE FOR EDUCATION COMMITTEE shall handle this fall fundraising campaign in which students participate in a jog-a-thon for an hour.

The ROOM PARENTS COMMITTEE shall aid the teachers in various special activities throughout the year.

The SANTA SHOP COMMITTEE is responsible for operating the annual Santa Shop.

The TEACHER APPRECIATION WEEK COMMITTEE shall organize and provide the celebration of Teachers during Teacher Appreciation Week.

The TEACHERS' BIRTHDAYS COMMITTEE shall provide treats once a month to recognize teachers' birthdays.

The UNIFORM COMMITTEE shall be in charge of organizing the used uniform sales at the school.

V. Terms of Office

The term of office for officers and committee chairs is two full years. There is no limit to the number of terms a member can serve. The first year is a "step up chair" year. The "step-up chair" spends a year assisting the chair and learning the procedures for each committee/event with the intention of taking over at the end of the chair's term or in the event of an unexpected vacancy.

VI. Meetings

PTO meetings shall be held monthly during the school year. The dates and frequency are to be determined by need and availability according to the Nativity School and Parish calendar.

VII. Voting and Election of Officers and Committee Chairs

All voting decisions are passed by a majority vote.

Section 1. PTO members will vote on issues presented at their meetings, including but not limited to additional spending decisions, election of new board members and other decisions in which the executive board requests the input of the PTO community. Officers and committee chairs will vote on issues, including but not limited to approval of the annual budget and approval of by-laws.

Section 2. Each parent/guardian or school faculty member is entitled to one vote. A parent/guardian or school faculty member is entitled to vote only if PTO dues have been paid for the current school year. Exception: school principal, assistant principal, parish representative and any faculty without enrolled children are exempt from dues.

Section 3. The election of officers and committee chairpersons: In March of each year, all officer and committee chairperson positions will be open for nomination. All chairpersons from the previous year may automatically have a nomination spot. The co-chairperson from the previous year has a priority option to be nominated for the position of chairperson. This is to ensure continuity of the chairperson's seat from year to year. Voting occurs at the April PTO meeting after all the nominations are made. Officer and committee positions are determined by a majority vote of those present.

Section 4. All voting will be conducted, at the PTO meeting, in person at the announced time and location. Exceptions may be made for an email vote to be conducted by the Executive Board when circumstance require all Executive Board's input. All discussion and final vote must be complete before the next PTO monthly meeting.

Section 5. When a vote is cast by a committee chair or co-chair that sits on two committees, that person is granted one vote.

Section 6. When a decision is put to a vote, parliamentary procedure shall be followed. In the summer, situations unforeseen can occur that need a decision. In such instances, since the PTO cannot meet, the officers shall be polled via meeting, email, or phone, and approval will be granted or denied based upon the need for a majority vote or approval.

VIII. Fiscal Year

The fiscal year of the organization runs from July 1 of each year to June 30 of the following year.

X. Principal Intervention

If at any time a member of the executive board is believed to be negligent in his/her duties, the majority vote of the rest of the executive board may be brought to the school principal. The school principal may at his/her discretion dismiss a board member from office, if agreed upon by the other members of the executive board. If the principal feels that he/she may require assistance from the school pastor, he/she may do so.

XI. Bylaw Amendments

These by-laws may be reviewed and/or revised by the officers as necessary to meet changing conditions in the school and community and brought to a vote of the majority present at an executive board meeting or by email vote. The amendment(s)/changes must be submitted in writing to the executive board two weeks prior to the vote.

XII. Dissolution

In the event of dissolution of the PTO, any funds remaining shall be donated to Nativity School.

XIII: PARLIAMENTARY AUTHORITY

Section 1: The most current edition of Robert's Rules of Order shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with these by-laws.

Section 2: Robert's Rules of Order are for conducting fair and orderly process of meetings.

The revisions of these Nativity School by-laws are enacted February 10 in the year 2016. These by-laws shall stand in effect until future revisions are voted upon and enacted.