

St. John's Literary Institution
Parent – Teacher Organization
Constitution
And
By-Laws

August 14, 2007
PTO Executive Committee Approval August 23, 2007
SJCP Administration Approval September 24, 2007

Mission Statement

The St. John's Literary Institution Parent –Teacher Organization views the partnership between parents, school professionals, and students to be essential in the development of values consistent with and reflective of Christian principles.

It believes that the development and nurturing of the school community is best accomplished in an atmosphere of trust and cooperation which respects the distinctive qualities, talents, abilities and needs of each person.

By providing a vehicle for service, social, and fund raising activities in support of the school, the Organization recognizes its role in affirming the school community and its members as living expressions of God's love.

Mindful of Gospel values, the Organization seeks to model service, promote good will, and foster a sincere appreciation for the ideals of Catholic school education.

ARTICLE I – NAME

The school, which this organization is part of, is St. John’s Literary Institution, also known as Saint John’s Catholic Prep (hereafter referred to as SJCP). The name of this organization shall be Saint John’s Catholic Prep Parent Teacher Organization (hereafter referred to as PTO).

ARTICLE II – ORGANIZATIONAL AUTHORITY

- A. The PTO is an organization, within the framework of SJCP, which works in conjunction with the SJCP President, School Administration, and the Board of Directors to achieve the goals of the School and the PTO.**
- B. The PTO is organized exclusively for charitable, literacy, or educational 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 – OBJECTIVES

The PTO promotes the mission of the school by providing a means for members of the school community to be of service to the school. The PTO to be of service to parents, teachers, and students of the school. The PTO promotes Catholic School education as it facilitates appropriate communication between the home and the school community. The PTO strives to attain the following objectives:

- To insure that the school philosophy is reflected in PTO functions**
- To provide opportunities for family involvement in school activities**
- To promote open communication with the school President and the School Administration**
- To respond in a timely manner to appropriate communications from parents**
- To generate funds for the welfare and improvement of the school**
- To coordinate fund raising activities with other SJCP activities**

ARTICLE IV – ORGANIZATION DEVELOPMENT

A. MEMBERSHIP

A vital component in the success of the PTO is the committed people who join the organization. Outreach to the wider school community is most effective if sufficient numbers of parents/guardians become active in the ongoing life of the school. The Executive Committee can and does conduct routine business of the PTO, but only the general membership can create the spirit of dynamic good will which the PTO seeks to establish and perpetuate. The general regulations governing membership are:

- Membership shall include all parents or legal guardians of the students in the school**
- Each family will pay dues annually. The amount and method of payment will be determined by the Executive Committee, and the School President**
- Members will attend general sessions and participate in activities sponsored by the PTO**
- The PTO will include persons from the School Administration, faculty and staff**

B. PTO OFFICERS and DUTIES

- 1. A few persons from the membership will be asked by their peers to assume responsibility for the management of the PTO affairs and for the organization of PTO business. These officers will conduct the business and transactions of the organization in between general meetings.**

The officers of the PTO are:

**President
Vice-President
Secretary
Treasurer**

- 2. The duties of each officer shall be defined as follows:**

A. The President shall:

- a. Preside over meetings, both Executive Committee and General Membership meetings**

- b. Prepare agendas for both the Executive Committee and General meetings**

- c. Appoint chairpersons who are not otherwise elected by the Executive Committee**
- d. Call special meetings**
- e. Execute documents for the PTO**
- f. Insure appropriate communication between members of the PTO and the School Administration**
- g. Coordinate PTO activities with the President of the school**
- h. Have check signature authority for payment and distribution of the PTO's money for authorized expenditures and bills**

B. The Vice-President shall:

- a. Act as President when appropriate and perform other duties as assigned by the President**
- b. Chair the nominating committee**
- c. Act as liaison and insure communications between the PTO and other relevant groups**
- d. Have check signature authority for payment and distribution of the PTO's money for authorized expenditures and bills**

C. The Secretary shall:

- a. Maintain written records of PTO meetings and activities**
- b. Circulate notices of regular and special meetings**
- c. Maintain minutes of the meetings of the Executive Committee**
- d. Conduct the general correspondence of the PTO as requested by the President**
- e. Perform additional duties designated by the President**

D. The Treasurer shall:

- a. Submit appropriate Treasurer's reports to the Executive Committee, the general membership, and the SJCP Business Manager**
- b. Receive all monies of the PTO**

- c. Serve as custodian of all financial records**
- d. Review and recommend payment of bills and other expenditures to the Executive Committee**
- e. Perform additional duties designated by the President**
- f. Have check signature authority for payment and distribution of the PTO's money for authorized expenditures and bills**

C. EXECUTIVE COMMITTEE

- 1. The PTO Executive Committee is comprised of:**

**President
Vice-President
Secretary
Treasurer
Past elected Officers, ex officio
Faculty Representative, ex officio**

- 2. The Executive Committee is responsible for the work of the PTO and in that capacity shall:**

- Set meeting dates and agendas**
- Identify significant issues and make recommendations to the appropriate person(s)**
- Work in concert with the President, School Administration, and Board of Directors to insure harmony in the school community**
- Communicate goals which are unique to the PTO on an annual basis**
- Determine fund raising events for the PTO annually in conjunction with the Executive Director of Institutional Advancement**
- Offer suggestions to the President about ways in which monies from fund raisers may be used**
- Coordinate fund raising activities with other school and local parish activities**
- Assemble volunteers for both school and PTO sponsored events**

- **Establish membership dues in consultation with the school President**
- **A separate and specific policy will be maintained by the PTO Treasurer adhering to specific guidelines. The policy is attached as Addendum A.**

D. ELECTION and TENURE OF PTO OFFICERS

1. In order to insure continuity, election of PTO officers should take place on an annual basis. At least two months prior to the election, an ad-hoc nominating committee, chaired by the Vice-President, and consisting of at least two other members, who are not members of the Executive Committee, shall:

- **Make a judicious attempt to find two qualified nominees for each office**
- **Obtain consent of the member to be placed in nomination**
- **Only one parent or guardian of each family may hold an elected office in a given term**
- **Inform the PTO Executive Committee and PTO membership of the committee's slate prior to the meeting at which the election occurs**
- **Elections will take place no later than June at the beginning of the general meeting**
- **Distribute election ballots to all members present, count the ballots, and report the results of the election prior to the conclusion of the last meeting**
- **In the event of a tie for any office, a re-balloting of the general membership will be conducted for that office before the end of the meeting in which the election tie took place.**
- **In the event of a second tie, the winner shall be determined by a coin flip unless a candidate chooses to withdraw their name**

2. Tenure of Officers

- **Newly elected officers will assume responsibility of their office at the end of the school year in June**
- **Each officer shall serve for a term of one year or until a successor can assume their duties**

- **An officer shall not be eligible to serve more than two consecutive terms in the same office**
- **A PTO Officer may be removed from their elected office, for just and due cause, after review and consideration by a committee comprised of the other Executive Committee officers, the SJCP President, and three independent persons from the school community, chosen by the SJCP Principal**

E. SJCP PTO ORGANIZATION

1. Relationship to Other School Groups

The PTO's primary relationship is to the school. In this capacity, the officers and the school President interact often. The PTO and its officers recognize that the SJCP President is the chief executive of the school and, therefore, the PTO acknowledges that the President is the professional educator and, in concert with faculty, makes educational and other professional decisions.

2. Meetings

A. Executive Committee

- **Executive Committee meetings shall be held on a monthly basis or as needed, as determined by the PTO President**
- **Executive Committee meetings will be open to the general membership**
- **Items of business to be considered by the Executive Committee should be submitted through an Executive Committee member or in writing to the PTO President at least two weeks prior to the meeting**
- **A majority of the members of the Executive Committee at the meeting shall constitute a quorum**

B. General Meetings

- **Regular meetings of the SJCP PTO shall be held no less than twice nor more than four times during the course of the school year**
- **The dates for the general meetings shall be announced no later than the first week of September of the school year**
- **The agenda for the general meeting shall be publicized prior to the meeting**
- **The PTO President, or the Executive Committee, may call a non-scheduled meeting, if deemed necessary to conduct PTO business**

C. Meeting Format

- **It is important to consider the needs that people have before and after meetings, therefore every effort should be made to begin and end as scheduled**
- **All meetings will follow a prepared agenda**
- **The format of the meeting is established in the By-Laws of the SJCP PTO and approximate the following process:**
 - **A motion is presented either from the chair or from the floor**
 - **The motion is seconded**
 - **A discussion is facilitated by the PTO President**
 - **The motion is restated by the President**
 - **A call is made to either vote on the issue or table the issue for further discussion**
 - **A simple majority of the members in good standing constitute a quorum at a general meeting**
- **In order for the PTO to conduct successful general meetings it should be mindful of certain large group dynamics. The courtesies which are extended by the facilitator of the meeting will set the tone for group interaction. The audience cooperates by insuring that:**
 - **People do not speak out of turn**
 - **There is no shouting from the floor**
 - **Formal procedures for voting are followed**
 - **No one individual dominates a discussion**
 - **Statements regarding individual teacher, School President or School Administrator performance are not raised or discussed**

D. Rules of Order

- **All meetings of the PTO and the PTO Executive Committee shall be conducted in accordance with “Robert’s Rules of Order, Revised”, when not consistent with the PTO’s By-Laws**
- **Any suggestions made at a general meeting concerning a modification of established school policy or practice shall be referred, without vote, to the Executive Committee for study. The Executive Committee will present the issue to the SJCP President**

3. Constitution Revision

- **Any addendums or revisions to the SJCP PTO Constitution must first be submitted to the Executive Committee for review and approval. It shall then be submitted for review by the general membership, and then presented at a General PTO meeting for discussion and ratification. Ratification of the amended Constitution will be by vote and approved or**

disapproved by a simple majority of PTO members in attendance

4. Committees

- A. The standing committees of the SJCP PTO shall be:**
- **Catholic Schools Week**
 - **Fall Fund Raiser**
 - **General Fund Raising**
 - **Hospitality**
 - **New Family Mentoring Program**
 - **Student Leadership Committee**
 - **Comprised of the four Class Presidents and the SGA President**
- B. The PTO President may appoint special committees to implement the PTO's objectives.**
- C. Upon appointment, committee chairpersons shall select committee members and submit the list to the Executive Committee, along with a proposed agenda, anticipated incentive programs, operation costs and business solicitations.**
- D. The committee chairperson is responsible for any and all funds channeled through their committee. Such funds should be turned over promptly to the PTO Treasurer on a regular basis or upon request of the PTO Treasurer or President. Likewise all bills and receipts for reimbursements are forwarded to the Treasurer on the proper forms as they are received.**
- E. All chairpersons are responsible for compiling a folio which shall include all materials pertaining to their office and event, and pass this folios onto the Executive Committee or their successor.**
- F. Chairpersons of committees may hold the chair position of one specific committee for no longer than three consecutive years. This may be reviewed and amended by the executive Committee.**
- 7. A committee chairperson, or committee member, may be removed from that position, for just and due cause, after review and consideration by the SJCP PTO Executive Committee, the SJCP President, and if deemed necessary, designated individual(s) from the school community, appointed by the SJCP Principal.**

ADENDUM A:

Explanation of the Duties of the Treasurer:

Accurate records of all deposits must be maintained and recorded in a ledger/journal, which will remain on file. Each deposit entry must show the source of the income.

Accurate records of all expenditures must be maintained and recorded in a ledger/journal, which will remain on file. Receipts must be received and filed for each disbursement. Any person requesting a reimbursement by the PTO must complete a “PTO Reimbursement Form”, (copy enclosed), with receipts attached. The requests are first reviewed and authorized by an PTO Executive Board Officer, prior to the treasurer receiving the request. However, should the treasurer receive the request for payment first, he/she must get a second review and authorization from an PTO Executive Board Officer. Once the payment has been authorized, the treasurer will write the reimbursement check. The treasurer may sign the check after receiving authorization from the PTO President or PTO Vice President, or if necessary will forward the check for signature. The treasurer will acquire the necessary signature from an authorized signer before disbursing the check.

A faculty’s request for funds must first be approved by the school principal before being submitted to the PTO for payment.

The deposit’s ledger/journal and the disbursement’s ledger/journal must be reconciled at the end of each month. The bank statements must be reconciled monthly against these records. The PTO checkbook must be reconciled monthly and must be accurate with these records. Upon receipt by mail, the SJCP Business Manager may first review the monthly bank statement. They will have access to the Treasurer’s ledgers/journals in order to check for accuracy before turning over the statement to the Treasurer for reconciliation. A written report will be provided for all general membership meetings showing the income and expenditures for the PTO.

All funds of the SJCP PTO shall be maintained on deposit in the PTO’s name in a Maryland bank account, the account shall be held at the same bank as the school’s accounts. The records of this account shall be maintained by the Treasurer and shall be open at all times to inspection by the Executive Committee or other designated individual(s). All disbursements shall be made by check, written on the PTO’s account, signed for by designated and authorized individuals.

The treasurer is responsible for the resolution of those checks that are returned by the bank for insufficient funds. Further action, if necessary, in attempting to collect these funds, must be approved by the PTO board and by the school President.

HANDLING AND ACCOUNTABILITY OF MONEY FOR PTO EVENTS:

At the completion of each school function or event where money is involved, the committee / event “chair”, and a second committee member, or other designated person, will count all the cash and checks received. Both persons will note the amount and both will sign and date the receipt before giving the money to the PTO Treasurer, or other PTO Executive Board Officer, for deposit. All money must be counted prior to leaving the event. No money will be permitted to go ‘home’ with the event “chair”. The treasurer will then record deposits received, recount for accuracy checking amounts against the “chair’s” notes, and deposit funds into the PTO bank account. The treasurer will need to work closely with those events that involve a large cash turnover on a daily basis. If for any reason the treasurer is not immediately available on a given day, the event “chair” will put the money in a marked envelope in the school safe, where the treasurer can pick it up. All money collected from a school event or function must be deposited in a timely manner.

Cash box, bank statements, deposit records, journals, disbursement receipts, and any other files relating to the income and expenditures of the SJCP PTO must remain on file. The treasurer’s records must be accurate and up to date for all executive board meetings.