

# **Blessed Sacrament Catholic School**

## **PARENT TEACHER ORGANIZATION**

### **BYLAWS**

## **Article I. Name of Organization**

Church of the Blessed Sacrament Catholic School Parent Teacher Organization (“PTO”).

## **Article II. Mission, Purposes, and Functions**

### **Section 1**

PTO is established by the Pastor and Principal of Blessed Sacrament to assist school administration in the facilitation of communication, cooperation, and goodwill among parents, students, faculty, and the parish at large through a variety of activities designed to enhance the educational experience of children and parents of Blessed Sacrament Catholic School. The PTO also conducts fundraising activities to support school and parent efforts to enhance the formation and education of every child. The primary goal of all activities is to enhance the social, spiritual, and communication needs of the school and parish. When PTO members meet and agree on a matter, the decision is effective and binding on all items voted upon. PTO is consultative in nature; the members cannot act apart from the administrative team and cannot make decisions binding for the school without approval of the administrative team (Pastor and Principal).

### **Section 2**

The duties and functions of PTO shall include, but are not limited to:

- A. To keep up to date details and procedures about the PTO’s primary responsibilities and activities per grade. These procedures should include notes from previous events, timetables, and budgets. This can also be available in an online format.
- B. To encourage and facilitate new leadership, involvement of all parents, and new ideas.
- C. To set a tone of cooperation and goodwill among the members.

- D. To strongly encourage parents to volunteer.
- E. To regularly communicate and/or meet with head room parents.
- F. To involve the parish in school events by inviting parishioners to attend when appropriate.
- G. To keep parents, students, and/or parish members informed on activities by publicizing activities through the School Calendar, Baron Buzz, the Parish Bulletin, the school and parish websites, and flyers.
- H. To carry out annual and strategic planning for school fundraisers in cooperation with the Pastor and Principal.
- I. To prepare an annual budget within the parameters established by the Pastor and Principal, secure adherence to the budget, and otherwise assist in such fiscal matters related to PTO programs.
- J. To provide the Pastor and Principal a statement regarding PTO's finances when requested.
- K. To assist the Pastor and Principal as requested or appropriate in maintaining, and improving the school.

## Article III. Membership

### Section 1.

- A. Regular members of PTO shall be in such numbers, as PTO, the Principal and Pastor shall, from time to time, determine. Regular members shall include six to ten representatives that are members of The Church of the Blessed Sacrament or have children who attend Blessed Sacrament Catholic School.
- B. The ex-officio members of PTO shall be: the Pastor, the Blessed Sacrament Catholic School Principal, and the School Administrative Leadership.
- C. The term of all members of PTO shall commence on July 1 and shall end on June 30. New PTO members shall be named in April to replace exiting members.
- D. Each voting member of PTO shall typically serve a term of two years. PTO may ask a member to stay on PTO and repeat another term. Unexpired vacancies shall be filled for the remainder of the term by a parent/legal guardian of child(ren) attending Blessed Sacrament school as appointed by the Pastor and Principal. An outgoing member of PTO may be asked to complete an unexpired term.

### Section 2.

- A. Application for membership on PTO shall be determined by the Pastor, Principal and PTO from those individuals who wish to share their time and talents.
- B. In consultation with the Principal, the President of PTO may recommend, as soon as possible, a candidate to fill any vacancy. This appointment is subject to the

approval of the Pastor. The appointee shall remain on the council until the 30<sup>th</sup> day of June.

- C. PTO voting members should attend all regularly scheduled meetings. The Pastor or the Executive Committee of the council shall have the right to automatically replace any member of the PTO who misses two consecutive, or a total of three, meetings during a school year (July 1 through June 30<sup>th</sup>).

## Article IV. Officers and Duties

### Section 1.

PTO members have authority only when acting as a council legally in session. Any statement or any action shall not bind PTO on the part of any member of PTO except when such statement or action is pursuant to a specific authorization of PTO. Matters discussed in closed sessions of PTO shall be considered to be and shall remain confidential for all purposes and uses, unless PTO determines that such matters shall be made public.

### Section 2. PTO BOARD

**VOTING MEMBERS:** The following are roles of PTO that are voting members. The members of the PTO Voting Board may only serve in one PTO Voting Board role at a time. Each role has one vote, unless noted in the description. Each role in the PTO Voting Board will assist in PTO responsibilities and attend monthly board meetings.

- A. **PRESIDENT:** The President shall preside at all meetings and meet regularly with the principal in planning and directing the activities of PTO during their two year term. It is the President's responsibility to ensure the responsibilities of the PTO are fulfilled. The President shall attend School Council meetings on an as needed basis.
- B. **VICE-PRESIDENT:** The Vice-President shall be responsible for managing and overseeing room parents and their responsibilities, along with planning and coordinating Field Day at the end of the academic year. The Vice-President shall serve their two-year term with the expectation that they will serve as President for the next two year term.
- C. **SECRETARY:** The Secretary shall be responsible for maintaining an accurate written record of all the acts of PTO; maintain a council file containing copies of all minutes, correspondence, and by-laws; and receive assistance from the school

clerical staff to duplicate information for PTO. The Secretary will also make available PTO minutes on the school website.

- D. **TREASURER:** The Treasurer shall be responsible for maintaining an accurate record of all monies flowing into and out of all PTO accounts and provide said information to the PTO Board on a monthly basis. The Treasurer shall provide a quarterly written report to the PTO Board.
- E. **MAJOR EVENTS CHAIR:** The School of the Blessed Sacrament sponsors a benefit, currently called the Baron Benefit every two years. It is the responsibility of the Major Events Chair to ensure all aspects of the Baron Benefit runs smoothly, with the assistance of the Baron Benefit planning committee. The Major Events Chair will provide monthly financial and progress reports regarding the planning of the Baron Benefit and will work with the PTO President on communications and guidelines set forth by the Principal and Pastor.
- F. **HOSPITALITY AND SPECIAL EVENT CO-CHAIRS:** The Hospitality and Special Events Co-Chairs host and manage those events as agreed upon by the board. These events are reviewed yearly during the April board meeting, and currently consist of, but not limited to, Back to School Night, Family Fun Night, Teacher Appreciation Week, Dial 4 Testing, Teacher retreats, conferences, and in-services, as agreed upon by the Principal and PTO Board. Co-chairs will have one vote each when present at meetings.
- G. **MEMBER AT-LARGE:** The member at-large will be a voting board member who assists the PTO with activities and encourages participation from parents/guardians.

**NON-VOTING MEMBERS:** The following are roles of the PTO that are non-voting members.. These roles will assist in PTO responsibilities and attend monthly board meetings as needed, available, or at the request of the PTO President.

- A. **PAST-PRESIDENT:** The past-President is served by the member who most recently served as President. This position will serve in an advisory capacity to assist with historical information and consistency in PTO's mission.
- B. **COMMUNICATIONS:** The Communications liaison will keep parents, students, and/or parish members informed on PTO activities and events. The Communication member will also be responsible for keeping social media platforms current and up to date with event dates, initiatives, and PTO information, along with providing PTO communications to the school secretary when requested by school leadership and/or at the request of PTO. The Communications liaison will also serve on the Baron Benefit Committee.
- C. **GIVE BACK ORGANIZER:** The Give Back Organizer will be responsible for ensuring Give Back Nights are scheduled and communications are delivered in a

timely manner to the Communications Liaison. The Give Back Organizer is also responsible for providing PTO updates and totals following each give back event.

- D. **MENTOR FAMILY LIAISON:** The Church and School of the Blessed Sacrament strive to promote outreach by welcoming new families to our community. The Mentor Family Liaison works with school administration to identify both new families to our community, as well as families wishing to welcome them. The Liaison coordinates the Mentor Family Program for the School of the Blessed Sacrament.
- E. **SPIRIT WEAR ORGANIZER:** The Spirit Wear Organizer will be responsible for coordinating and promoting approved Spirit Wear Sales for spirit shirts and any other Blessed Sacrament Catholic School promotional items.
- F. **OTHER MEMBERS:** The PTO may have other non-voting members as may from time to time be determined and appointed by the President and as approved by the Pastor and Principal.

### Section 3.

All appointed members of PTO shall be eligible to hold any office.

## Article V. Meetings

### Section 1

- A. PTO shall meet monthly at a designated and publicized place and time, or such other places and times.
- B. For the purpose of transacting official business, a quorum of the voting members of PTO Board must be present.
- C. The President of PTO shall have the right to cancel a regular meeting and/or call special meetings.
- D. Each member of PTO shall receive notice of every regular meeting and a copy of the agenda for that meeting prior to each regular meeting.
- E. Ad hoc may need to be held from time to time but does not replace monthly meetings. Example - specific event and/or purpose

### Section 2

- A. The President shall be responsible for preparing the agenda.

- B. Individual PTO members desiring that an item be placed on the agenda shall notify the President at least five days in advance of the regular meeting.
- C. All meetings of PTO shall be open to all members of the parish, to all persons participating in any educational program conducted under the auspices of the parish, to all parents of any such minor participant, and to special guests.
- D. A non-PTO member desiring to place an item on the agenda shall make a request to PTO in writing or email to the school office at least ten days in advance of the regular meeting. The President and School Principal shall then determine whether the item merits placement on the agenda. If they are unable to agree, the Pastor will decide.
- E. Non-members shall have speaking privileges at any PTO meeting only upon request of and approval from and subject to any limitations and conditions imposed by the President with the consensus of PTO.
- F. All matters decided at all regular meetings shall be by a quorum vote of the PTO Voting Board members present. All matters decided outside of a regular meeting (i.e. by electronic means) shall be by majority consensus of the PTO Voting Board.
- G. The conduct of special meetings shall be in accordance with procedures determined by the President, with the approval of the Principal or Pastor.

### Section 3

Closed sessions may be held when discussion will involve disciplinary matters, sensitive financial matters, or other matters deemed confidential by the Pastor or Principal.

### Section 4

These bylaws may be amended by a majority of the voting Board members of PTO, provided a quorum is present and approved by the Principal or Pastor.

## Article VI. Financials

PTO shall open and maintain a checking account with a financial institution to be named by the Pastor of Blessed Sacrament Church. The Pastor, Principal, President of PTO, PTO Treasurer and approved Parish Staff must all be named on said account. The checking account is required to have two (2) signatures on all checks and any of the above named may sign said checks. Any request for reimbursement must be accompanied by a completed Blessed Sacrament PTO Reimbursement Form and approved by one of

the representatives listed above. All reimbursements above \$250 must be approved by the Principal and PTO President.

For large scale events overseen by the Major Fundraising Chair (i.e. the Baron Benefit) can be added to the list of people having approval and signing authority. Reimbursements over \$250 must be approved by the Principal and the PTO President. All reimbursements must be submitted to the PTO Treasurer within 45 days of the date of purchase/spend.

The PTO strives to always maintain a balance of \$5,000 as a reserve.

## Article VII. Address

The address of PTO shall be 125 N. Quentin St. Wichita, Kansas. All notices, petitions, or correspondence to PTO shall be deemed sufficiently given and received if mailed or delivered to said address.

Amended, ratified, and adopted this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ Teresa McDonald, President

\_\_\_\_\_ Barry Newell, Principal

\_\_\_\_\_ Rev Fr. Jason Borkehagen, S.T.L. Pastor

\*Where 'Pastor' is present in document - In the event there is no pastor, the parish administrator is the one who can act in these matters, keeping in mind the restriction of Canon 540 § 2 of the Code of Canon Law for the Latin Church.