

St. Mary's Catholic School Parent Teacher Organization Bylaws

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME

The name of the organization shall be St Mary's Catholic School Parent Teacher Organization (hereafter SMCS PTO). SMCS PTO is located at 511 South F Street, Livingston MT, 59047.

Section 2: DESCRIPTION

SMCS PTO is auxiliary to St Mary's Catholic School (hereafter SMCS), a non-profit organization, that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of SMCS PTO is to enhance and support the educational, social and developmental experience of students at SMCS, to help build a vigorous school community by encouraging parent involvement, and to strengthen SMCS through volunteer and financial support.

Section 4: CATHOLIC EDUCATION

SMCS PTO supports the mission of SMCS, to form faithful, self-directed learners of integrity, by providing a high-quality Christ-centered education through innovative instruction and personalized learning in partnership with the families of the greater Livingston community.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of SMCS students, and the faculty at SMCS. There are no membership dues. Members have voting privileges, one vote per household. All members shall be eligible for committees.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer positions can be shared. Officers have voting privileges, one vote per officer position. The school Principal(s), or the Principal's designee, also has one vote on the Executive Board.

St. Mary's Catholic School Parent Teacher Organization Bylaws

Section 2: TERM OF OFFICE

The term of office for all officers shall be for two years, but not exceed three consecutive terms, in the same office, in a row. Terms shall begin January 1, YYYY and end December 31, the same year. In the event of an unfilled position, the current officer may retain that office for one year, or until a replacement is found, whichever comes first.

Section 3: QUALIFICATIONS

Any SMCS PTO member in good standing may become an officer of the SMCS PTO.

Section 4: DUTIES

President: Preside at all executive, special and general meetings, set all meeting agendas, serve as the official representative of SMCS PTO, serve as an authorized signatory on PTO bank accounts, and retain all official records of SMCS PTO.

Vice President: Oversee committees, assist the President, chair meetings in the absence of the President, perform additional duties as designated by the President.

Secretary: Record and distribute minutes of SMCS PTO meetings and Executive Board meetings, prepare meeting agendas at the direction of the President, conduct the correspondence of SMCS PTO, publicize meetings and activities of SMCS PTO through the school office, perform additional duties as designated by the President.

Treasurer: Serve as custodian of SMCS PTO finances, collect revenue, pay authorized expenses, follow the Financial Policies of SMCS PTO (as outlined below in ARTICLE V: FINANCIAL POLICIES), provide an oral report at SMCS PTO meetings on the status of financial accounts, liaise with the St Mary's Catholic Church bookkeeper (hereafter SMCC Bookkeeper) to ensure accurate financial records are maintained, serve as an authorized signatory on PTO bank accounts, perform additional duties as designated by the President.

Executive Board: Transact necessary SMCS PTO business between meetings, discuss and approve by majority vote all payment requests under \$500, otherwise discussion and approval shall come from a general SMCS PTO membership vote.

Section 5: BOARD MEETINGS

The Executive Board shall meet as needed during the school year, at the discretion of the President. Meetings shall be held at SMCS, or electronically, or at any other location designated by the President.

Section 6: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

St. Mary's Catholic School Parent Teacher Organization Bylaws

Section 7: VACANCY

If a vacancy occurs on the Executive Board, the President shall appoint an SMCS PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL SMCS PTO MEETING

General SMCS PTO meetings shall be held to conduct the business of SMCS PTO. Meetings shall be held monthly during the school year, or at the discretion of the Executive Board. Meetings may be held at SMCS, or electronically, or at any other location designated by the President. Advance notice of meetings and meeting agendas shall be provided to all PTO Members.

Section 2: VOTING

Each member in attendance at a SMCS PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM

Five (5) members of SMCS PTO eligible voting members present at a SMCS PTO meeting shall constitute a quorum for the purpose of voting. In the event that a quorum is not present at a SMCS PTO meeting, for a voting matter requiring urgent action, the President shall have the discretion to present the matter for a vote, to all four members of the Executive Committee, in addition to either the Pastor or the Principal.

Section 4: MEETING CONDUCT

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The SMCS PTO fiscal year end date is 6/30/YYYY.

Section 2: BANKING

All funds derived from fundraising activities associated with SMCS PTO 'Building a Scholastic Heritage' (BASH) shall be kept in a checking account named 'St Mary's BASH Account'. All funds derived from fundraising activities not associated with BASH, shall be kept in a checking account named 'St Mary's School PTO'. Any disbursements from PTO bank accounts shall require prior approval as outlined below in Section 4, REIMBURSEMENTS AND CHECK REQUESTS. The authorized signatories on PTO bank accounts shall include the Pastor, the Principal, the President and the Treasurer. In the event of a change of any of the

St. Mary's Catholic School Parent Teacher Organization Bylaws

aforementioned officers, the authorized signatory shall be updated with the respective bank within 30 days of the change of office.

Section 3: DISTRIBUTION OF FUNDS

SMCS PTO shall provide an annual pledge of \$50,000 to SMCS, from the St Mary's BASH Account, to be used for budgeted, operational expenses of SMCS. The amount of this pledge shall be recalculated every two years, and adjusted accordingly. In the event that the net revenue from the BASH event is greater than the annual pledge, providing that the St Mary's BASH Account is able to retain the minimum balance as outlined in Article V: Section 7, funds will be distributed as follows: 75% of net earnings greater than the annual pledge will be distributed to SMCS for budgeted, operational expenses, and 25% of net earnings greater than the annual pledge will remain in the St Mary's BASH account to fund special projects. The annual pledge shall be distributed in six (6) equal monthly amounts from December – May. Additional funds may be provided to SMCS, at the discretion of SMCS PTO, as mutually agreed between the Pastor, the Principal and SMCS PTO. Any such distributions must be approved by a majority vote of SMCS PTO.

Section 4: REIMBURSEMENTS AND CHECK REQUESTS

SMCS PTO shall properly reimburse expenses incurred by SMCS PTO Members, executing their duties on behalf of SMCS PTO. In order for SMCS PTO funds to be disbursed (for a reimbursement or to initiate a payment to an external company) a 'Check / Reimbursement' request must be completed (see Exhibit 1). All Check / Reimbursement requests must be approved and signed by either the Principal or Pastor, AND one Executive Board member (either the President or Treasurer), and submitted with receipts, within 60 days of the expense. Payment requests under \$500 shall be reviewed and approved by majority vote of the Executive Board. Payment requests over \$500 shall require discussion and approval from a general SMCS PTO membership vote. All approved Check / Reimbursement requests shall be submitted to SMCC Bookkeeper. SMCC Bookkeeper shall issue all checks. All checks shall be signed by one of the following: Pastor, Principal, President or Treasurer. SMCC Bookkeeper shall retain all check stubs, along with the signed Check Reimbursement request form and receipts, in SMCC office.

Section 5: LOANS

No loans of any kind shall be made to any member or officer.

Section 6: REPORTING

All financial activity shall be recorded in a computer---based or manual accounting system, managed by SMCC Bookkeeper. The Treasurer shall liaise with SMCC Bookkeeper to reconcile the account(s) monthly, and report all financial activity monthly, during the school year. SMCS PTO shall have the option to arrange an independent review of its financial records each year.

St. Mary's Catholic School Parent Teacher Organization Bylaws

Section 7: ENDING BALANCE

SMCS PTO shall retain a minimum balance in the St Mary's BASH Account at the end of each fiscal year. This balance shall be the total of two years' worth of the annual pledge from SCMS PTO to SCMS, as outlined in Article V: Section 3, plus the annual cost of the BASH event as calculated by the average cost of these expenses over the previous three years. SMCS PTO shall also retain a minimum balance of \$2,000 in the St Mary's School PTO Account at the end of each fiscal year.

Section 9: CONTRACTS

Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENT

Amendments to SMCS PTO bylaws may be proposed by any PTO member. Amendments presented at a SMCS PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all eligible voting members present is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

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

These bylaws were adopted on: 05/03/2021 (MM/DD/YYYY)

Amended (date): 02/06/2023 (MM/DD/YYYY)

Amended (date): _____ (MM/DD/YYYY)