

**BYLAWS**  
**of**  
**Resurrection Catholic School PTO**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Parent Teacher Organization. The PTO is located at Resurrection Catholic School 333 Hilltop Drive, Green Bay-WI 54301.

**Section 2: DESCRIPTION** – The PTO is a non-profit organization that exists for charitable, educational, technical 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 the PTO is to enhance and support the educational experience at Resurrection, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Resurrection through volunteer and financial support.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership shall be automatically granted to all parents and guardians of Resurrection students, plus all staff at Resurrection. There are no membership dues. Members have voting privileges, one vote per household.

**ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers and members: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. There should be a minimum total of four Executive Board members who will guide the School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election or volunteering the following school year.

**Section 3: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 4: DUTIES** – Shall include, but not be limited to:

**Executive Board Members**– Develop the PTO’s annual budget, coordinate volunteers and sign up’s, oversee event chairs needs and timelines, and collect communication from all school committees to conduct the work of the PTO. Establish fundraising programs that are approved by majority vote of the Site Advisory Council unbudgeted expenditures of no more than \$100.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, prepare agendas for official and general PTO meetings, and retain all official and historical records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings.

Communications Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the PTO's & SAC's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer or member can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall perform the duties or appoint a PTO officer or member to fill the vacancy, for the remainder of the officer's term or until it is filled.

## **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – Three (3) members of the PTO present and voting constitute quorum for the purpose of voting.

**Section 4 – LOGOS** – The GRACE logotype has been developed for the express use of the Green Bay Area Catholic Education System and its authorized affiliates. The RESURRECTION CATHOLIC SCHOOL logotype has been developed for the express use of Resurrection Catholic School and its authorized affiliates. When inserting logos on documents both should be used not just one or the other. Please read the GUIDELINES FOR LOGO USAGE Manual from GRACE. Please submit all logo questions to the PTO President or Principal, who will then supply the guidelines and instructions for both logo uses.

## ARTICLE V – FINANCIAL POLICIES

**Section 1: FISCAL YEAR** - The fiscal year of the PTO coincides with GRACE's beginning July 1 and ending June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Resurrection PTO, requiring two signatures of the Executive Board and held within GRACE Accounting Dept.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the Site Advisory Council. The PTO shall arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the Principal of the school.

## ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

## ARTICLE VII - DISSOLUTION

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

## ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on \_\_\_\_\_9/16/2011\_\_\_\_\_.

Approved by the Site Advisory Council & PTO Executive Committee.