

**BY-LAWS
OF
SAINT MARY'S CATHOLIC SCHOOL TEACHER/PARENT ORGANIZATION**

ARTICLE I: NAME

Section 1. The name adopted by this organization is **Saint Mary's Catholic School Teacher/Parent Organization** herein be referred to as SMS TPO.

ARTICLE II: PURPOSE

Section 1. The purpose of the SMS TPO is to enhance and support the educational experience at St. Mary's Catholic School, to develop a closer connection between school and home by encouraging parental involvement, and to assist in promoting the school's vision.

SMS TPO will help provide an avenue in which the parents, teachers, priests, and administration can work in cooperation with the Commission on Education for the purpose of achieving the Mission and Vision of St. Mary's Catholic School. SMS TPO can serve as a guide and forum for constructive communication on issues related to St. Mary's Catholic School in which the Pastor and Principal can ask for advice and assistance related to school issues.

ARTICLE III: MEMBERSHIP and MEETINGS

Section 1: Membership. Membership shall be automatically granted to all parents and guardians of students currently enrolled at St. Mary's Catholic School, plus all Teachers, Aides, Clergy, and Administration.

Section 2: Meetings. SMS TPO will meet at least four (4) times during the school, typically during the months of October, December, February and April. Additional meetings may be held at the discretion of the Executive Board.

Section 3: Quorum and Proxies. A majority vote of the members in attendance during a meeting shall constitute as a quorum for the transaction of business.

ARTICLE IV: OFFICERS

Section 1. Executive Board. The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions may be shared. The Principal and Head Pastor are designated as voting members of the Executive Board.

Section 2. Election and Term of Office. The officers of the SMS TPO shall be elected by a majority vote of the members of the SMS TPO at the final SMS TPO meeting of the school year. Nominations may also be made from the floor. Voting shall be by voice vote if no opposing

persons are running for office. If more than one person is running for an office, a ballot vote shall be taken.

Secretary and Treasurer are elected for a term of two (2) years with an alternating schedule to ensure that stability is maintained within the Executive Board. Vice President is elected for a one-year term immediately followed by a one-year term as President. The term of office is effective immediately following the election of officers at the final meeting of the school year.

Section 3. Removal. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given. If an officer's child no longer attends St. Mary's School, the officer is no longer eligible for membership and therefore will be removed from office. Final approval from the Principal and Priest is also required.

Section 4. Vacancies. The Priest or Principal will appoint an officer in the instance of a vacancy in any office because of death, resignation, removal, disqualification, or otherwise for the unexpired portion of the term.

Section 5. President. The President shall:

- preside over meetings of the SMS TPO and Executive Board
- serve as the primary contact for the principal and pastor
- represent the SMS TPO at meetings outside the SMS TPO
- serve as an ex-officio member of all committees
- coordinate the work of all the officers and committees so that the purpose of the SMS TPO is served.

Section 6. Vice President. The Vice President shall:

- assist the President and carry out the President's duties in his/her absence
- in the event of the death, resignation, or removal of the President, the Vice President shall assume the office of President until the Principal and/or Priest appoints a successor and shall perform all such other duties as may be prescribed by the Principal and/or Priest
- succeed the President at his/her term end for a term of one year
- provide succession planning and stability to the SMS TPO whenever possible.

Section 7. Secretary. The Secretary shall:

- keep all records of the organization
- take and record minutes
- prepare the agenda
- handle correspondence
- send notices of meetings to the membership
- keep a copy of the minutes, book, by-laws, rules, membership list
- maintain any other necessary supplies and bring them to meetings.

Section 8. Treasurer. The Treasurer shall:

- be responsible for all funds and securities of the SMS TPO
- receive and give receipts for monies due and payable to the SMS TPO

- deposit all monies in the name of the SMS TPO in such banks, trust companies, or other depositories as shall be selected by its membership
- present an Activity Statement at every meeting and at other times of the year when requested by the leadership of the school
- prepare a Fundraising Summary and Year-End Financial Report which will be made available at the end of each fiscal year.

ARTICLE V: FINANCES

Section 1. Use. SMS TPO funds shall be used for programs, events, and items that directly benefit the students of the school with the exception of the annual Teacher Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship Award.

Section 2. Receipts. All funds raised for the SMS TPO must be documented and submitted to the SMS TPO Treasurer within seven days of receipt. All funds received by the Treasurer must be deposited into the SMS TPO bank account within seven days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3. Expenses. A “Funding Request Form” should be completed and turned into a SMS TPO Executive Board member at least two (2) weeks prior to the request deadline. Requests exceeding \$500 will be reviewed/approved at the next regularly scheduled board meeting. In the event that approval is needed prior to the next meeting, two (2) Executive Officers and the Principal or Head Pastor may approve funding requests exceeding \$500.

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the SMS TPO Treasurer. Reimbursement requests should be submitted to the SMS TPO Treasurer within 30 days of incurred expense or not later than three weeks prior to the end of the fiscal year, whichever comes first. *A receipt is required!*

Section 4. Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the SMS TPO at a regular meeting by any SMS TPO member in good standing. If the amount requested is \$500 or greater, a vote for approval of the monetary disbursement shall be taken at the next scheduled meeting.

Section 5. Reporting. An updated activity report shall be made available in printed form to each SMS TPO member at each SMS TPO meeting.

Section 6. Carry-Over. The SMS TPO is authorized to carry-over funds for the following fiscal year as recommended by the Commission on Education. The annual carry-over amount shall not exceed \$10,000. Additional monies may be held in a Certificate of Deposit in order to accommodate board approved requests made by the Principal to be dedicated toward expenses for the upcoming school year.

Section 7. Fiscal Year. The fiscal year of SMS TPO shall begin on the first day of July and end on the last day of June in each year.

ARTICLE VI: REGULAR COMMITTEES

Section 1. Purposes. The Principal, Priest, and Officers of the SMS TPO may establish such regular committees to assist it in the performance of its duties as it considers appropriate.

Section 2. Chairpersons. The SMS TPO may designate from among the members of the SMS TPO. The chairman, co-chairman, and any other officers of each such committee shall have such duties as the president prescribes. The chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future chairpersons. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the TPO and make them available to future chairpersons. Regular reports should be made available to the SMS TPO membership either by written information or verbally during regularly scheduled meetings throughout the year.

Section 3. Vacancies. Vacancies in the role as chairperson or co-chairpersons of any committee shall be filled by the SMS TPO by seeking volunteers. In the absence of volunteers, a vote to end the committee will be taken with a quorum needed to disband the activity. Officers of the SMS TPO should provide every support to the committee members.

Section 4. Rules. Each committee may recruit members to assist in completing tasks and duties.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1. Rules. The rules contained in Robert's Rules of Order, shall govern the TPO in all cases in which they are applicable and in which they do not conflict with these by-laws.

Section 2. By-laws Review. By-laws will be reviewed by the officers every two years or when an amendment is requested. If no changes are needed, the current by-laws will be posted for public viewing of the SMS TPO Members.

Section 3. By-laws Amendment. These by-laws may be amended under the following conditions:

- At least five TPO Members shall submit the revision request to an SMS TPO Officer.
- A notice shall be given to the TPO Membership that a vote will be taken at the next scheduled regular TPO meeting.
- The revision request must be approved by a majority vote of those present as well as approved by the Principal, Priest, and the Commission on Education.

All approved amendments shall become effective immediately and recorded.

THESE BY-LAWS WERE ADOPTED ON: _____

Respectfully Submitted by:

President _____ Vice President _____

Secretary _____ Treasurer _____

Head Pastor _____

Commission on Education, by _____