



The Friends of St. Anna School Association
Parent and Teacher Organization (PTO)

Known as *Friends of St. Anna*

By-Laws

Revision Date: February 2015

Approved: March 4, 2015

Article I

- Name:** The name of this organization shall be Friends of St. Anna (AKA PTO)
- Purpose:** Through fundraising and building community spirit, the Friends of St. Anna is dedicated to maintaining and enhancing the academic and religious goals of St. Anna Catholic School. Our main goal is to raise funds to enhance and supplement our children's education. The Friends of St. Anna is not a decision or policy-making organization of St. Anna Catholic School.
- Membership:** Any parent and guardian with actively enrolled students at St. Anna Catholic School shall be members and have active voting rights. The Principal and any teacher or staff member employed by St. Anna School shall also be a member with active voting rights. Members are encouraged to attend meetings, to assist with fundraising activities and to celebrate the St. Anna School spirit.

Article II

- Officers:** President, Vice President, Secretary and Treasurer.
- Term Limits:** The Friends of St. Anna officers are elected to a two year term which begins in August and ends in June. Each officer can only serve up to two terms (a total of 4 years).
- Duties:**
- President: The President will preside at all meetings using Roberts Rules of Order, and executive board, serve as the primary contact for the principal, represent the organization at meetings, serve as an ex officio member of all committees. The President will approve purchase requests for submittal to the principal/headmaster. The final approval is required by the principal/headmaster. The President or his/her designee shall attend school board meetings as requested.
- Vice President: The Vice President shall coordinate the public announcement of any PTO events at the direction of the President/Principal. The Vice President is to assist the President with public announcements, advertising, and media coverage for respective fundraisers. The Vice President shall oversee and coordinate fundraisers as appropriate. The Vice President will also carry out the President's duties in his/her absence.
- Secretary: The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence and send notices of meetings to the membership. The Secretary will ensure that all minutes from meetings are posted on the St. Anna website in a timely manner for all members to review. The Secretary also keeps a copy of the minutes book, bylaws, rules (including Roberts Rules of Order), membership lists, and other necessary supplies and brings them to the meetings.
- Treasurer: The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the executive board. All expenditures must be approved by the principal/headmaster. A receipt will be required for all reimbursements. The Treasurer will present a full financial report to the membership at each PTO meeting. The Treasurer will also present a projected budget of receivables and expenditures at the June PTO meeting for the upcoming year.

Elections: Any member of the PTO may be nominated for any open seat on the executive board. All nominations must be made one month prior to the last PTO meeting of the school year, during an election year. All nomination paperwork must be submitted to the Secretary who will post the list of candidates on the school website for the upcoming election. Elections will be held during the June PTO meeting at the conclusion of the second year term of the existing executive board.

Vacancies: If a current member of the board needs to step down from their position, the resignation must be in writing and be submitted to the President. The President shall then at the next PTO meeting hold a special election to have the vacant seat filled. If the President is the one who stepped down, then the Vice President shall assume the responsibilities of the open President seat, until a special election is held at the next meeting to fill the vacant seat.

Removals: If a majority of the executive board feels that a member of the board needs to be removed from his/her elected seat for failure to fulfill their duties, then the remaining board members must hold a special meeting and vote in a unanimous manner to remove said member of the board. The vote will then consult the principal/headmaster of St. Anna who must concur with the vote before the said person can be formally removed.

Room Parents: At the beginning of each school year, the PTO will organize the effort to have a room parent for each class. The room parents will be chosen by the classroom teacher. These room parents will act as a liaison between each classroom and the PTO executive board. The duties and responsibilities of the room parents will be determined by the President and Principal.

Article III

Regular Meetings: The Friends of St. Anna will hold at least four regular meetings throughout the school year. The meetings will be held at the school in a location designated by the Principal.

Executive Board Meetings: All members of the executive board will meet throughout the year to discuss and plan PTO business. An agenda for these meetings will also be posted. Minutes that are taken from these meetings will also be posted in a timely manner.

Agenda: The regular business meeting agenda will follow the following order:

1. Greeting and call to order
2. Opening Prayer
3. Introductions
4. Approval of previous minutes
5. President's Report
6. Treasurer's Report
7. Principal's Report
8. Committee Reports
9. PTO Sponsored Programs
10. Unfinished Business
11. New Business
12. Adjournment
13. Closing Prayer

Article IV

- Finances:** The Headmaster shall be the only authorized signatory on all accounts opened by the Friends of St. Anna. Any and all funds that are raised by the PTO are not intended to act as an expenditure line in the normal St. Anna School budget. It is intended that these funds be used to add enrichment programs, fund field trips, or purchase items outside of the normal school budget purchases. The executive board is able to approve purchases under \$100 with consultation of the principal/headmaster on appropriate purchases and the need for the purchase before the next scheduled PTO meeting.
- Accounts:** All checkbooks and account information will be held by the Headmaster. The Treasurer shall have access to these documents for proper recording and reconciliation purposes. The accounts will be maintained and always in good standing.
- End of Year:** At the end of the school year, the PTO will approve funds needed to start the school year, not to exceed \$1,000, to be reserved in the PTO budget. Excess funds at the end of the year shall support the annual Forward in Faith technology grant initiatives and technology strategic plan action items in order to keep St. Anna School current and moving forward in technology.

Article V

- Fundraising:** The Friends of St. Anna Officers with the approval of the principal/headmaster will set the fundraiser calendar in June for the upcoming school year. It will be at the discretion of the executive board and principal as to which fundraising events are approved. There are no limits on how many fundraising events are held through the school year.

Each fundraiser will have:

1. Pre-Set Date
2. Designated chairperson or co-chairperson
3. Committee meetings and updates at regular business meetings
4. Sign-up sheets and use of room parent emails to recruit volunteers
5. Detailed expense and deposits for the treasurer
6. End of fundraiser financial analysis to be presented at the next regular scheduled business meeting.

- Chairpersons:** Each chairperson or co-chairperson will be held responsible for their respective committee. Provide on-going reports to the President and at each scheduled meeting. Discuss and outline all purchases and provide receipts for any reimbursements. Bring to the membership for vote all purchases. In the event of an unforeseen time constraint, the President shall discuss the purchase with the Principal and inform all members at the next scheduled meeting.

Sponsored Events: The Friends of St. Anna shall be required to hold a minimum of four community-building sponsored events during the school year. A calendar of these events will be set during the June regular business meeting for the up-coming school year. It will be at the discretion of the executive board and the Principal as to which community-building events are to be held. Examples of these events are as follows:

1. Back to School BBQ
2. Grandparent's Day
3. Buddy Night
4. Class Night
5. Books & Beyond
6. Catholic Schools Week activities

Article IV

By-Laws: The Friends of St. Anna shall form a by-law committee at any time it determines that the current by-laws require any changes. The principal/headmaster will be apprised of any potential changes to the by-laws. The by-law changes will require a unanimous vote of the PTO membership at the meeting designated to vote on said changes.