

# PTO BYLAWS

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## ARTICLE 1: THE NAME

The name of this organization shall be Catholic Schools of Fairbanks Parent Teacher Organization. (CSFPTO)

## ARTICLE 2: MISSION STATEMENT

The CSFPTO shall exist as a forum of parents, teachers, staff and diocese to provide effective partnership and foster the understanding of the Catholic Schools of Fairbanks's needs, goals and accomplishments. The CSFPTO shall invite involvement in enhancing the school's programs and services and shall encourage and assist all participants in the job of supporting our students.

## ARTICLE 3: THE MEMBERSHIP

The voting membership shall consist of parents and/or guardians of the Catholic Schools of Fairbanks. There will not be any membership fees assessed.

## ARTICLE 4: DUTIES OF OFFICERS

The elected officers of this organization shall be the President, Vice-President, Secretary and Treasurer. They will be known as the Executive Board.

A. The Duties of the President shall be as follows:

1. To preside over the Executive Board meetings and meetings of the general membership.
2. To schedule the general monthly meetings with the Principals.
  - a) Establish a monthly meeting calendar from August through May.
  - b) To provide a copy of this calendar at each CSFPTO monthly meeting.
  - c) Coordinate with Secretary to compile monthly agenda.
3. To call emergency Executive Board meeting if the need arises.
4. To keep the Principals, teachers and parents informed of CSFPTO activities.
5. To coordinate the work of the officers and various committee chairpersons.
6. To check the bank records monthly.
7. To uphold the CSFPTO Bylaws.

B. The duties of the Vice President shall be as follows:

1. To preside over any meeting when the President is not available.
2. If the President is unable to complete their term of office the Vice President shall assume the office and its responsibilities. If the Vice President declines this position a special election will take place as soon as possible.

3. To call an emergency Executive Board meeting if the need arises.
4. To uphold the CSFPTO Bylaws.
5. To maintain and uphold the rules and regulations of a debit card.

C. The duties of the Secretary shall be as follows:

1. To call an emergency Executive Board meeting if the need arises.
2. Coordinate with Executive Board to prepare agenda for distribution to the general membership on the Monday prior to the monthly CSFPTO meetings.
3. To record the minutes of all CSFPTO meetings.
  - a) Minutes will be distributed approximately one week after the general meeting to include the following:
    - Parents, principals, teachers, staff
    - CSF Director of Schools
    - Catholic Bishop of Northern Alaska
    - CSF Board of Directors
4. To have an attendance sign in sheet at each meeting.
5. To maintain a centrally located filing system to include the following:
  - a) Copies of monthly meeting agenda, minutes and attendance sheets.
  - b) Committee information.
  - c) Copies of weekly school newsletters pertinent to CSFPTO highlights.
6. To Record Executive Board decisions made outside of the general membership meetings.
7. To uphold the CSFPTO Bylaws.

D. The duties of the Treasurer shall be as follows:

1. To call an emergency Executive Board meeting if the need arises.
2. To preside over any meetings when the President and Vice President are not available.
3. A Treasurers report will be presented at each monthly meeting.
4. To be an advisor to any committee in which funds may be allocated.
5. To keep accurate financial records and receipts.
6. To maintain a centrally located filing system to include the following:
  - a) Copies of mostly treasurer's report, reconciled bank statements and check reimbursement.
  - b) Backup of all receipts, expenses and income.
7. Make deposits and withdrawals within five business days of receipt.
  - a) All committees must turn in money within 72 hours of the end of the event to the Treasurer.
8. To provide a member with a check made payable to that member to purchase items for any given activity, that had been pre-approved by the general membership or the Executive Board. Payee of this check will provide the Treasurer, for record keeping, with all receipts to substantiate expenditures. Any remaining cash must be returned to the Treasurer. No checks will be made payable "CASH".
  - a) Receipts must be submitted no later than 30 days after purchase for reimbursements.

9. To maintain the CSFPTO checking and/or savings account, with the four (4) Executive Board member's signatures required on the account. Two signatures shall be required for any and all checks over \$1000.
10. In May of each year provide a financial report to the Catholic Bishop of Northern Alaska,
11. To uphold the CSFPTO Bylaws.
12. To maintain and uphold the rules and regulations of a debit card.

#### **ARTICLE 5: DUTIES OF THE EXECUTIVE BOARD**

- A. The duties of the Executive Board shall be as follows:
1. To hold a monthly general membership meeting where a minimum of two (2) officers must be present.
  2. To hold an emergency Executive Board meeting if the need arises.
  3. No Executive Board decision shall be made without at least two officers present.
  4. Any board member can spend up to \$50.00 without prior approval of any expense related to CSFPTO.
  5. To authorize the expenditure of not more than \$500.00 when the general membership cannot be convened for a decision. The Executive Board will discuss the expenditure and majority vote will rule.
  6. To have a private professional audit done of all CSFPTO's banking accounts if a conflict arises.

#### **ARTICLE 6: CONDUCT OF BUSINESS**

As a Christian community, the CSFPTO will endeavor to arrive at consensus in its deliberations. When the CSFPTO is unable to reach consensus, a vote shall be taken in accordance with Robert's Rules of Order, Newly Revised. Issues and policies are the focus of decision at CSFPTO meetings, rather than individuals or personalities.

#### **ARTICLE 7: ELECTION OF OFFICERS**

The Nomination/ Election process shall take place as follows:

- A. In March a Nomination/Election committee will be formed, consisting of a chairperson and a minimum of one other volunteer, to oversee the monition.election process established herein:
1. Executive Board members seeking re-election may not serve on th is committee.
  2. These committee members will be ineligible to run for an elected office
- B. At the April CSFPTO meeting, the nomination/ Election committee will make nomination forms available.
1. The Nomination/ Election committee will collect the completed nomination forms two weeks prior to the May CSFPTO meeting.
  2. The nominees will be notified. The candidates will be given five (5) days to respond; no response will be considered a decline.
- C. During the May CSFPTO monthly meeting the committee will announce the slate.
1. Voting will take place at the May CSFPTO meeting.
  2. Only members present at the May CSFPTO meeting are eligible to vote.

3. Ballots will be distributed at the meeting and collected immediately.
  4. The Nomination/Election committee will go into closed session meeting to tabulate the cotes.
  5. At the end of the May CSFPTO meeting, the Nomination/Election committee will announce the results of the election.
  6. The candidates will be notified and the result will be published in the Happenings.
- D. If the entire Executive Board is running unopposed, there will be no election.

### **ARTICLE 8: TERM OF OFFICE**

The executive Board's term of office will be governed by the following:

- A. The Executive Board member's term of office shall run June 1st to My 31st the following year.
- B. The President and Treasurer will be elected in even years. The Vice President and Secretary will be elected in odd years.
- C. Vacancies in office will be handled in the following manner:
  1. Any other Executive Board member shall fill any temporary vacancies of the Executive Board. A volunteer may also fill this vacancy if an Executive Board member is unable or unwilling to fill the temporary position. The current Executive Board will select the volunteer. This temporary position will not last more than two (2) months.
    - a) If a vacancy lasts over the two (2) month limit, nominations will be accepted to fill this position at the next monthly CSFPTO meeting.
    - b) An election to fill the vacancy will then be held at the following month's election until the official end of the school year. During this time, all outgoing Executive Board members shall deliver to their successors all official material and updated files pertaining to their offices.

### **ARTICLE 9: COMMITTEES**

- A. Committees will form as the need arises throughout the school year.
- B. The guidelines for any committee chairperson shall be as follows:
  1. Find out what amount is budgeted for your event.
  2. If your activity does not have a budget, the CSFPTO Executive Board can allocate up to \$100 for the event if there is not time for a vote before the entire membership.
  3. If a problem arises that needs attention before the next monthly CSFPTO meeting and cannot wait until that meeting, please contact one of the CSFPTO Executive Board Members.
  4. All monies that are collected, whether it is cash or checks, must be turned in to the Treasurer within 72 hours of the conclusion of your event.
  5. Any person or persons helping on your committee needs to turn in all receipts to the chairperson or treasurer within two weeks of the event for reimbursement.
  6. The chairperson will then request reimbursement checks from the Treasurer and the Treasurer will disperse the checks to the chairperson to disburse to the appropriate committee members.
  7. Any papers that need to be sent out to the general members or any where else must be shown to the Principal for approval

8. The name and phone number of the chairperson must be included on all flyers being sent home to school children.

#### **ARTICLE 10: BYLAWS**

All members of the Catholic Schools of Fairbanks Parent Teacher Organization shall adhere to these Bylaws. A current copy of our Bylaws can be obtained from an Executive Board Member.

- A. These bylaws can be amended at any monthly CSFPTO meeting by a majority vote of the members present. The amendment(s) will be read and then voted upon at the next monthly meeting.

#### **ARTICLE 11: DISSOLUTION**

The CSFPTO can only be dissolved by a majority vote at a scheduled monthly CSFPTO meeting. In the event that this should happen, all monies remaining after bills are paid shall be equally divided among each classroom teacher to benefit all children attending the Catholic Schools of Fairbanks. The protocol for dissolution is as follows:

1. The idea of dissolution will need to be read at a monthly CSFPTO meeting.
2. Written notification will be dispersed to all members of the CSFPTO.
3. Discussion will take place regarding the dissolution at the next CSFPTO meeting following written notification.
4. A vote will take place at the monthly CSFPTO meeting the following month after discussion.

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