



Santa Clara High School
"To be a Saint is a Way of Life!"
www.SantaClaraHighSchool.com

PARENT-TEACHER ORGANIZATION

BYLAWS AND THE ROLES AND RESPONSIBILITIES FINAL - 2020/2021

ARTICLE I

TITLE

The name of this organization shall be the school, Parent-Teacher Organization, hereinafter referred to as "PTO." It will be established and continued at the discretion of the Principal with the approval of the Archdiocese of Los Angeles Education and Welfare Corporation, hereinafter referred to as the "Department of Education."

ARTICLE II

ADVISORY CAPACITY

In view of the responsibilities imposed on the pastor of Parish and the Ordinary of the Archdiocese of Los Angeles by Canon Law that cannot be delegated, the PTO and its Executive Committee described in Article X will be solely advisory in nature.

The PTO Executive Committee will function in accordance with these bylaws that shall comply with all provisions of the policies of the Archdiocese of Los Angeles and the Department of Education.

All recommendations and actions of the PTO Executive Committee are subject to the established Archdiocesan school regulations and policies of the Department of Education pursuant to directions of the Ordinary of the Archdiocese of Los Angeles and to Canon Law.

ARTICLE III

PURPOSE

- ☐ Promote open communication among the parents, teachers and administration
- ☐ Provide support for the Principal in his or her role as the administrator of the school program
- ☐ Promote goodwill and cooperation between and among parents, faculty, administration, and community
- ☐ Direct and coordinate parental support through parent education activities and social functions that build community



- ☐ Help build and enhance the faith community of School and Community
- ☐ Raise funds for the school
- ☐ Coordinate the service and volunteer programs
- ☐ Lobby for legislation that has a positive impact on the school and its students

In addition, the PTO exists to support the Principal and staff in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

ARTICLE IV

MEMBERSHIP

The membership of the PTO shall be drawn entirely from the following:

- ☐ The Principal of the school
- ☐ The faculty and staff of the school
- ☐ The parents and/or legal guardians of pupils currently enrolled in School

ARTICLE V

MODERATOR AND ADMINISTRATIVE OFFICER

The Principal or her delegate shall be “ex officio” moderator of the PTO. The Principal shall serve as the administrative officer of the PTO as well.



ARTICLE VI

FINANCIAL ISSUES

Subject to the Department of Education, the Principal shall have the responsibility for all budgetary and financial decisions affecting the school, including PTO funds and fundraising, tuition charges, and salaries, and may not delegate such responsibilities.

ARTICLE VII

EMPLOYMENT OF STAFF

With the approval of the Principal and the Department of Education, the Principal shall have the responsibility for selection, supervision, and if required, termination of faculty and may not delegate these responsibilities.

ARTICLE VIII

FINANCES

Financial operation of the PTO shall be governed by the following regulations:

☐ At the close of each fiscal year, funds shall be transferred to the school's main bank account so that the PTO bank account balance does not exceed \$1000.00

☐ All monies received by the PTO through membership dues and fund raising activities are to be deposited within five (5) to seven (7) days after receipt

☐ All monies (cash and check) received shall have a corresponding receipt which is given to the donor and reported to the Development Director

☐ All expenses incurred by the PTO are to be paid from the PTO

☐ A detailed financial report of the account shall be provided to the Principal and PTO Executive Committee on a monthly basis

☐ Two signatures, one of which is that of the Principal, are required for all expenditures

☐ All monies in excess of membership dues should be transferred quarterly to the school bank account

☐ The treasurer shall maintain all statements, records, and books of original entry at a designated secure site at the school

ARTICLE IX

OFFICERS AND MEMBERSHIP OF THE PTO EXECUTIVE COMMITTEE

Members of the PTO Executive Committee shall include the President, Vice President, Secretary, Treasurer, and Parliamentarian of the PTO, and chairpersons of the standing committees. In addition, the PTO Executive Committee shall include the Principal of the school.

ARTICLE X

NOMINATION OF OFFICERS

Executive Officers for the PTO shall be nominated by the membership in April and will be appointed by the Principal in May of each year. Officers shall assume their position at the June meeting. Officers shall serve annually and may be reappointed to additional terms.



ARTICLE XI

REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE

Regular planning meetings of the PTO Executive Committee shall take place monthly during the school year. Special meetings of the Executive Committee may be called by the President, or Principal.

- ☐ Quorum: For the purpose of transacting official business, it shall be necessary that a two-thirds majority of the total members of the Executive Committee be present
- ☐ A simple majority of those present and voting shall carry a motion
- ☐ A written record of all acts of the Executive Committee shall be maintained and preserved by the secretary. They shall be available for inspection or reference by members of the PTO at any time in the school office

ARTICLE XII

CONDUCT OF MEETINGS OF THE PTO EXECUTIVE COMMITTEE

Whenever an agenda item is presented for action at an Executive Committee meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation. Formal votes, utilizing parliamentary procedure, may be utilized at the discretion of the president. A simple majority will carry motions.

The agenda of meetings shall be:

1. Opening prayer
2. Calling of the roll
3. Approval of minutes
4. Treasurer's report
5. Correspondence
6. Committee reports
7. Unfinished business
8. New business
9. Communications
10. Closing prayer
11. Adjournment

Meetings of the PTO Executive Committee should normally not exceed ninety minutes.



ARTICLE XIII

DUTIES OF P.T.O. EXECUTIVE OFFICERS

The President shall:

- ☐ Preside at all regular and special meetings of the PTO Executive Committee, and all PTO meetings
- ☐ Serve as the liaison between the PTO and Principal
- ☐ Appoint all committee chairpersons with the approval of the Principal

The Vice President shall:

- ☐ Preside in the absence of the President
- ☐ Chair ad hoc committees as requested by the President
- ☐ Perform the duties of the President when the President is unable to do so

The secretary shall:

- ☐ Be responsible for recording the minutes of the PTO Executive Committee and general meetings
- ☐ Provide copies of minutes for all meetings after consultation with the President and Principal
- ☐ Maintain a permanent record of all minutes and resolutions
- ☐ Forward a copy of all minutes to the PTO president and Principal
- ☐ Keep a record of all incoming and outgoing mail
- ☐ Respond to all social and business correspondence
- ☐ Report the previous month's activity to the PTO Executive Committee



The Treasurer shall:

- ☐ Receive the monthly bank statement from the Front office - Carol Ellis.
- ☐ Be responsible for maintaining and reconciling of the PTO bank account and keeping correct and accurate records of all deposits and withdrawals
- ☐ Report to the PTO Executive Committee at each regular meeting
- ☐ Prepare monthly written reports concerning the finances of the PTO as may be requested by the Principal and/or PTO Executive Committee
- ☐ Make available for inspection at the request of the Principal, any and all statements and books of original entry
- ☐ Be responsible for receiving approval for all monies not budgeted for and expenditures and insuring that all reimbursements are paid by check, with receipts or invoices as documentation
- ☐ Be responsible for acquiring all receipts, bills or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices

The parliamentarian shall:

- ☐ Assist the President as needed
- ☐ Serve as a resource to various committees
- ☐ Coordinate New Parent Orientation and Open House with the Marketing Director
- ☐ Serve as chair of ad hoc committees, as needed
- ☐ Chair Executive Committee meetings if the President and Vice President have a conflict of interest or wish to participate in discussion



ARTICLE XIV

STANDING COMMITTEES:

The standing committees of the PTO are:

- ☐ A.Hospitality Committee - Parent meetings, Open House, Special Functions.
- ☐ B.Nominating Committee - All nominations/positions related to PTO.
- ☐ C.Bingo Committee - Thursday Bingo - various positions.
- ☐ D.Volunteer Services Committee - School/Community volunteer, Christian Service Projects
- ☐ E.Fundraising Committee - School/PTO Fundraising

The President of the PTO shall appoint chairpersons for standing committees in May of each year, with the approval of the Principal. Committee chairpersons shall serve annually and may be reappointed to additional terms.

The president of the PTO shall provide a written charge for each standing committee annually.

ARTICLE XV

SPECIAL COMMITTEES

Special committees shall be established by the Principal.

ARTICLE XVI

AMENDMENTS

Subject to all current provisions of Archdiocesan school policy, the bylaws may be amended by a vote of two-thirds of the PTO Executive Committee.

Amendments must be presented to the Principal for approval.

Insofar as it complies with all current provisions of Archdiocesan policy concerning the structure and operation of the Parent Teacher Organization, the foregoing bylaws are duly approved by the Archdiocese of Los Angeles Education and Welfare Corporation. When executed by the Principal, they shall become effective.



ROLES AND RESPONSIBILITIES - P.T.O. EXECUTIVE COMMITTEE:

Purpose

To provide leadership and coordination of activities for the P.T.O.

Membership

The PTO Executive Committee shall consist of the officers of the PTO (president, vice president, secretary, treasurer, and parliamentarian) and the chairpersons of the standing committees (see PTO Bylaws, Article XV).

Responsibilities

- ☐ To prepare the agenda for the monthly planning meeting
- ☐ To conduct monthly planning meetings
- ☐ To coordinate activities of various committees
- ☐ To receive reports from various committees
- ☐ To ensure that PTO proceedings are communicated to all parents and teachers
- ☐ To ensure that minutes are maintained
- ☐ To provide support for the Principal
- ☐ To work with the Principal in planning Parent-Teacher Organization meetings several times annually
- ☐ To approve all fundraising activities and their respective budgets
- ☐ To audit the accounting for all monies raised by PTO fundraising activities



PTO STANDING COMMITTEES

A. Hospitality Committee:

Purpose

To provide hospitality for school events and to promote school community

B. Nominating Committee:

Purpose

☐ To solicit suggestions from parents of people to serve on the PTO Executive Committee

☐ To solicit from parents where they would like to serve on committees or on the PTO Executive Committee

☐ To utilize the room parents as a source for suggestions for committee members

☐ To present a slate annually of officers and committee chairs

Membership

The Nominating Committee shall consist of the President, the Vice President, and the Parliamentarian.

Responsibilities

☐ To develop a questionnaire to solicit needed nominating information to fulfill the above stated purpose

☐ To send the questionnaire to all school parents and to summarize the information received by April 30th

☐ To select a slate of officers and committee chairs by May 30th

☐ To place parents on committees by May 30th who have the skills to complete the committee responsibilities as stated in the committee charges

☐ To receive approval of the slate from the principal

C. Bingo Committee

Purpose

To promote school service and community, and provide for the well being of parents in Bingo

Responsibilities

☐ To recruit and support and run Bingo with approval of the principal

D. Volunteer Committee

Purpose

To meet the needs of all PTO committees relating to volunteers by coordinating parent volunteer services and maintaining records of the parent volunteer program.

Responsibilities

☐ To coordinate service obligations and volunteer opportunities



- ☐ To research and identify service and volunteer needs of the school, community, and PTO committees
- ☐ To identify and recruit volunteers
- ☐ To compile and categorize a list of volunteer opportunities
- ☐ To develop an email list for volunteers
- ☐ To organize ways to recognize and thank volunteers
- ☐ To ensure service records are maintained
- ☐ To prepare end of year report to bill for unperformed service
- ☐ To evaluate and propose changes and policies for service

E. Fundraising Committee

To develop and coordinate the yearly fundraising plan for the benefit of the school.

Membership

The Fundraising Committee shall consist of the Chairperson and the chairpersons of the fundraising events and activities.

Responsibilities

- ☐ To recruit and support chairpersons for each fundraising program or event
- ☐ To evaluate and propose future changes for fundraising events and programs
- ☐ To develop the fundraising plan for the school year in the spring
- ☐ To coordinate and seek approval for all fundraising activities and their respective budgets
- ☐ To establish goals, budget and criteria for each event
- ☐ To set yearly fundraising goals with the principal and Finance Committee



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