

# Good Shepherd Montessori School Parent Teacher Organization By-Laws

**Mission:** To promote and enhance the GSMS mission through a cooperative fellowship between children, parents and staff.

We will lead as servants by praying, loving, encouraging, thanking, appreciating, praising, assisting, serving, helping, and communicating with others.

## **Article 1 – Name of Organization**

The name of this organization shall be “Good Shepherd Montessori School Parent Teacher Organization”. It shall serve as a parent-teacher unit by authority of the GSMS Board of directors.

## **Article 2 – Articles of Organization**

The organization shall be structured as an unincorporated fellowship of its members. The “Articles of Organization” are comprised of these by-laws, as amended from time to time by the PTO Executive Committee and they shall govern the activities of the PTO.

## **Article 3 – Objectives**

The objectives of this organization are:

- Strengthen Enrollment/Retention
- Help Raise Financial Support
- Encourage & Serve GSMS
- Community Service
- Communication & Education
- Community Visibility

The objectives of this organization are promoted in cooperation with the philosophy of GSMS, in mind and under the direction of the GSMS Board of Directors.

## **Article 4 – Basic Policies**

### Section 1

The organization shall be non-commercial, non-sectarian, and non-partisan.

### Section 2

The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3

The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and it shall not seek to control its policies.

**Article 5 – Membership**

Section 1

Any parent and/or guardian whose child is enrolled at GSMS and all staff members, administrators, and Board of Directors of the school are members.

Section 2

Membership dues of \$20 per family per academic school year are required to be a member of the GSMS PTO and are due at the August Orientation. Membership dues will be pro-rated at the monthly rate of \$2 per month for families joining the school after the beginning of the school year. Donations to support the mission of the PTO are welcome.

- a. Voting members - parents/guardians of all registered students.
- b. Honorary members – faculty or staff without children in attendance at GSMS

Section 4

The term of membership shall be from the first day of school through the last day of school, inclusive.

Section 5

Each member family shall be entitled to cast on vote for each issue requiring action by the PTO membership.

**Article 6 – Officers and Qualifications**

Section 1

Officers of this organization shall be as follows:

- President
- Vice President
- Secretary
- Treasurer

The President, Vice President, Secretary, and Treasurer will be voted into office on an as needed basis by general membership of the PTO.

Section 2

Officers shall assume their official duties at the June Executive Committee meeting, and they shall serve for a term of one year. Officers may serve consecutive terms.

Section 3

The duties of the officers shall be:

1. President
  - a. Preside at all meetings of the PTO and the Executive Committee. All meetings shall be opened in prayer by either the President or a designee.
  - b. Prepare speeches for New Parent Orientation, the Fall PTO meeting, and the Spring PTO meeting in accordance with relevant issues and information.
  - c. Prepare an agenda for each monthly Executive Committee meeting giving prior notice to board members of the topics to be discussed.
  - d. Monitor the PTO's e-mail account and respond when necessary.
  - e. Support the coordinators of the PTO's programs and committees.
  - f. Attend and participate at non-PTO related committee meetings, as invited.
  - g. Perform such other duties as prescribed in these by-laws or by the Executive Committee.
  - h. Turn over all records and reports of the Executive Committee to the incoming President by June.
2. Vice President
  - a. Assist the President, preside in the President's absence and perform the duties of President in the absence or inability of that officer to serve.
  - b. Periodically inform the Executive Committee about committee activities.
3. Secretary
  - a. Record the minutes of all meetings of the PTO and of the Executive Committee and perform such other duties as may be delegated.
  - b. Distribute a copy of the minutes to the PTO Executive Committee members prior to the next meeting.
  - c. Have on hand for reference at each meeting of the Executive Committee prior minutes and be prepared to read the minutes of any previous meeting when called upon to do so.
4. Treasurer
  - a. Maintain the financial activity for the PTO.
  - b. Receive all money of the PTO and make deposits into the PTO's account.
  - c. Keep an accurate record of all transactions and disbursements.
  - d. Write checks, as requested, for disbursement of PTO monies with the approval of the Executive Committee, requiring the signature of the PTO Treasurer and one member of the GSMS Board of Directors.
  - e. Submit a financial update at the monthly Executive Committee meetings. An update may also be requested at each business meeting of the PTO.

- f. Submit a proposed budget report for the upcoming academic year at the June Executive Committee meeting.

## **Article 7 – Appointments & Elections**

### Section 1

Any PTO member in good standing may nominate another member.

### Section 2

Nominations will be solicited through the GSMS Good News and by distribution of nomination forms no later than three weeks prior to the election date. Nominations will be accepted for 10 days following notice of the election date. The Executive Committee shall act as an election committee and shall present the final list of candidates to the PTO members.

### Section 3

The election committee, in consultation with the GSMS administration, will review the proposed nominees. Each office to be filled will be limited to three candidates providing the consent of each nominee has been previously obtained.

### Section 4

After the proposed slate of officers has been reviewed, the report of the election committee shall be distributed to each member of the PTO by school publication.

### Section 5

A majority of the PTO membership casting votes shall be required to elect any officer. Election shall be by ballot except in cases where there is only one candidate for any office. It shall then be in order to elect that officer by majority consent of the Executive Committee.

### Section 6

A vacancy occurring in an office during the year shall be filled by a vote of the members of the PTO at the next regular meeting with due notice of such election having been given no less than 1 week prior to the election.

### Section 7

Chairpersons of other committees thought necessary for the operation of the PTO should be appointed by the Executive Committee and notified of appointment by the President. These chairpersons may serve more than two consecutive terms if mutual agreement is reached.

### Section 8

Up to three faculty representatives as appointed by the GSMS Board of Directors, will be members of the Executive Committee.

### Section 9

The GSMS Board of Directors, or their designees, shall be ex-officio members of all committees.

## **Article 8 – Meetings**

Section 1

Either the President or the Executive Committee may call special meetings by giving five days written notice.

Section 2

A quorum for PTO meetings shall consist of 15 members or one-fifth of the membership, whichever is less.

**Article 9 – Executive Committee**

Section 1

The Executive Committee shall consist of the following:

All GSMS PTO Officers  
GSMS Board of Directors  
Up to three appointed teacher representatives  
Standing and Special committee chairpersons, when necessary

Section 2

The duties of the Executive Committee are:

1. To transact necessary business in the intervals between PTO meetings and other business that may be referred to it by the PTO.
2. To approve plans and oversee actions of the standing PTO committees.
3. To present a report at the regular PTO meetings.
4. To approve payment of expenditures relating to PTO activities.
5. To fill vacancies in any elected office.
6. To encourage positive interaction while serving the PTO.
7. To resolve any financial obligations or otherwise within a timely manner.

Section 3

Any officer or other committee member may be expelled by a two-thirds vote of the Executive Committee at a regularly scheduled meeting thereof, for conduct detrimental to the objectives of the PTO; providing reasonable notice and opportunity for a hearing are afforded the person against which the complaint has been filed.

Section 4

A quorum for Executive Committee meetings shall consist of a majority.

Section 5

Regular meetings of the Executive Committee shall be held at a time to be fixed by the committee at its first meeting of the year. Special meetings may be called by the President or by a majority of the members of the committee.

Section 6

A joint meeting of the old and new Executive Committees shall be held in May for the purpose of evaluation and for the orderly transfer of reports and record. A summary of unresolved business shall be provided to the new Executive Committee no later than June 1<sup>st</sup>.

Section 7

The first meeting of the new Executive Committee shall be held in June for the purpose of formulating plans, developing a budget, and reviewing unresolved obligations.

**Article 10 – Standing and Special Committees**

Section 1

The Executive Committee, as may be deemed necessary to promote the objectives of the PTO, shall create standing committees.

Section 2

The Chairperson of each Standing Committee shall present a work outline to the designated Executive Committee officer for his/her approval.

Section 3

Special Committees shall have an “ad hoc” status; and once having completed their specific purpose, the committee shall submit a final report, after which it shall cease to exist.

**Article 11 – Relationship with the School Administrator and the GSMS Board of Directors**

Section 1

The PTO is organized under the auspices of GSMS. The GSMS Board of Directors may at any time dissolve and disband the PTO.

Section 2

The PTO shall keep permanent records and minutes of all Executive Committee and general membership meetings. Such records shall be made available to the school’s administrative staff or Board of Directors when requested and in a timely fashion.

Section 3

All Standing and Special Committees shall work in conjunction with specific administrative personnel and/or their designees as appropriate to each committee’s purpose. Reports by committees shall be made upon request and in a timely manner.