



ST. ALBERT THE GREAT SCHOOL
PTO CONSTITUTION

08/15/14

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ST. ALBERT THE GREAT SCHOOL
PTO CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the St. Albert the Great School (“School”) Parent-Teacher Organization (“PTO”).

ARTICLE II: AUTHORITY

The PTO is an organization within the School. It finds its authority in, among other places, the Archdiocese of Louisville Handbook for Catholic Schools. Its advisor is the Principal of the School (“Principal”), and its decision-making is subject to the veto power of the St. Albert the Great Parish (“Parish”) Pastor (“Pastor”).

ARTICLE III: PURPOSE OF THE PTO

The purpose of the PTO shall be to work with the Principal and the Pastor to enhance the educational experience and environment at the School by helping foster strong communication and cooperation between parents and teachers and by sponsoring critical volunteer and fund-raising opportunities for parents and teachers.

ARTICLE IV: PTO MEMBERS-AT-LARGE

The PTO shall have PTO Members-at-Large as follows:

- A. **PARENTS OR LEGAL GUARDIANS:** Every parent or legal guardian of a student enrolled in the School, by virtue of having a student enrolled in the School, paying dues if collected, and being in good standing with the School and Parish, shall be a “PTO Member-at-Large;” and
- B. **FACULTY:** Every teacher, assistant teacher, school administrator, and other faculty member at the School (the “Faculty”), by virtue of employment at the School, paying dues if collected, and being in good standing with the School and Parish, shall be a “PTO Member-at-Large.”

ARTICLE V: PTO BOARD

From the PTO Members-at-Large, the PTO shall have: (1) a “PTO Executive Board” comprised of five PTO Officers/PTO Executive Board Members; and (2) a “PTO Board” comprised of the five PTO Officers/PTO Executive Board Members; one PTO Advisor who is the Principal; one PTO Faculty Representative; the PTO Standing Committee Chairs and Co-Chairs; and the PTO Special Committee Chairs and Co-Chairs.

- A. **FIVE PTO OFFICERS/PTO EXECUTIVE BOARD MEMBERS:**
 - 1. **PTO Officers:** The five “PTO Officers” shall be a:

- a. PTO President;
 - b. PTO Past President;
 - c. PTO Vice-President;
 - d. PTO Secretary; and
 - e. PTO Treasurer.
2. **PTO Executive Board:** The five PTO Officers shall be the “PTO Executive Board” and the only “PTO Executive Board Members.” All five PTO Executive Board Members shall be voting members of the PTO Executive Board and voting members of the PTO Board.
3. **Qualifications (General) for PTO Officer:** Any person interested in serving as one of the PTO Officers shall meet the following qualifications:
- a. be a PTO Member-at-Large; and
 - b. be willing to carry out the duties of his/her respective office as set out below.
4. **Qualifications (Specific) for PTO Officer:** In addition, any person interested in serving as one of the PTO Officers shall meet the following qualifications, specific to the office s/he seeks:
- a. Qualifications, PTO President: Every PTO President shall be willing to serve a two-year term (the first year as PTO President and the second year as PTO Past President) and have previously given at least two school years of service to the PTO with one of those school years as a chair of a PTO Standing/Special Committee;
 - b. Qualifications, PTO Vice-President: Every PTO Vice-President shall be willing to serve a three-year term (the first year as PTO Vice-President, the second year as PTO President, and the third year as PTO Past President) and have previously given at least one school year of service to the PTO;
 - c. Qualifications, PTO Secretary: Every PTO Secretary shall be willing to serve a one-year term (with the possibility of re-election), must have good communication skills, and have previously given at least one school year of service to the PTO;
 - d. Qualifications, PTO Treasurer: Every PTO Treasurer shall be willing to serve a one-year term (with the possibility of re-election), must have good accounting skills, and either have previously given at least one school year of service to the PTO or be otherwise approved by the PTO Executive Board.
5. **Duties, PTO Officer:** The PTO Officers shall have the following duties:
- a. Duties, PTO President: The PTO President shall:
 - i. serve as the Chair of, oversee, and lead:
 - (I) the PTO Board;
 - (II) the PTO Board Meetings;
 - (III) the PTO Executive Board; and
 - (IV) the PTO Executive Board Meetings;

- ii. arrange and attend regular meetings with the Principal to keep him/her apprised of all newly proposed and/or upcoming PTO Executive Board and/or PTO Board activity, so the Principal may give his/her advice on the same and keep the Pastor apprised of the same;
- iii. start any and all new PTO Special Committees, during the school year, as needs arise at the School, subject to approval by the PTO Executive Board and in accordance with the PTO Budget;
- iv. appoint all PTO Standing/Special Committee chairs, subject to approval by the PTO Executive Board;
- v. supervise, along with the other PTO Officers, the PTO Standing/Special Committee Chairs/Co-Chairs, with such supervision to include but not be limited to:
 - (I) reviewing the Work Plan of each PTO Standing/Special Committee;
 - (II) requesting changes to and/or preliminarily approving (internally on the PTO Executive Board only) each Work Plan;
 - (III) submitting each preliminarily approved Work Plan to the Principal for his/her pre-approval (whether the Principal wishes to pre-approve each Work Plan in general [approving only the big picture] or the specifics in detail);
 - (IV) issuing final PTO Executive Board approval of each Principal-approved Work Plan;
 - (V) communicating regularly with each PTO Standing/Special Committee Chair/Co-Chair to assure proper implementation of each approved Work Plan;
- vi. secure, and have the PTO Secretary maintain, a copy of any and all School and/or Parish financial, contractual, fund-raising, and/or other policies and/or procedures that may impact the PTO;
- vii. authorize any and all expenditures from the PTO treasury, subject to approval by the PTO Executive Board and in accordance with the PTO Budget and PTO policies and/or procedures, as well as any and all School and/or Parish financial, contractual, fund-raising, and/or other policies and/or procedures;
- viii. attend (or if s/he is unavailable, have the PTO Vice-President or PTO Past President attend in her place) all St. Albert School Board Meetings, as a non-voting member of the School Board, to apprise the School Board in a timely fashion of the general activities of the PTO and, in return, to apprise the PTO in a timely fashion of the general activities of the School Board. The PTO shall have no duty to report in detail to the School Board on PTO activities, finances, or other matters or to seek approval from the School Board on any matter. The PTO

and School Board shall strive to work together for the benefit of the Parish, School, parents, teachers, and students.

- b. Duties, PTO Past President: The PTO Past President shall, as requested by the PTO President:
- i. assist in a smooth transition from his/her PTO Presidency to that of his/her successor; and
 - ii. otherwise assist the PTO, as requested by the PTO President, including but not limited to:
 - a. supervising, along with the other PTO Officers, the PTO Standing/Special Committee Chairs/Co-Chairs, as set out above at Article V.A.5.a.v;
 - b. organizing and arranging staffing for a PTO table at Open Classrooms promoting PTO fundraising and other efforts for the coming school year;
 - c. organizing and arranging staffing for a PTO table at Fall Conferences, at Spring Conferences, and at any other selected events chosen by the PTO Executive Board, promoting the PTO fundraising and other efforts then in the works or still upcoming in the school year;
 - d. assist PTO President with organizing and implementing the PTO's end-of-the-school-year, thank-you celebration for the PTO Board; and
 - e. serve as Chair of, oversee, and lead any particular PTO Board Meeting or PTO Executive Board Meeting, if the PTO President and then PTO Vice-President, after receiving reasonable notice of the particular PTO Board Meeting or PTO Executive Board Meeting, are both not available to attend.
- c. Duties, PTO Vice-President: The PTO Vice-President shall:
- i. assist the PTO, as requested by the PTO President, including but not limited to chairing any special projects and supervising, along with the PTO President and the PTO Past President, the PTO Standing/Special Committee Chairs/Co-Chairs;
 - ii. serve as Chair of, oversee, and lead any particular PTO Board Meeting or PTO Executive Board Meeting, if the PTO President, after receiving reasonable notice of the particular PTO Board Meeting or PTO Executive Board Meeting, is not available to attend; and
 - iii. supervise, along with the other PTO Officers, the PTO Standing/Special Committee Chairs/Co-Chairs, as set out above at Article V.A.5.a.v.

- d. Duties, PTO Secretary: The PTO Secretary shall:
- i. keep the minutes of all PTO Board Meetings and PTO Executive Board Meetings, including but not limited to listing in the minutes the names of those who are present at the meetings and what position each person present holds in the PTO (ex. President, Past President, Vice-President, Secretary, Treasurer, Standing Committee Chair/Co-Chair, Special Committee Chair/Co-Chair, or Member-at-Large) for use in determining whether those present comprise a quorum;
 - ii. conduct, at the PTO President's request, any and all correspondence of the PTO Board and/or PTO Executive Board;
 - iii. maintain for the PTO a copy of any and all School and/or Parish financial, contractual, fund-raising, and/or other policies and/or procedures;
 - iv. maintain for the PTO a copy of any and all PTO Constitutions, By-Laws, rules, regulations, policies, and procedures;
 - v. maintain for the PTO, for a period of five years, a copy of any and all:
 - (I) PTO Standing/Special Committee Work Plans, amendments thereto, and approvals thereof; and
 - (II) PTO Board and PTO Executive Board requests for and results of electronic voting; and
 - vi. supervise, along with the other PTO Officers, the PTO Standing/Special Committee Chairs/Co-Chairs, as set out above at Article V.A.5.a.v.
- e. Duties, PTO Treasurer: The PTO Treasurer shall:
- i. prepare an accurate and well-ordered account of all monies received by the PTO and paid by the Parish Bookkeeper on behalf of the PTO, in a format consistent with the PTO Budget;
 - ii. give a written report of said account at all PTO Board Meetings, and at the PTO President's request, at other times as well;
 - iii. submit bills/check requests to the Parish bookkeeper on behalf of the PTO Board and PTO Executive Board;
 - iv. secure and maintain for the PTO a copy of any and all School and/or Parish financial, contractual, fund-raising, and/or other policies and/or procedures that may impact the PTO Treasury;
 - v. maintain for the PTO, for a period of five years, copies of all Principal approvals of "Purchases for the School;"
 - vi. coordinate with the PTO Executive Board on the handling of any and all other PTO financial matters that arise;

- vii. coordinate with the PTO Executive Board to insure proper financial management policies and procedures are in place regarding funds raised and collected by the PTO; and
 - viii. supervise, along with the other PTO Officers, the PTO Standing/Special Committee Chairs/Co-Chairs, as set out above at Article V.A.5.a.v.
6. ***Term of Office, PTO Officer:*** Except as otherwise set forth herein, a PTO Officer's term shall run from and including July 1 of the calendar year in which s/he is elected, through and including June 30 of the next calendar year. The PTO Secretary may be re-elected to his/her office. The PTO Treasurer shall serve a minimum 2-year term and may be re-elected to his/her office.
7. ***Voluntary Resignation, PTO Officer:*** If a PTO Officer voluntarily resigns during his/her term of office, then (with the exception of the voluntary resignation of the PTO President who shall be replaced by the PTO Vice-President), the PTO Executive Board shall determine the name of the person who was runner-up for the vacant office when the resigning PTO Officer was elected. Then the PTO President, or his/her designee who is a PTO Executive Board Member, shall contact that runner-up to determine whether s/he is interested, meets the qualifications of the office, and is available to fill the office vacancy immediately. If so, then the runner-up shall fill the office vacancy immediately. If not, then the PTO President shall appoint a willing PTO Member-at-Large, who meets the qualifications of the office, to fill the office vacancy immediately, subject to the approval of the PTO Executive Board.
8. ***Involuntary Removal, PTO Officer:***
- a. **Gather Facts/Review:** If an issue arises that brings into question the fitness of a PTO Officer to continue on the PTO Executive Board, then the PTO President, or his/her designee who is a PTO Executive Board Member (or if the PTO Officer at issue is the PTO President, then the PTO Vice-President, or his/her Designee who is a PTO Executive Board Member, shall act in place of the PTO President throughout this entire paragraph #8), shall fairly and reasonably gather the facts on both sides of the issue, including but not limited to meeting with the PTO Officer at issue to gather his/her side of the issue.
 - b. **If Still Issue, Request Resignation:** If, after gathering and/or reviewing said facts, the PTO President, in his/her unilateral opinion, believes there still exists an issue that brings into question the fitness of the PTO Officer to continue on the PTO Executive Board, then the PTO President shall ask the PTO Officer if s/he is willing to resign voluntarily. If the PTO Officer voluntarily resigns, then the issue is resolved, and the vacancy shall be filled as if the PTO Officer had voluntarily resigned.
 - c. **If No Resignation, Advise Principal, Call Meeting:** If the PTO Officer declines to resign voluntarily, then the PTO President shall advise the Principal, call a meeting of the full PTO Executive Board plus the Principal, give the PTO Officer at issue a fair and reasonable opportunity to defend himself/herself to the full PTO Executive Board plus the Principal, then call a vote of the full PTO Executive Board, minus the PTO Officer at issue and minus the Principal who is not a voting member of the PTO Executive Board (both of whom shall step out of the room), on whether to remove said PTO Officer from his/her office.

- d. Remove or Not Based on Vote: If all four remaining PTO Officers unanimously agree to remove the PTO Officer at issue, then said PTO Officer at issue shall be removed immediately, and the vacancy shall be filled as if the PTO Officer had voluntarily resigned. If all four remaining PTO Officers do not unanimously agree to remove the PTO Officer at issue, then said PTO Officer shall remain in office.

- B. PTO ADVISOR/PRINCIPAL: The Principal, by virtue of his/her employment as Principal, shall be the non-voting PTO Advisor. S/he shall, in her non-voting capacity, attend all PTO Board Meetings and be copied on all PTO Board electronic voting requests and results. S/he shall work closely with the PTO Executive Board (including but not limited to meeting regularly with the PTO President as set out above) and keep the Pastor apprised regarding the PTO. She shall also pre-approve: (1) all PTO "Purchases for the School" before they are submitted to the PTO Board for approval; and (2) however generally or specifically s/he desires, all PTO Standing/Special Committee Work Plans, after the Work Plans are preliminarily reviewed/approved by the PTO Executive Board but before they are finally approved by the PTO Executive Board.

PTO "Purchases for the School" shall be defined as any and all PTO expenses that, *if* paid as an expense by the School or Parish in its ordinary course of School/Parish business (instead of being paid by the PTO), would be properly recorded by the School/Parish either:

- as Capital Expenditures of the *School/Parish* (possible examples: computers, smartboards, desks, tables, intercom systems, entrance security systems); or
- as Operating Expenditures of the *School/Parish* (possible examples: licenses or renewals for Brainpop and United Streaming; playground maintenance, mulch).

In determining whether a PTO expense meets the definition of PTO "Purchases for the School," it shall *not* be considered whether an individual expenditure is over or under the One Thousand Dollar (\$1,000.00) threshold for a "Capital Expenditure" as, collectively, that individual expenditure, with others like it, may meet said threshold.

Notwithstanding, PTO "Purchases for the School" shall *not* be defined to include expenses in the ordinary course of PTO business, including but not limited to expenses deemed necessary by the PTO Board or PTO Executive Board to carry out activities and/or fundraisers of the PTO Board, PTO Executive Board, and/or PTO Standing/Special Committees (for example: door prizes for the Taste of St. Albert, gift cards, teacher appreciation expenses, student appreciation expenses, room parent expenses, field day expenses).

- C. PTO FACULTY REPRESENTATIVE:

1. **Appointment of PTO Faculty Representative by the Principal**: Before the last PTO Board Meeting of the school year, the Principal shall appoint (or re-appoint) and advise the PTO President of the name of the "PTO Faculty Representative" for the next school year.
2. **Qualifications, PTO Faculty Representative**: Any person interested in serving as the PTO Faculty Representative shall meet the following qualifications:
 - a. be a teacher, assistant teacher, school administrator, or other staff member at the School, in good standing with the School and Parish; and
 - b. be willing to carry out the duties of the PTO Faculty Representative as set out below.

3. ***Duties, PTO Faculty Representative:*** The duties of the PTO Faculty Representative shall be to:
 - a. attend and vote, on behalf of the Faculty, at all PTO Board Meetings;
 - b. designate a member of the Faculty to attend and vote, on behalf of the Faculty, at any PTO Board Meeting, if the PTO Faculty Representative, after receiving reasonable notice of a particular PTO Board Meeting, is not available to attend;
 - c. timely apprise the Faculty of the activities of the PTO; and
 - d. gather the Faculty's input and timely apprise the PTO Board of that input.
4. ***Term of Office, PTO Faculty Representative:*** The term of office for the PTO Faculty Representative shall be one year, renewable for a second year, at the discretion of the Principal, for a maximum of two (2) years of service, with at least a one (1) year break thereafter before serving anew. The term of office for the PTO Faculty Representative shall run from and including July 1 of the calendar year appointed, through and including June 30 of the following calendar year.
5. ***Termination of Employment, PTO Faculty Representative:*** If, during the term of his/her office, the PTO Faculty Representative's employment at the School ends, whether voluntarily or involuntarily, then the PTO Faculty Representative shall be immediately relieved of his/her duties to the PTO, and the Principal shall appoint immediately a successor PTO Faculty Representative, who meets the above qualifications, to fill the vacancy.
6. ***Involuntary Removal, PTO Faculty Representative:*** If an issue arises that brings into question the fitness of a PTO Faculty Representative to continue to serve on the PTO Board, then the PTO President shall advise the Principal who shall, in turn, fairly and reasonably gather the facts on both sides of the issue, resolve the issue in accordance with the policies of the School and Parish, and advise the PTO President of his/her resolution of the matter.

D. **PTO STANDING COMMITTEES:**

1. ***The List of Standing Committees/Duties:*** There shall be Standing Committees of the PTO (ex. Cafeteria Workers, Room Parents, Field Day). Each PTO Standing Committee and its duties shall be listed on the PTO page of the School website.
2. ***Starting/Discontinuing Standing Committees:*** The PTO Executive Board may vote to start or discontinue certain Standing Committees, as needs change at the School, in accordance with the PTO Budget.
3. ***Appointment of Standing Committee Chairs/Co-Chairs:*** Each PTO Standing Committee shall have a Chair or Co-Chairs (appointed by the PTO President, subject to approval by the PTO Executive Board).
4. ***Qualifications, Standing Committee Chair/Co-Chair:*** Each PTO Standing Committee Chair/Co-Chair shall be:
 - a. a PTO Member-at-Large; and

- b. willing to serve as Chair/Co-Chair of their respective Standing Committee.
5. **Duties, Standing Committee Chair/Co-Chair:** Each PTO Standing Committee Chair/Co-Chair shall have the duty to:
- a. chair, oversee, and lead his/her PTO Standing Committee and its PTO Standing Committee Meetings;
 - b. timely present for approval to the PTO Executive Board (using as a guide the sample “Work Plan” form[s] on the PTO page of the School website) his/her PTO Standing Committee’s written plan setting out how it intends to fulfill its duties, as listed on the PTO page of the School website, including but not limited to the financial budget needed (the PTO Standing Committee’s “Work Plan”);
 - c. neither undertake nor allow his/her PTO Standing Committee to undertake any PTO Standing Committee work unless said work has been presented to and approved by the PTO Executive Board, as part of the PTO Standing Committee’s Work Plan or any written amendments thereto;
 - d. abide by all PTO, School, and Parish policies and/or procedures, including but not limited to those related to contracts and fund-raising;
 - e. carry out successfully and/or coordinate volunteers, as necessary, to carry out successfully his/her PTO Standing Committee’s Work Plan as approved by the PTO Executive Board;
 - f. coordinate and cooperate with the PTO Treasurer and Parish Bookkeeper on check requests and submission of required bills and receipts;
 - g. attend and vote at all of his/her PTO Standing Committee Meetings or if, after reasonable notice of a particular PTO Standing Committee Meeting, s/he is not available to attend, designate a PTO Member-at-Large, preferably from his/her PTO Standing Committee, to attend and vote in his/her place;
 - h. attend and vote (one person/chair gets one vote, no matter how many PTO Standing/Special Committees that one person chairs) at all PTO Board Meetings or if, after receiving reasonable notice of a particular PTO Board Meeting, s/he is not available to attend, then designate a PTO Member-at-Large, preferably from his/her PTO Standing Committee, to attend and vote in his/her place.
6. **Term of Office, Standing Committee Chair/Co-Chair:** The term of office for the Standing Committee Chair/Co-Chair shall be one year, subject to re-appointment by the PTO President for a maximum of four years, unless the PTO Executive Board votes to extend said time. The term of office for PTO Standing Committee Chair/Co-Chairs shall run from and including July 1 of the calendar year appointed, through and including June 30 of the following calendar year, unless re-appointed as set out herein.
7. **Voluntary Resignation, Standing Committee Chair/Co-Chair:** If a Standing Committee Chair/Co-Chair voluntarily resigns during his/her term of office, then the PTO President shall appoint (subject to approval by the PTO Executive Board) a willing PTO Member-at-Large, who meets the Standing Committee Chair/Co-Chair qualifications above, to fill the vacancy immediately.

8. ***Involuntary Removal, Standing Committee Chair/Co-Chair:***

- a. **Gather Facts/Review:** If an issue arises that brings into question the fitness of a Standing Committee Chair/Co-Chair to continue on the PTO Board, then the PTO President, or his/her designee who is a PTO Executive Board Member, shall fairly and reasonably gather the facts on both sides of the issue, including but not limited to meeting with the Standing Committee Chair/Co-Chair at issue to gather his/her side of the issue.
- b. **If Still Issue, Request Resignation:** If, after gathering and/or reviewing said facts, the PTO President, in his/her unilateral opinion, believes there still exists an issue that brings into question the fitness of the Standing Committee Chair/Co-Chair to continue on the PTO Board, then the PTO President shall ask the PTO Standing Committee Chair/Co-Chair if s/he is willing to resign voluntarily. If the PTO Standing Committee Chair/Co-Chair voluntarily resigns, then the issue is resolved, and the vacancy shall be filled as if the PTO Standing Committee Chair/Co-Chair had resigned voluntarily.
- c. **If No Resignation, Advise Principal, Call Meeting:** If the PTO Standing Committee Chair/Co-Chair declines to resign voluntarily, then the PTO President shall advise the Principal; call a meeting of the full PTO Executive Board plus the Principal plus the PTO Standing Committee Chair/Co-Chair at issue; give the PTO Standing Committee Chair/Co-Chair at issue a fair and reasonable opportunity to defend himself/herself to the full PTO Executive Board plus the Principal; then call a vote of the full PTO Executive Board, minus the PTO Standing Committee Chair/Co-Chair at issue and minus the Principal, neither of whom are voting members of the PTO Executive Board (and both of whom shall step out of the room), on whether to remove said PTO Standing Committee Chair/Co-Chair from his/her office.
- d. **Remove or Not Based on Vote:** If all five PTO Officers unanimously agree to remove the PTO Standing Committee Chair/Co-Chair at issue, then said PTO Standing Committee Chair/Co-Chair shall be removed immediately, and the vacancy shall be filled as if the PTO Standing Committee Chair/Co-Chair had voluntarily resigned. If all five PTO Officers do not unanimously agree to remove the PTO Standing Committee Chair/Co-Chair at issue, then said PTO Standing Committee Chair/Co-Chair shall remain in office.

E. **PTO SPECIAL COMMITTEES:**

1. **The List of PTO Special Committees/Duties:** Each PTO Special Committee and its duties shall be listed on the PTO page of the School website.
2. **Starting/Discontinuing Special Committees:** The PTO President, subject to the approval of the PTO Executive Board and in accordance with the PTO Budget, may start new PTO Special Committees during the school year, as needs arise at the School. The PTO Executive Board may vote to discontinue certain PTO Special Committees, as needs change at the School.
3. **Appointment of PTO Special Committee Chair/Co-Chairs:** Each PTO Special Committee shall have a Chair or Co-Chairs (appointed by the PTO President, subject to approval by the PTO Executive Board).

4. ***Qualifications, Duties, Term of Office, Voluntary Resignation, and Involuntary Removal, PTO Special Committee Chairs/Co-Chairs:*** PTO Special Committee Chairs/Co-Chairs shall have the same qualifications, duties, term of office, voluntary resignation procedures, and involuntary removal procedures as PTO Standing Committee Chairs/Co-Chairs, by simply substituting the word “Special” for the word “Standing” in each of those sections above.

ARTICLE VI: PTO MEETINGS

The PTO shall have four kinds of meetings: (1) PTO Executive Board Meetings; (2) PTO Board Meetings; (3) PTO Standing Committee Meetings; and (4) PTO Special Committee Meetings.

A. PTO EXECUTIVE BOARD MEETINGS:

1. The PTO Executive Board shall have PTO Executive Board Meetings when said Meetings are called by:
 - a. the PTO President; or
 - b. a majority of the PTO Executive Board, after the PTO President receives reasonable notice that a PTO Executive Board Meeting is being called.
2. PTO Executive Board Members alone shall attend all PTO Executive Board Meetings.

B. PTO BOARD MEETINGS:

1. **PTO Board Meetings:** The PTO shall have at least three to four PTO Board Meetings per school year when called by:
 - a. the PTO President; or
 - b. a majority of the PTO Executive Board, after the PTO President receives reasonable notice that a PTO Board Meeting is being called.
2. **PTO Board Meeting Required Attendees:** PTO Board Meetings shall be attended by:
 - a. all PTO Officers/Executive Board Members;
 - b. the PTO Advisor/Principal or his/her designee;
 - c. the PTO Faculty Representative or his/her designee;
 - d. all PTO Standing Committee Chairs/Co-Chairs or their respective designees; and
 - e. all PTO Special Committee Chairs/Co-Chairs or their respective designees.
3. **Designee to Attend Meeting in PTO Board Member’s Absence:** If any PTO Board Member who is *not* a PTO Officer/PTO Executive Board Member, including but not limited to the PTO Advisor/Principal, after receiving reasonable notice of a particular PTO Board Meeting, is not available to attend the PTO Board Meeting, then s/he shall designate a PTO Member-at-Large to attend, report, and vote (except for the PTO Advisor/Principal’s designee who shall not vote) in his/her place. It shall be the obligation of the unavailable PTO Board Member to determine what is to be addressed at the meeting, what is to be voted on at the meeting, and educate and prepare their designee accordingly. The PTO Officers/PTO Executive Board Members shall not designate anyone to attend, report, or vote in their place.

4. **PTO Board Meetings/Other Welcomed Attendees:** The PTO also welcomes and encourages the following non-voting attendees to attend PTO Board Meetings to, among other things, stay current on PTO activities; bring ideas and/or concerns before the PTO Board; and/or offer to volunteer:
 - a. PTO Standing Committee Members, other than the Chair;
 - b. PTO Special Committee Members, other than the Chair;
 - c. PTO Members-at-Large.

5. **Last PTO Board Meeting of the School Year:** At the last PTO Board Meeting of the school year, the PTO Board shall, among other things:
 - a. install the newly elected PTO Officers for the next school year; and
 - b. approve a PTO Budget for the next school year, including but not limited to:
 - i. the projected revenues and expenses needed to meet the budgets of each PTO Standing/Special Committee for the next school year; and
 - ii. the maximum funds available for consideration by the PTO Board as PTO “Purchases for the School” expenses for the next school year.

C. PTO STANDING OR SPECIAL COMMITTEE MEETINGS:

1. Each PTO Standing or Special Committee shall have its respective PTO Standing or Special Committee Meetings, if meetings are necessary for the respective Committee, when said Meetings are called by:
 - a. the Chair of the respective PTO Standing or Special Committee; or
 - b. by the PTO President, after said PTO Chair of the respective PTO Standing or Special Committee receives reasonable notice that a PTO Standing or Special Committee Meeting is being called.

2. Any PTO Member-at-Large may attend PTO Standing or Special Committee Meetings; however, only PTO Standing or Special Committee Members of the respective Committees may vote at the respective PTO Standing or Special Committee Meetings.

ARTICLE VII: DECISION-MAKING AT PTO MEETINGS

A. QUORUM

1. **Must have quorum to make decisions/give approvals:** No decisions, including but not limited to approvals, may be made at any PTO Meeting unless those attending comprise a quorum.

2. **Quorum at PTO Executive Board Meetings:** At PTO Executive Board Meetings, those attending comprise a quorum if a majority of the PTO Executive Board Members is present.

Following any PTO Executive Board Meeting where fewer than all five PTO Executive Board Members are present, the PTO President, or his/her designee who is a PTO Executive Board Member, shall promptly notify the PTO Executive Board Member(s) not present of the content and result(s) of the PTO Executive Board Meeting.

3. **Quorum at PTO Board Meetings:** At PTO Board Meetings, those attending comprise a quorum if:

- a. a majority of the PTO Executive Board Members are present; and
 - b. a majority of the chairs of the then existing PTO Standing Committees or their designees are present; and
 - c. a majority of the chairs of the then existing PTO Special Committees or their designees are present.
4. **Quorum at PTO Standing/Special Committee Meetings:** At PTO Standing or Special Committee Meetings, those attending comprise a quorum if the PTO Standing Committee Chair, or his/her designee, and a majority (greater than 50%) of the PTO Standing Committee Members is present.
- B. **CONSENSUS-BASED DECISION-MAKING:** Decisions at PTO Meetings are to be made through the process of consensus-based decision-making, meaning all of those with voting rights who are present at a PTO Meeting shall make reasonable efforts to work toward a unanimous decision.
- C. **IF NO CONSENSUS:** If, in the unilateral opinion of the Chair of the PTO Meeting, a consensus cannot be reached, then the Chair may, in the unilateral decision of the Chair, either:
- 1. call for a vote of all who are eligible to vote and accept the majority's vote; or
 - 2. delay the decision/vote to the next regularly scheduled meeting of that group.
- D. **ELECTRONIC VOTING BY THE PTO BOARD:** The PTO Board may also, without a PTO Board Meeting, request electronically a vote by all PTO Board Members eligible to vote, by email or otherwise.
- 1. **How to Request a Vote Electronically:** If a vote is to be requested electronically, by email or otherwise, the PTO President, or his/her designee who is a PTO Executive Board Member, shall send electronically a request for a vote to every PTO Board Member eligible to vote (all PTO Officers, the PTO Faculty Representative, and all PTO Standing/Special Committee Chairs/Co-Chairs), advising them of the issue to be voted on and the facts related thereto and giving them 24 hours, from the time the electronic request for a vote is sent, to vote. The PTO President, or said designee, shall also promptly send electronically a copy of said request for a vote to the PTO Advisor/Principal.
 - 2. **What to Do if Request Undeliverable:** If the person sending the electronic request for a vote receives an undeliverable message back, then the person sending the electronic request for a vote must contact the person to whom the message was undeliverable, obtain a means of successful electronic delivery, and count the 24 hours, for the whole PTO Board's response, from the time a successful electronic delivery is made to the person to whom the message was originally undeliverable.
 - 3. **No Telephonic Delivery of Votes:** Telephonic delivery of votes is not permitted. The votes must be delivered in an electronic medium that can be printed and saved, to confirm the vote.
 - 4. **How to Vote Electronically:** To vote electronically, the PTO Board Members eligible to vote must electronically send their vote back to the person who electronically requested their vote (ex. by Reply email). The PTO Board Member eligible to vote

must make clear on what issue s/he is voting, either by attaching the request for a vote (ex. by “Reply” in an email that includes the original email requesting the vote) or by the wording of his/her vote (ex. “I vote in favor of buying the paint.” Not simply “I vote in favor.”).

5. **If All PTO Board Members eligible to vote do vote electronically within 24 hours:** Once a vote has been cast by *all* PTO Board Members eligible to vote, at any time within the 24 hours, then the issue is resolved in accordance with the majority vote of all of said PTO Board Members.
 6. **If All PTO Board Members eligible to vote do not vote electronically within 24 hours, did enough of said PTO Board Members vote electronically to comprise a quorum?:** If all PTO Board Members eligible to vote do not vote within the 24 hours, then the PTO President, or his/her designee who is a PTO Executive Board Member, must determine whether the PTO Board Members who have voted are sufficient to comprise a quorum.
 - a. If yes: If the PTO Board Members who have voted are sufficient to comprise a quorum, then accept the decision of the majority of those who have voted;
 - b. If no: If the PTO Board Members who have voted are not sufficient to comprise a quorum, then the PTO President, or his/her designee who is a PTO Executive Board Member, may re-issue electronically the request for a vote and all PTO Board Members eligible to vote shall have to re-issue their votes, until a number of PTO Board Members sufficient to comprise a quorum have voted; or the PTO President, or his/her designee who is a PTO Executive Board Member, may choose, instead, either to call an in-person PTO Board Meeting or to delay the vote on the issue until a later time.
 7. **Confirmation of the Results of the Vote:** Once *all* PTO Board Members eligible to vote have voted or the 24 hours have passed, whichever is sooner, the PTO President, or his/her designee who is a PTO Executive Board Member, shall promptly and electronically confirm:
 - a. for all PTO Executive Board Members, the exact result of the electronic vote, being, for each measure voted upon, a list of the names of each voter and their respective vote (with a copy of each such list to be attached to the minutes of the next PTO Board Meeting); and
 - b. for all PTO Board Members, including the PTO Advisor/Principal, the end result of the electronic vote, being a list of how many votes were in favor, how many votes were against, and whether the measure was approved or not.
- E. **ELECTRONIC VOTING BY THE PTO EXECUTIVE BOARD:** The PTO Executive Board may also request electronically a vote by all PTO Executive Board Members, by email or otherwise. To do so, the PTO Executive Board shall follow exactly the procedure set out above for electronic voting by the PTO Board, substituting “PTO Executive Board” for the “PTO Board” therein and not copying the PTO Advisor/Principal on the request or the results.
- F. **ELECTRONIC VOTING BY PTO STANDING/SPECIAL COMMITTEES:** The PTO Standing/Special Committees may also request electronically a vote by all of their respective PTO Standing/Special Committee Members, by email or otherwise. To do so, the respective PTO Standing/Special Committees shall follow exactly the procedure set out above for electronic voting by the PTO Board, substituting “PTO Standing/Special Committee Chair” for

“PTO President” and substituting “PTO Standing/Special Committee” for “PTO Board” therein and not copying the PTO Advisor/Principal on the request or the results.

- G. PASTOR’S VETO AUTHORITY: The PTO shall work closely with the Principal and (through the Principal or, when needed, directly) the Pastor. The Pastor shall have the power to veto any and all decisions made by the PTO or, on behalf of the PTO, by any PTO Member-at-Large, PTO Officer/PTO Executive Board Member, PTO Board Member, or volunteer.
- H. CONSULTATION WITH PARISH MANAGER: In accordance with School and Parish policies, no PTO Officer/PTO Executive Board Member, PTO Board Member, or PTO Member-at-Large may enter into contracts or incur debts in the name of the PTO, School, or Parish without first consulting with the Parish Manager (“Parish Manager”), obtaining approval from the PTO Executive Board and Parish Manager, and allowing the Parish Manager to approve and sign, any and all final agreements, contracts, or other documents that legally bind the PTO, School, and/or Parish.

ARTICLE VIII: PTO TREASURY

- A. PROPOSED PTO BUDGET: To insure that a plan is in place to meet the commitments of the PTO in the next school year, the PTO Executive Board shall prepare a proposed budget of estimated revenues and expenses for the next school year (the “Proposed PTO Budget”), to be presented for approval to the PTO Board no later than its last PTO Board Meeting of the current school year.

Said Proposed PTO Budget shall, if funds allow, include but not be limited to:

1. the projected revenues and expenses needed to meet the budgets of each PTO Standing/Special Committee for the next school year; and
 2. the maximum funds available for consideration by the PTO Board as PTO “Purchases for the School” expenses for the next school year.
- B. PTO BUDGET: Once the Proposed PTO Budget, in its final form, is approved by the PTO Board, then it shall be the “PTO Budget” for the next school year.
- C. PTO BOARD APPROVAL OF EXPENSES: The PTO Board’s approval of the PTO Budget shall serve as the PTO Board’s approval of each of the expenses budgeted therein with one exception, “Purchases for the School.” The PTO Board reserves the right to approve, individually, each of the items to be expensed from the PTO Budget as “Purchases for the School.” Apart from that reservation of rights, once the PTO Board has approved the PTO Budget, then the PTO Executive Board may approve individual expenses consistent with the PTO Budget and in accordance with PTO, School, and Parish policies.
- D. PTO BOARD APPROVAL OF “PURCHASES FOR THE SCHOOL:” If the PTO Executive Board has a reasonable expectation that the PTO Budget for the next school year shall include funds for “Purchases for the School” expenses, then the PTO President shall, **on or before the second Friday in January**:
1. welcome the Principal to:
 - a. submit, to the PTO President, **by the second Friday in February**, a prioritized list, with a *solid* and reasonable cost estimate for each item, of items that the Principal would like the PTO Board to consider purchasing as “Purchases for the School” (including but not limited to any and all items approved by the School Board and prioritized by the Principal);

- b. explain the prioritized list to the PTO Executive Board personally, and, if the Principal so desires, also thru the Principal’s designee(s); and
 - c. meet privately with the PTO Executive Board, without the Principal’s designees, to discuss the prioritized list;
 - 2. allow the PTO Executive Board to consider, investigate, and present to the PTO Board the results of their meetings with the Principal on the prioritized list and their consideration and investigation of the same; and
 - 3. allow the PTO Board to vote **in April**, on whether or not to approve the PTO’s expenditure of PTO funds budgeted for “Purchases for the School” on any or all of the items finally requested by the Principal through the above process, with no obligation by the PTO Board to expend any or all of the funds budgeted for “Purchases for the School” in any given school year.
- E. PRIOR PRINCIPAL APPROVAL OF “PURCHASES FOR THE SCHOOL:” If, during the school year, PTO Members-at-Large or others approach PTO Board Members or PTO Executive Board Members requesting Purchases (by the PTO) for the School, the requesting person(s) shall be directed to contact the Principal who, in turn, shall decide whether to include the requested items in his/her prioritized list of proposed “Purchases for the School” to be submitted to the PTO President in accordance with Article VIII. D. above.
- F. EXCEPTION TO “PURCHASES FOR THE SCHOOL” PROCEDURE ABOVE: If all five PTO Officers agree that rare and extraordinary circumstances exist to warrant an exception to the once-a-year “Purchases for the School” procedure set out above in Article VIII. D.; and if all of the funds budgeted for “Purchases for the School” in the then-current school year have not already been committed or expended for “Purchases for the School;” and if sufficient time is left in the fiscal year to allow for a PTO Board vote; then the PTO President shall welcome the Principal to follow the procedures in Article VIII. D. *in advance* of the dates set therein or *again* (if s/he has already followed the procedures once in the then-current school year) to present proposals for PTO “Purchases for the School.” The PTO Board shall have no obligation to expend any or all of the funds budgeted for “Purchases for the School” in any given school year.
- G. ALL PTO FUNDS TO BE DISTRIBUTED PER CONSTITUTION AND BUDGET: All funds donated to; and/or raised by, through, or for the PTO/PTO Board; and/or in the PTO accounts shall be distributed only in accordance with this Constitution (including but not limited to Article VIII) and the PTO Budget, with one exception: the “Fund the Need” funds raised at the PTO’s Viking Gala.

The “Fund the Need” funds, alone, shall not be available in the PTO Budget for expenses needed to meet the budgets of each PTO Standing/Special Committee for the next school year or in the maximum funds available for consideration by the PTO Board as PTO “Purchases for the School” expenses for the next school year. Instead, the “Fund the Need” funds shall be earmarked in advance for only a specific need (the specific need that has, prior to the Viking Gala, been pre-approved by the PTO Executive Board, Principal, and PTO Board and pre-announced to the Parish and/or School community by the PTO Board to be for only that specific need).
- H. ACTUAL COSTS LESS/MORE THAN ESTIMATES: When the PTO Board approves the purchase of an item as “Purchases for the School,” the PTO Board shall specifically approve (and the minutes shall reflect) a *set amount* of money to be spent for a *set item*.

1. ACTUAL COST LESS THAN ESTIMATE: If, when that *set item* is actually purchased by/for the School, the item's actual cost is LESS than the *set amount* approved by the PTO Board, then the PTO shall pay only the lesser amount, the actual cost. The difference between the PTO-Board-approved *set amount* and the actual cost shall stay in the PTO funds.
 2. ACTUAL COST MORE THAN ESTIMATE: If, when that *set item* is actually purchased by/for the School, the item's actual cost is MORE than the *set amount* approved by the PTO Board, then the PTO shall pay only the *set amount* approved by the PTO Board and nothing more.
 3. The PTO shall be responsible to pay for only the *set item* that the PTO Board approved, not for any substituted item(s) or accessories (without further PTO Board approval).
- I. UNBUDGETED EXPENSES: If revenues allow, the PTO Executive Board may authorize unbudgeted expenses up to a total, in the current school year, of one thousand dollars (\$1,000.00). Any unbudgeted expenses over that first one thousand dollars (\$1,000.00), in the current school year, shall be presented for approval to the PTO Board.
- J. MINIMUM BALANCE: The PTO shall maintain a minimum balance of five thousand dollars (\$5,000.00) in the PTO treasury at all times.

ARTICLE IX: NOMINATIONS AND ELECTIONS OF PTO OFFICERS

- A. APPOINTMENT OF NOMINATIONS AND ELECTIONS COMMITTEE: On or about February 1st of the then current school year or no later than the third PTO Board Meeting of the school year, the PTO President shall appoint (subject to approval by the PTO Executive Board) at least three willing PTO Members-at-Large, including at least one PTO Officer, who shall serve as the "PTO Nominations and Elections Committee." Any person appointed to the PTO Nominations and Elections Committee shall not be seeking nomination or election to the PTO Executive Board for the next school year.
- B. NOTICE TO ALL MEMBERS-AT-LARGE: The PTO Nominations and Elections Committee shall notify all of the PTO Members-at-Large, by an electronic submission sent from the School to all PTO Members-at-Large who have electronic addresses on file with the School (ex. by email from the School):
1. that nominations are open for the next school year's PTO Officers, listing specifically which PTO Officer positions are open (ex. Vice-President, Secretary, and Treasurer) and which PTO Officer positions are filled as a result of multi-year terms (ex. President and Past President) and by whom;
 2. how (ex. by reply email to the PTO email address) and by when (a set date and time) to nominate someone or self-nominate for an open PTO Officer position;
 3. by when the list of those nominated for the open PTO Officer positions shall be posted on the PTO page of the School website; and
 4. when the PTO Board shall vote to elect PTO Officers from those nominated who meet the office qualifications.
- C. ELECTIONS: When the elections are held, the PTO Nominations and Elections Committee shall prepare, distribute, collect, and count the ballots and shall promptly announce the election results on the PTO page of the School website.

ARTICLE X: EVERY-OTHER-YEAR LARGE FUNDRAISER

At St. Albert the Great Parish, it has been an accepted practice that in odd-numbered calendar years (ex. 2013), the PTO will host its large fundraiser, and in even-numbered calendar years (ex. 2014), the St. Albert Athletic Ministry will host its large fundraiser.

ARTICLE XI: ALCOHOLIC BEVERAGES

No alcoholic beverages shall be served at any PTO functions where children are present.

ARTICLE XII: AMENDMENTS

This Constitution may be amended if the proposed amendments are provided in writing to all PTO Board Members, are approved by a majority of a quorum of the PTO Board Members, and then are approved by the Principal and the Pastor.

Revised and Amended in Full 04/2012
Revised and Amended in Part 08/15/2014