

GUIDELINES FOR THE GESU SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I -NAME

The name of this organization will be the Gesu Parent Teacher Organization.

ARTICLE II - PURPOSE

SECTION I - Informational: To be a source of communication between parents administration, faculty, and staff concerning Gesu School and PTO.

SECTION II – Service and Fundraising: The PTO shall provide services and fund raisers that may generate monies for the maintenance or welfare of the PTO, the school, and/or the students as necessary.

SECTION III- Social: The PTO shall provide an opportunity for all members of the Gesu School community to interact socially with one another.

ARTICLE III - MEMBERSHIP

All parents of Gesu School students and all members of the faculty of Gesu School are members of the PTO.

ARTICLE IV – MEMBERS OF THE BOARD

SECTION I - The Executive Board: the Executive Board shall consist of:

President or Co-Presidents, Vice President or Co-Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Principal, Assistant Principal and Faculty Representative.

SECTION II - The Committee Chairpersons: The committee chairpersons of the board shall consist of: chairpersons and vice chairpersons of hospitality; chairperson and vice chairperson of room parents; chairperson and vice chairpersons of bookstore; chairperson, vice chairperson of Market Day and Scrip Program chairpersons.

SECTION III - Term: The term of each office shall be two (2) years. The vice president(s) and the vice chairperson(s) of each committee will automatically move into the president(s) and chairperson(s) position-in their second year of office. Board members shall be limited to four (4) consecutive years of service on the board with the exception of a board member accepting the office of the vice-president or president, who may serve for more than four (4) years. After a one (1) year absence, a board member may return to the PTO board. This excludes the principal, assistant principal and faculty representative. No individual can hold more than 1 voting board position.

ARTICLE V - NOMINATING COMMITTEE

SECTION I - The nominating committee shall consist of at least six (6) members. It has been standard that four (4) members shall be present voting members of the board, being the current vice presidents and current presidents; two (2) of the most recent past presidents shall serve as the chairperson(s) of the nominating committee. One or two other members at large of the PTO may be invited to join the committee if needed.

SECTION II - A list of the proposed candidates for the following year's board will be presented to the current board no later than the April meeting and the slate will be voted upon by the members of the present board at the same time as the presentation of the slate.

ARTICLE VI - GENERAL DUTIES OF THE BOARD MEMBERS

SECTION I - All board members are required to attend monthly board meetings and give a verbal report. Written reports are required following any function or duty specific to a board position. A copy of this report will be given to the president(s) and must appear in their notebook.

SECTION II - In addition to specific board duties, members may be called upon to serve on special event committees.

SECTION III: Each board member, with the exception of the faculty representative, the principal and the assistant principal, are required to keep an updated notebook with more specific guidelines of the members duties which can be submitted to the president(s) and then passed on to their successor.

SECTION IV - The executive board is required to attend all special meetings upon the call of the President(s).

SECTION V – If a board member is unable to fulfill their duties, the president(s) has the right to remove them from office.

ARTICLE VII - SPECIFIC DUTIES OF THE BOARD MEMBERS

SECTION I – President(s): The president(s) will preside over monthly PTO board meetings. The president(s) is responsible for the confirmation of all dates concerning the PTO meetings and social events with the principal and the parish calendar. In the spring the president(s) will host a social for all new and old board members. At which time all committee binders shall be completed and turned into the president(s) for review and/or distribution to the new committee chairpersons.

SECTION II - Vice President(s): The vice president(s) is responsible for the duties of the president(s) in the second year of office. The vice president(s) will host "Newcomer's Welcomes" throughout the year. The vice president(s) is responsible for the publication of the Gesu School Directory, coordinating one parent enrichment speaker, the PTO Skating Party and overseeing other PTO events upon the request of the president(s).

SECTION III - Recording Secretary: The Recording Secretary is responsible for taking the minutes of the board meetings upon the call of the president(s). The recording secretary distributes the minutes to the board members one week following the monthly board meeting and keeps a notebook of all the minutes. Term of office is two (2) years.

SECTION IV - Corresponding Secretary: The corresponding secretary is responsible for written correspondence concerning the PTO, expressions of sympathy and will send a Mass card on behalf of the PTO board. The corresponding secretary is also responsible for notifying the PTO Board members concerning monthly meetings and special meetings, the distribution and organization of the volunteer request surveys, and administration of social media forums. In the absence of the recording secretary, the corresponding secretary will take minutes at the PTO monthly board meetings. Term of office is two (2) years.

SECTION V - Treasurer(s): The treasurer(s) is responsible for all financial matters including: paying all the bills, procuring monies necessary for PTO activities, and keeping a balanced checking account. The treasurer(s) shall keep a record of the monies spent and made on all PTO projects and present the president(s) with a monthly report and budget showing all disbursements and receipts. The treasurer(s) is also responsible for filing all receipts and disbursements according to the line item on the budget. Term of office is two years.

SECTION VI - Chairpersons of the Room Parent: The chairpersons of the room parents are responsible for enlisting two (2) parents for each homeroom to serve as room parents. The chairpersons shall inform them of their responsibilities. It is the chairpersons' responsibility to then notify the teachers of their room parents and provide a list of room parents to the secretary and the principal. The chairpersons are also responsible for coordinating the teacher Christmas gifts among room parents, providing the "Hike for Hunger" treats and balloons, and distributing instruction and supplies for the teacher appreciation sentiment gift during Catholic Schools week.

SECTION VII - Chairpersons of Hospitality: The chairpersons of hospitality are responsible for decorating, arranging, and clean-up of the refreshments at all events involving the PTO (i.e. faculty luncheons, Parent Teacher Conferences, after mass receptions, etc.) Term of office is two (2) years staggered so preferably one term is replaced as the other begins the second year.

SECTION VIII - Chairpersons of the Bookstore: The chairpersons of the bookstore are responsible for the scheduling of workers and the ordering and sale of PTO items in the bookstore and at special events. The chairpersons are also responsible for obtaining volunteers and organizing the school supply day at the beginning of the school year. Term of office is two (2) years staggered so preferably one term is replaced as the other begins the second year.

SECTION IX - Chairpersons of Market Day: The chairpersons of Market Day are responsible for determining order deadlines and sale dates with the Principal. The chairpersons are also responsible for coordinating the overall Market Day process with the Market Day representative. They are responsible for recruiting volunteers and assisting at the sale. Term of office is two (2) years staggered so preferably one term is replaced as the other begins the second year.

SECTION X – Chairpersons of Scrip Program: The chairpersons of Scrip are responsible for coordinating and overseeing all aspects of the Great Lakes Scrip program. This includes maintaining orders, market the program to the school and parish and oversee accounting. At least one chair should attend the monthly PTO board meetings. Term of office is two (2) years staggered so preferably one term is replaced as the other begins the second year.

SECTION XI - Faculty Representative: The faculty representative to the PTO is a teacher selected by the faculty who will represent the faculty at the monthly meetings. The faculty representative is a liaison between the Board and the faculty. The faculty representative will notify the corresponding secretary of the passing of a parent, brother, sister of a student or the parent, child or spouse of a teacher.

SECTION XII - Principal and Assistant Principal: The principal and assistant principal shall give a report to communicate events and proposals regarding the interaction of the PTO and Gesu School.

SECTION XIII – Additional committees may be formed by majority vote of the PTO board when deemed necessary.

SECTION XIV – A committee may be deleted by majority vote of the PTO board when the services of that committee are no longer needed.

ARTICLE VIII - SPECIAL COMMITTEES

SECTION I – Special committee chairpersons are required to submit a written proposal and any publicity flyers, bulletins, posters, etc. to the board and principal prior to the function. Following the function, the chairperson(s) will submit a written report to the board outlining the general plan, the success of the function, and ideas for improvement if necessary. This report is passed on to the successors of the special event. These chairpersons are required to attend the monthly board meeting prior to, month of and immediately following the special event.

SECTION II – Special committee chairpersons do not have the privilege to vote on official business.

ARTICLE IX - MEETINGS

SECTION I - Beginning in August and ending in May, the PTO board will meet for a monthly business meeting commencing at 7:30 p.m. The monthly meeting will include all committee reports. A special meeting will be held in May or June to introduce the new PTO board members and to conclude any outstanding business if necessary.

SECTION II - To be placed on the agenda, a request must be communicated to the president(s) at least one week before the regularly scheduled monthly meeting. The issue will be placed on the agenda at the discretion of the principal and president(s).

SECTION III – In order to conduct business, a quorum of a majority of board members must be present. In order for a vote to pass, a majority of the Board members present at the meeting must vote in favor of the motion.

SECTION IV – In the absence of a meeting, board members may submit their votes by electronic means.

ARTICLE X - AMENDMENTS

SECTION I - The guidelines may be amended by a majority vote of the board and the approval of the principal.

SECTION II - The guidelines should be reviewed every year in September and amended if necessary.

SECTION III - Any amendments to the guidelines must be discussed over two (2) working meetings.

FUNDING POLICIES

APPENDIX A

The Gesu PTO is periodically requested to support other organizations in the school and parish by contributing to their fundraisers. In an effort to be consistent in its support, the PTO has formulated the following policy statement. This is to be utilized as a guideline understanding that each request must be evaluated on its own merits. The following criteria have been enumerated as desirable in approving any contributions:

1. Only parish or school organizations will be considered.
2. The organization must have as one of its purposes the support of the children in the school.
3. Only one request per year per organization will be considered.
4. The contribution from the Gesu PTO will be limited to a maximum of \$100.
5. Any contributions must be Board approved by a majority vote of the board at a regularly scheduled board meeting.

APPENDIX B

According to the PTO guidelines, Article II, Section 3, the fundraisers of PTO "generate monies for the maintenance or welfare of the PTO, the school, and/or the students as necessary." In order for each PTO Board to function autonomously and meet any necessary needs at a particular point in time, it must be able to independently decide on how to disburse its funds.

THEREFORE, it is resolved that:

1. No PTO board may encumber funds for any purchase and make those purchases the financial responsibility of any future board
2. A check will be written for any amount encumbered at the end of the school year and given to the principal or put it an escrow account to be held for payment when the invoice arrives and:
3. Every effort should be made to have a balance of at least ten thousand dollars (\$10,000.00) in the treasury in July for the next PTO board convening in August.

APPENDIX C

Funding requests in excess of \$750.00 shall be submitted to the PTO board for consideration under the following procedures:

1. Requests shall be submitted in writing and shall state:
 - a. The amount requested;
 - b. The purpose of the request;
 - c. Supervisory personnel in connection with effectuation of the proposal
 - d. The source of the acquisition; and
 - e. Any additional information that may be of assistance to board members in considering the proposal.
2. The written submittal of the request shall be formally presented at the PTO board meeting and a copy of the request shall be delivered at that meeting to either of the PTO president(s) for review. An opportunity will be given at that meeting for the board

members to review the written request.

3. After formal presentation to the board, consideration of the request may be opened for discussion. Actual voting on the request may not take place until the next Board meeting.
4. Voting consideration of submittals shall require formal presentation of the board by motion of a Board member, with appropriate seconding by another board member.
5. The board may elect to waive the foregoing prerequisites by motion, which motion to waive must be supported by a majority of the board members in attendance. Upon such waiver, the board may consider the funding proposal.

GUIDELINES UPDATED 10-13-2006; GUIDELINES UPDATED 3-10-2010

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