

ST. PIUS V PTO BYLAWS

ARTICLE I-Name

The name of the organization shall be the St. Pius V School PTO. P.T.O. stands for Parent Teacher Organization (PTO)

ARTICLE II-Purpose

The PTO is organized for the purpose of supporting the education of the children at St. Pius V School by promoting open communication and fostering on-going relationships among school, parents and teachers

ARTICLE III- Mission Statement Host Catholic

Holy Family and St.Pius V are a collaboration of Roman Catholic Parishes of the Archdiocese of Boston. Our collaborative will be a thriving Catholic community that actively incites all to encounter Jesus Christ in scripture and sacraments and to become His disciples. We commit to supporting each other lovingly on our journey towards holiness with joy, meeting people where they are and remaining rooted in ongoing faith education and prayer.

St. Pius V School...

...a "Lived Experience" focused on developing the whole child according to the gospel of Jesus Christ

...providing a unique, comprehensive, quality education with particular emphasis on Catholic values, fundamental skills, critical thinking, technology and the fine arts

...promoting personal responsibility, appreciation for diversity, family involvement, a spirit of unity and Christian stewardship

...contributing considerably to the stability and integrity of our parish, the wider community, and the city of Lynn

...encouraging each child to do his or her best and be kind to others.

ARTICLE IV- Mission Statement St. Pius V PTO

The Saint Pius V Parent Teacher Organization(PTO) is a Catholic faith-based organization composed of parents, teachers, and administrators, for the purpose of promoting and ensuring the spiritual and educational excellence of Saint Pius V School. The PTO's mission is to foster a relationship between parents and faculty for the enrichment of students' educational experience and to enhance the educational environment through volunteer and financial resources.

The focus of the St. Pius V PTO is to strengthen and enhance the educational and social environment of St. Pius V School by providing opportunities for parents, teachers and students to learn, socialize, communicate and grow together. The PTO also raises funds for supplemental educational materials and experiences, supports school and family interaction and school events with a goal of deepening the community spirit and enriching our children's educational, social and developmental experiences.

ARTICLE V- Objectives

- To encourage parent and community involvement in school activities.
- To establish a means of communication among parents, teachers, administration, school board members and students.
- To act as a resource group of volunteers and funds.

ARTICLE VI- Policies/Standing Rules

- PTO members will conduct themselves with humble, positive attitudes as we create and maintain relationships honorably and professionally within the school.
- The PTO is committed to students, parents and teachers and will represent itself in a respectful manner at all times.
- All meetings will be called to order on time
- All meeting will begin with mission statement and prayer
- Approval of minutes/agenda read by secretary, asks for approval with show of hands
- Unfinished business from the last meeting, any item still needed to be considered or not reached due to time. We will not discuss old topics that have been decided on.
- New Business: Co-chairs will bring up new business to discuss. Prior to general meetings an email will be sent out to all parents inquiring about any new ideas, concerns, and questions to be addressed at the next PTO meeting. New business will be placed on the agenda prior to general meetings.
- Financial update
- Adjournment. Meetings will end on time

Meetings:

Four (4) general meetings shall be held throughout the school year. Dates and times will be published at the beginning of every school year.

Sub-committee meetings will be organized by the Sub-committee chair.

General Procedures:

- All fliers will have PTO email and QR code
- All fliers need to go to co-chairs, and co-chairs will send to principal for final approval
- All expenses/budgets must be approved by co-chairs and principal
- All receipts must be turned into school business manager for reimbursement within 7 days of event
- Co-chairs will handle PTO sign up genius accounts. Volunteer sign up links will be sent to all parents. Sub- committee chairs will need to express how many volunteers, times and duties needed.

List of Committees: Committees may vary by school year

- Restaurant fundraisers
- Bake Sale
- Christmas Shopping Event
- School Dance
- Fun Run
- Uniform Store
- Fun Day
- Ice Cream Social
- PTO/School community events
- Raffle Baskets
- Family Pizza night

ARTICLE VII- Membership

Any parent or guardian for a student at St. Pius V School may be a member and shall have voting rights. The principal, any teacher, and staff member employed at St. Pius V school may be a member and have voting rights, as well as Father and school board members.

Membership is automatic, there will be no annual dues.

ARTICLE VIII- Officers

SECTION 1. Officers. The PTO shall be guided by the following officers: 2 chairperson(s), and secretary. Co-chairs, secretary, will be appointed by the principal/pastor.

A: Chairperson(s):

- Co-chairs will organize and facilitate four (4) General PTO meetings throughout the school year.
- The chairperson(s) shall preside over the General meetings of the organization.
- Co-chairs will attend sub-committee meetings
- Prepare the agenda for meetings
- Act as a spokesperson for PTO
- Serve as the primary contact for the principal, co-chairs report to principal and pastor
- Coordinate the work of all officers and committees so that the purposes of the organization is served.
- Handle Sign-up Genius account for all events
- Will work with school business manager to get financial reports

B: Secretary:

- The secretary shall take and record minutes at general meetings, sending minutes to PTO chairs within 7 days of meeting to be sent out school wide in Smore
- Handle correspondence
- Send notices of meetings to the membership
- The secretary also maintains files as necessary

Sub-Committee Chairs: Sub-committee chairs will volunteer to oversee a particular project or event sponsored by the PTO for the school. PTO members can only “Chair” one committee per school year, exceptions to this rule must be approved by the principal. Principal will make the final decision for the sub-committee chair if numerous candidates are interested.

- Coordinate volunteers to help execute event, communicate to Co-chairs how many volunteers needed
- Schedule sub committee meeting as needed to complete tasks for event, take minutes of all meetings
- Communicate with Co-chairs and meeting notes, budget, questions, concerns to present to the principal/pastor for approval
- Create budget for event
- Oversee volunteers on event day

SECTION 2. Terms of Office. Officers are appointed for two (2) years, and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

SECTION 3. Vacancy. In the case of a vacancy, the principal and pastor will appoint a replacement.