



**AMENDED AND RESTATED BYLAWS OF
ST. MONICA SCHOOL PARENT TEACHER ORGANIZATION**

March 3, 2016

RECITALS

WHEREAS, it has been deemed necessary by the pastor, principal, the parents and teachers for the community of St. Monica Catholic School (“SMS”) to be served by a parent-teacher organization (the “PTO”), which will be governed by its bylaws and a self-governing board;

WHEREAS, the Bylaws of St. Monica School Parent Teacher Organization were last revised to be effective September 13, 2011 (the “2011 Bylaws”);

WHEREAS, almost one year after the effective date of the 2011 Bylaws, the Diocese of Dallas revised its Handbook of Policies and Procedures for Elementary and Secondary Schools (August 15, 2012), which governs the authority and jurisdiction of the PTO;

WHEREAS, the 2011 Bylaws should be amended to reflect changes in the Handbook of Policies and Procedures for Elementary and Secondary Schools and the current inner-workings of the PTO; and

WHEREAS, under Article XIV of the 2011 Bylaws:

the Bylaws may be amended at any meeting of the organization by a two-thirds vote of those present, providing notice of such intent is given to the general membership no less than 10 school days prior to a meeting of the general membership.

NOWHEREFORE, BE IT RESOLVED, that notice and voting requirements of the 2011 Bylaws have been met and that the below Amended and Restated Bylaws of The St. Monica School Parent-Teacher Organization (the “Bylaws”) are hereby consented to, approved of and ratified.

ARTICLE I NAME

The name of this organization will be the St. Monica Parent Teacher Organization (as defined in the Recitals, the “PTO”).

ARTICLE II AUTHORITY

Section 1. Diocesan Requirements. Section 3362 of the Dallas Diocese Handbook of Policies and Procedures for Elementary and Secondary Schools (eff. Aug. 15, 2012) (the “Diocese Handbook”) requires that the PTO:

- a. derive its tax-exempt status through St. Monica Catholic Church (the “SMCC”) and/or The Roman Catholic Diocese of Dallas;
- b. be subject to diocesan policies; and
- c. not be separately incorporated from SMS, SMCC or The Roman Catholic Diocese of Dallas.

Section 2. Jurisdiction. Section 3342 of the Diocese Handbook provides that the PTO remains under the jurisdiction of the SMS Principal and the SMCC Pastor. The PTO governing body oversees the daily operations of the PTO.

Section 3. Use of Funds. Section 3342 of the Diocese Handbook provides that all funds raised by the PTO shall be used only for the benefit of the SMS community and for the reasonable and necessary operating expenses of the PTO. Therefore, the funds generated by the PTO fundraising efforts are intended to fund initiatives and programs for the SMS community, pay for reasonable and necessary expenses of the PTO and generate donations toward school projects to be determined by the SMS Principal with input from the PTO Executive Board. Funds will be deposited with SMS in a reasonable manner consistent with these principles. As an example, the PTO may hold its funds in a separate bank account with the SMS Principal and/or SMCC Pastor acting as additional signatories. As set forth under Article VI, expenditures of these funds must be approved by the Chief Administrator or designee, which for the purposes of these Bylaws is the SMS Principal or his or her designee.

ARTICLE III PURPOSE

The purpose of this PTO will be to promote the spiritual, educational and physical welfare of the children of SMS. It is also the aim of the PTO to bring into closer relationship the HOME, CHURCH, and the SCHOOL. The PTO accomplishes its purpose through programs, initiatives and fundraising, all of which should be an example of Christian community life. These are stated in the Letter of Saint Paul to the Ephesians, Chapter 4, Verse 2-4 and 29-32.

“Bear with one another charitably, in complete selflessness, gentleness and patience. Do all you can to preserve the unity of the Spirit by the peace that binds you together. There is one Body, one Spirit, just as you were all called

into one and the same hope when you were called...Never have grudges against others, or lose your temper, or raise your voice to anybody, or call each other names or allow any sort of spitefulness. Be friends with one another, and kind, forgiving each other as readily as God forgave you in Christ.”

All PTO Executive Officers, members of the PTO Executive Board, Homeroom Parents and members are asked to conduct their duties as much as possible according to these principles. In addition, all PTO Executive Officers, members of the PTO Executive Board and Homeroom Parents must have a Safe Environment Badge issued for the school year in which he or she holds his or her respective position.

ARTICLE IV MEMBERSHIP

The Pastor of SMCC, the Principal, faculty and staff of SMS, and the parents or guardians of SMS students will be considered members of the PTO (the “General Membership”).

ARTICLE V DUES

PTO dues are collected as part of the School Academic Fee, and are determined by the PTO Executive Officers and approved by the St. Monica School Board (the “School Board”). These are then passed on to the PTO through the SMCC Business Office.

ARTICLE VI PTO BUDGET

Section 1. Budget. In accordance with the guidelines set forth by the Diocesan Handbook and as set forth in Article II above, the PTO will prepare an annual proposal regarding finances and activities for the upcoming school year (the “Budget”). The Budget is to specify regular line items for standing expenses assumed by the PTO. The PTO will submit its Budget in August and May to the School Board for review. The PTO intends, to the extent possible, to pre-fund next year’s Budget first, prior to making any donations toward additional school projects.

Section 2. Approval. After input from the PTO Executive Board, the Budget will be approved by (i) a majority vote of the PTO Executive Officers and (ii) the Chief Administrator or Designee, as referred to in Article II.3 of these Bylaws. The Budget will then be presented at the first PTO Meeting of the General Membership of the school year for approval by the majority of the General Membership present.

Section 3. Changes. Significant changes in plans from the approved Budget will require the explicit approval of the School Board and General Membership.

Section 4. Compilation. Additionally, an annual compilation will be conducted by an independent source of the PTO after the close of each fiscal year, to be completed before the new school year begins.

ARTICLE VII EXECUTIVE OFFICERS

Section 1. The Executive Officers are the SMCC Pastor, SMS Principal, President, Executive Vice-President, 1st Vice-President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and Assistant Treasurer (collectively, the “Executive Officers”).

Section 2. The following Executive Officers will be elected pursuant to the procedures set forth under Article XIII: President, Executive Vice-President, 1st Vice-President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and Assistant Treasurer (the “Elected Officers”).

Section 3. In the event of a vacancy of an office, a new Elected Officer will be appointed and installed by the President.

Section 4. In order to insure a smooth and orderly transition from one year to the next, the outgoing and incoming Elected Officers will meet at some time following the election and before the end of the school year.

ARTICLE VIII EXECUTIVE BOARD

Section 1. The Executive Board will be comprised of voting and non-voting members. The voting members will be the Executive Officers and a Faculty Representative, as defined below. The non-voting members are the PTO Executive Board Advisor, the Grade Level Representatives and the Committee Chairpersons, all as defined below.

Section 2. The Faculty Representative will be a faculty member appointed by the SMS Principal to act as liaison with the PTO.

Section 3. The PTO Executive Board Advisor is a one-year, non-voting advisory position to be held by the previous year’s PTO President. In the event that the previous year’s PTO President is unavailable to fulfill this position, the PTO President may appoint another previous PTO President as PTO Executive Board Advisor.

Section 4. The Grade Level Representative will be a representative from each grade level. One or two people may hold this position. The selection will take place at the May meeting of the General Membership (the “May Meeting”). Those persons interested in being Grade Level Representative for the following school year should attend this meeting. If more than two persons express interest in being selected as Grade Level Representative at the May Meeting and, if after discussion with the President, no agreement can be reached as to whom will act as Grade Level Representative or Grade Level Representatives, two individuals will be chosen at random. The Preschool and Kindergarten Grade Level Representatives will also be chosen at this time from parents who currently have children at SMS and will also have a Preschooler or Kindergartner starting in the upcoming school year.

Section 5. The Committee Chairpersons refer to the chairperson of the PTO Committees and who shall be appointed by the President.

Section 6. The Executive Board will meet at the discretion of the President. These meetings will be in addition to attendance at General Membership meetings.

Section 7. Any new business to be conducted at any General Membership meeting must be presented to the President prior to presentation at the general meeting.

Section 8. Any voting member of the Executive Board who is absent from two scheduled General Membership meetings and/or Executive Board meetings may be subject to review by the voting members of the Executive Board. The Executive Board will rule on the member's fitness to continue in office and may remove that member from his or her position on the Board.

Section 9. In the event of a vacancy of a non-voting member of the Executive Board, the President will fill the vacancy on the Board by appointment.

ARTICLE IX DUTIES OF EXECUTIVE OFFICERS

Section 1. President. It will be the duty of the President to preside at all meetings, appoint any officers not subject to election by the General Membership and appoint all Committee Chairpersons. The President will give a report at each meeting of the Executive Board and at each General Membership meeting. The Executive Board (except for the Pastor and the Principal) will report to the President or the President's Designee.

Executive Vice-President. The Executive Vice-President will preside over the committees and activities as discussed with the President. The Executive Vice-President (EVP) will be the chief parliamentarian at all meetings and address any parliamentary question arising at any meeting. ROBERTS RULES OF ORDER, REVISED will be the authoritative reference for use in meetings of the organization. In the case of absence of the President at an Executive Board meeting or General Membership meeting, the EVP will preside over those meetings. If the current President is unable to complete his or her responsibilities through the current school year, the EVP will assume the PTO Presidency. In this event, the EVP position may remain vacant until the next PTO Election.

3rd Vice-President. The 3rd Vice-President will preside in the absence of the Executive Vice-President and the President. The 3rd Vice-President will coordinate the Grade Level Representatives and Homeroom Parents for Grades 6 through 8. The 3rd Vice-President will instruct these Grade Level Representatives and their Homeroom Parents of their duties and remind them of their responsibilities. The 3rd Vice-President will preside over the committees and activities as discussed with the President.

2nd Vice-President. The 2nd Vice President will preside in the absence of the 3rd Vice-President, Executive Vice-President and the President. The 2nd Vice-President will coordinate the Grade Level Representatives and Homeroom Parents for Grades 3 through 5. The 2nd Vice-President will instruct these Grade Level Representatives and their Homeroom Parents of their duties and remind them of their responsibilities. The 2nd Vice-President will preside over the committees and activities as discussed with the President.

1st Vice-President. The 1st Vice-President will preside in the absence of the 2nd Vice-President, the 1st Vice-President, the Executive Vice-President and the President. The duties of the 1st Vice-President will include the coordination of the Grade Level Representatives for Preschool through 2nd Grade and Homeroom Parents of those grades. The 1st Vice-President will instruct Grade Level Representatives and Homeroom Parents of their duties and remind them of their responsibilities. The 1st Vice-President will preside over the committees and activities as discussed with the President.

Secretary. The Secretary will keep and record the minutes of all meetings of the Executive Board and of the General Membership. The Secretary will post the minutes of each previous meeting at each meeting and make them available to the SMS community. The Secretary will keep a record book in which the Bylaws, with amendments thereto, are entered to date.

Treasurer. The Treasurer will receive and disburse all monies, render an itemized statement of receipts and expenditures and pay out money only upon order of the Executive Officers, or in an emergency, upon order of the President. The President and Executive Officers may establish procedures, which permit the Treasurer to disburse money without direct authorization of each expenditure upon compliance with the procedure established by the President and Executive Officers. The Treasurer will, in conjunction with the President and the SMS Principal, draw up and present for approval a Budget pursuant to Article VI.

At each meeting of the Executive Board and General Membership meeting thereafter, the Treasurer will present detailed budgetary updates. Copies of all treasurer reports will be given to the SMS Principal. No person may serve two consecutive one-year terms as Treasurer.

Assistant Treasurer. The Assistant Treasurer will serve at the discretion of the Treasurer. His or her duties may include oversight of specific budgetary areas.

Section 2. In case of absence from an Executive Board or General Membership meeting, all officers and chairpersons will present their reports prior to the meeting to the President.

ARTICLE X COMMITTEES

Section 1a. The President will appoint the chairpersons of all committees. The President will discuss the importance of attendance at all meetings with the newly appointed chairpersons.

1b. Each committee chairperson will report to the President and Treasurer on a regular basis during the preparation for an event. The committee will suggest the dates of the event, keep accurate records of monies disbursed and/or merchandise purchased, maintain a written budget, publicize the event, and handle all other details of the event. Each committee will submit a written report to the Executive Board at the conclusion of the event.

1c. Each committee chairperson will file a written report with the Executive Board at the conclusion of his or her duties. These reports will be retained by the Secretary who will furnish copies to the following year's chairperson.

Section 2. Standing Committees. The Standing Committees of the PTO are contemplated to be Autumnfest, Spirit Store and Used Uniform Sale, but are more particularly set forth on Addendum A.

Section 3. Other Committees. The President may provide for other committees, with approval by the Executive Officers. Each committee will have such powers, duties and duration as assigned by the President.

Section 4. Election Committee. An Election Committee will be appointed by the President from members of the PTO. The committee will consist of at least two existing Executive Board members, who are not candidates for any of the Elected Offices, and two members of the General Membership, who also do not intend to seek office. If an Election Committee member wishes to resign from the Election Committee to seek office, he or she must resign no later than three weeks prior to the election. His or her resignation must be accepted by the President at least three weeks prior to election. The SMCC Pastor and the SMS Principal will be "Ex-Officio" members of the Election Committee. The Election Committee will conduct the PTO Election as set forth under Article XIII.

ARTICLE XI HOMEROOM PARENTS

Section 1. Selection. During the first 10 days of school, the 1st Vice-President, 2nd Vice-President, the 3rd Vice-President and the Grade Level Representatives will schedule and coordinate a meeting to organize and select Homeroom Parents. The Grade Level Representative for the grade may also be selected as Homeroom Parent for the Homeroom his or her child is in for that grade.

Section 2. Head Homeroom Parent. The Grade Level Representative may also act as Head Homeroom Parent for that particular grade. If the Grade Level Representative

deems it necessary to have a Head Homeroom Parent other than himself or herself, all parents interested in serving as Homeroom Parents of a particular class will meet to determine one parent who will serve as Head Homeroom Parent. If more than one parent wishes to be Head Homeroom Parent for any particular homeroom, the Vice-President responsible for the grade level shall make the final decision regarding the selection of the Head Homeroom Parent. The Vice-President may determine that the duties will be shared or may select one or more of the parents to assume the duties of Head Homeroom Parent.

ARTICLE XII MEETINGS

Section 1. The General Membership meetings of the PTO will be scheduled monthly in the months of September to May. There will be a 7-day notification in the event there is a change in the date of any regular General Membership meeting or Special Meeting.

Section 2. During General Membership meetings, members will not present new business without prior consent from the President. The President will coordinate these presentations to ensure they pertain to the business and responsibilities of the PTO.

Section 3. The President will limit these presentations, as he or she deems appropriate to ensure a timely General Membership meeting. Following these member presentations, the President will accept appropriate discussions.

ARTICLE XIII ELECTIONS

Section 1. Nominations. At the March Meeting of the General Membership, the Election Committee, as set forth under Article X.4, may take nominations for any of the Elected Officer positions. The Election Committee will inform each qualified candidate of the duties of the office to which he or she has been nominated and may seek the candidate's acceptance of such nomination. The Election Committee is responsible for providing to the General Membership a slate of at least one qualified candidate for each elective office no later than 10 days before the April Meeting.

Section 2. Election. If an election is necessary for a position or positions, the Election Committee will oversee the entire election process: including, but not limited to, providing information concerning candidates, distributing ballots to the General Membership, electronic or otherwise, counting ballots, and any other actions it deems necessary to conduct a fair election.

Section 3. Voting. The Elected Officers will be elected by plurality vote of the General Membership at the April meeting of the current year, and installed at the May meeting as set forth in Article 8 of these Bylaws.

Section 4. Installation. The Incoming Elected Officers will be formally installed at the May Meeting of the current year and, except for the incoming Treasurer, will assume his

or her duties following the end of the current school year. The incoming Treasurer will assume his or her duties beginning with the Fiscal Year, which is currently July 1.

ARTICLE XIV SPIRITUAL

The PTO may request that the Holy Sacrifice of the Mass be offered on the following occasions: the first day of school in honor of the Holy Spirit for the success of the school year, the last day of school in thanksgiving for the successful completion of the school year, or upon the death of any current member of the organization or his or her child; and three times a year for the deceased relatives and friends of the PTO members.

ARTICLE XV AMENDMENTS

These Bylaws may be amended at any meeting of the PTO by a two-thirds vote of those present, providing notice of such intent is given to the General Membership no less than 10 school days prior to a meeting of the General Membership.

Presented to and approved by the General PTO Membership on March 3, 2016.

Addendum A

Autumnfest
Book Fair Night
Catholic Identity
Catholic Schools Week
Christmas Market
Christmas Purse Collection
Communications
Family Outreach
Grandparents Day
Community Hospitality
New Family
PTO Meetings
School Supplies
St. Monica Serves
Spirit Store
Teacher Appreciation
Used Uniform Sale
Volunteer Appreciation