



ST MARY SCHOOL ELYRIA

Parent-Teacher-Union Bylaws & Policies

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I. NAME, DESCRIPTION & MISSION

- NAME - The name of the organization shall be St Mary Elyria Parent Teacher Union (PTU). The PTU is located at St Mary School Elyria, 237 4th Street, Elyria, Ohio 44035.
- DESCRIPTION - The PTU is a non-profit organization that exists for charitable, educational, and religious purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

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- **MISSION** - The mission of the PTU is to enhance, inspire and support the educational experience at St Mary School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at St Mary School through volunteer and financial support.

II. MEMBERSHIP, DUES & VOTES

- **MEMBERSHIP** - Membership shall be automatically granted to all parents and guardians of St Mary School students, plus all staff at St Mary School.
- **DUES** - Dues will be recommended by the executive board and presented to active member for a vote.
 - a. If dues are charged, a member must have paid his or her dues to be eligible as an active member.
 - b. If dues are NOT charged, a member must fulfill the remaining eligibility requirements to be an active member.
- **ACTIVE MEMBERS** – Aside from any dues requirement, to be considered an active member, parents/guardians and staff must;
 - a. Attend no-less than half (3) of the scheduled PTU regular committee meetings, and/or
 - b. Actively participate as a volunteer for PTU sponsored fundraisers or special events.
- **VOTING**
 - a. Active Members have voting privileges, with one vote per household.
 - b. Voting may take place by voice or, upon request, by written ballot.
 - c. Absentee or proxy votes are not permitted.

III.

OFFICERS

- **EXECUTIVE BOARD** - The Executive Board shall consist of the following officers; President, Vice President, Secretary, Treasurer, and Fundraising Chair.
 - a. The School Principal, or his/her designee, is a voting member of the Executive Board.
 - b. The Parish Pastor or Administrator, or his/her designee, is a voting member of the Executive Board.
 - c. The Committee Chair Leaders, or his/her designee, is a voting member of the Executive Board.
 - d. The PTU/Parish Committee Liaison is a voting member of the Executive Board
 - e. Officer positions can be shared.
- **QUALIFICATIONS** – Any active member in good standing may become an officer of the PTU.

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- **TERM OF SERVICE** – The term of office for all officers is two years, beginning immediately upon appointment or election, and ending upon the school year-end following the completion of two school year terms.
 - a. A person may hold only one Officer's position at a time.
 - b. An Officer may also act as Chair of up to two Standing Committees
- **NOMINATIONS & ELECTIONS** - Nominations for Officers' positions shall be submitted at the last scheduled general PTU meeting in a transition year. At this meeting, additional nominations may also be made by the PTU membership.

IV. ROLES & RESPONSIBILITIES

- **EXECUTIVE BOARD** – Develop the PTU's annual budget, establish and oversee committees to conduct the work of the PTU, establish fundraising programs, establish the year's events and approve by majority vote of the
Board any unbudgeted expenditures.
- **PRESIDENT** - Preside at General PTU meetings and Executive Board meetings, serve as the official representative of the PTU, and retain all official records
of the PTU.
- **VICE PRESIDENT** - Oversee the committee system of the PTU, assist the President and chair meetings in the absence of the President.
- **SECRETARY** - Record and distribute minutes of General PTU meetings, prepare agendas for PTU meetings, manage communications and marketing for the
PTU including, but not limited to PTU announcements, letters, email broadcasts, etc.
- **TREASURER** - Serve as custodian of the PTU's finances, collect revenue, pay authorized expenses, report financial activity, prepare year-end financial report, facilitate an annual audit, and hold all financial records.
- **FUNDRAISING CHAIR** – Oversees all fundraising initiatives at St Mary's, serves as a consultant for parents, students, and staff with fundraising projects, and
acts as a liaison between School and Parish for the purpose of fundraising cooperatives.
- **REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.
- **VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTU member to fill the vacancy, for the remainder of the officer's term.
- **TRANSITION OF NEW OFFICERS** - previous officers must provide newly elected officers with materials, resources and information related to their duties.

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This is to include necessary mentoring for all positions. All past records, materials and resources not used by current officers will be kept by the President.

- RESPONSIBILITY - All Officers shall always act in the best interest of the PTU.
- COMPENSATION - No Officer shall be compensated by the PTU for their service.

Not to be confused with reimbursement of funds paid at the expense of the Executive Board or recognized committee or PTU members. (See Article

V., Section 5.04)

V. FINANCIAL POLICIES

- FISCAL YEAR - The fiscal year of the PTU begin July 1st and end on the following June 30th.
- BANKING - All funds shall be kept in a checking account in the name of St Mary PTU, requiring the signature of the Treasurer and held at a local financial institution.
- CASH HANDLING – All monies collected from any fundraiser or event should be placed in parish safe until the Treasurer is able to deposit the funds.
 - a. Two (2) people shall count and sign that a specific amount was placed in safe.
 - b. The Treasurer will deposit the cash in the bank on the next business day following the end of the respective event or fundraiser.
- SCHOOL YEAR FUNDING – Specific Programs are paid for with PTU funding.
- EXPENSES – Purchases must be pre-approved, and may be made by an Executive Board or active PTU member for the sole purpose and benefit of St Mary School, including school functions, supplies, fundraising, events, etc.
 - a. Requests for funding shall be made in writing via form, letter, or email.
 - b. Requests will then be reviewed by the Executive Committee, and the decision or recommendation will be returned forthwith.
- REIMBURSEMENT – Approved expenses personally paid by an active member of the PTU may be reimbursed by the Treasurer with appropriate receipts and/or proof of purchase.
- CONTRACTS & PURCHASES - No Officer shall secure any contract in the name of the PTU without the approval of the Executive Board Majority, and/or by 2/3 vote of active PTU members. Any approved purchases must be made within the budgetary restrictions.
- REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at each Executive and General PTU Meeting, or as requested by the Executive Board, and/or any active member of the PTU.
 - a. The PTU shall arrange an independent review of its financial records each year to insure proper handling of all funds.
- TEACHER STIPEND – A yearly stipend may be paid to teaching staff, available solely at the beginning of each fiscal year. The amount paid will be determined by the Executive Board, and as applicable with preserving budget

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limitations.

- **COMMITTEE FUNDING** – It is understood that Events and Fundraising require refreshments, supplies, decorations, etc. Approved Committees may submit their request for funding to the Executive Committee in writing 30 days before the event date.
 - a. **Request for Funds** – Request for funding should be made in writing, via form, letter or email.
 - b. **Accounting of Funds** – Receipts, proof of purchase and detailed report of monies spent must be provided by the spender to receive reimbursement for said funds.

VI. MEETINGS

- **BOARD MEETINGS** – The Executive Board shall meet prior to general PTU meetings, and/or at the discretion of the President.
- **GENERAL PTU MEETINGS** – General PTU meetings shall be held to conduct the business of the PTU. Meetings shall be held every-other-month during the school year, or at the discretion of the Executive Board.
- **MEETING VOTING** – Active members in attendance at a PTU meeting are eligible to vote, one vote per household. Absentee or proxy votes are not permitted.
- **QUORUM** – Eight (8) active members of the PTU present and voting constitute quorum for the purpose of voting.
- **COMMITTEE MEETINGS** - Meetings will be held as necessary, and maybe held independent of the executive board attendance. The respective committee chair will notify the committee members of the time and place, and coordinate the meeting. The Vice President should be notified by the Committee Chair of event details and planning taking place during such meetings.

VII. COMMITTEES

The following Committees and sub-committees are hereby recognized as standing, but not irrevocable, and/or limited.

- **CHARTER** - The committee is comprised of the Executive Committee and all active members, and is responsible for the review of PTU bylaws, practices, and procedures.
 - a. **Duties include**, annual review of bylaws, incorporation of amendments, make recommendations, mediation for oversights and disputes, and semi-annual review of executive board and officer activity.
- **FUNDRAISING** – Overseen by the Fundraising Chair, who determines responsible fundraisers to chair the respective events, which includes various sponsored as hosted by PTU. Events may include, but are not exclusive to Entertainment Book Sales, Magazine Sales, Market Day Sales, School Labels, Raffle Calendars, Resale Shoppe, Blood Drives, etc.

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- **ROOM PARENTS** – Overseen by the Room Parent Chair who is responsible for determining and appointing responsible persons known as Room Parents.
 - a. The leader of each classroom’s Room Parent(s) will be appointed by the Room Parent Chair and will be known as Head Room Parent(s).
 - b. There can be more than one leader of each classroom’s room parents, to be known as Co-Head Room Parents.
 - c. The responsibility of all Room Parents is to assist teachers and classrooms for which they are assigned in correlation with and while upholding school principles, and the respective teacher’s wishes and concerns.
 - d. The names of the Head Room Parents will be determined and announced at the first General PTU meeting following the All Parent Back-to-School Night meeting.
- **TECHNOLOGY** – Overseen by the Technology Chair who is responsible for the updating of the St Mary School website. Once a relative website page is operational and open to the public, the following applies;
 - a. Website page contents should be utilized as and written to uphold the principles of the St Mary School, the St Mary Parish and the Catholic Diocese of North Eastern Ohio.
 - b. Furthermore, School and Staff detail, Event fliers and General information typically forwarded through the school office shall be subject to approval by the St Mary Principal.
 - c. Website pages should be utilized as informational for current St Mary Families, as well as a marketing tool for potential families seeking St Mary School information.
 - d. Page contents wherein should be recorded as, but is not limited to; School Mission, Address, Phone and Fax detail, Staff Contact Information, Grade and Classroom Synopses; Teacher Credentials and Contact Information, PTU Executive Board names, positions and contact information, and St Mary School Classroom and Event photos and descriptions in correlation to the St Mary School Media Policy.
 - e. Page content will be updated at the discretion of the Technology Chair as in relation to timing of School and Community Events.
 - f. Content is the responsibility of the persons, grades, and events for whom respective page content is related to.
 - g. PTU, St Mary’s Principal, Staff, and Parish staff or members for which there is related content on the St Mary School website will be responsible for review of the website three (3) times a year to confirm content is relative and applicable.
 - h. Confirmation of review must be forwarded to the Technology Chair in writing via, email or letter by all responsible parties.

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- i. Scheduled dates of review are as follows;
 - i. *The beginning of the School Year, no later than Sept 1st,*
 - ii. *The end of the Second Semester, no later than Jan 1st,*
 - iii. *The end of the School Year, no later than June 15th*
- HOSPITALITY – Hospitality consists, but is not limited to the following events;
 - a. **Teacher Conferences Luncheon** – A luncheon is prepared and offered to teachers and school staff during the period of teacher conferences in mid November of each year. Duties include; coordination of the luncheon, food and supply donations, decorations, and helpers to assist with full collaboration of the conference days.
 - b. **Catholic Schools Week** – Catholic Schools Week is usually the last week in January and kicks off the celebration of a Catholic education and the beginning of registration for the next coming school year. Duties include; coordinating the following Open House, luncheons, and working with the School Principal to develop and announce fun events for students and to occur during the week.
 - i. *Open House* – *Open House is held on Sunday and is the first day of the Catholic Schools Week celebration. The School and Parish are open to visitors and families seeking school information for their children. Duties include; organizing baked good donations and refreshments, coordinating tour guides, and helpers to assist with all facets of the celebration.*
 - ii. *Student Luncheon* – *Purchased lunches for each student and provided by St Mary PTU on a date to be chosen by the Principal.*
 - iii. *Teacher Luncheon* – *Lunches and dessert purchased or supplied for each staff member, and provided by St Mary PTU on a date chosen by the Principal.*
 - c. **Student End-of-Year Picnic** – The year-end picnic is a luncheon supplied to students on the last day of school, and provided by St Mary PTU. The Year-end celebration also includes events and games provided by St Mary School Staff.
 - d. **8th Grade Graduation Evening Reception** – The 8th Grade Evening Reception is hosted by the PTU and ends the graduation celebration day for students graduating St Mary School. Refreshments, cake, decorations and memorable pictorials are provided by St Mary School PTU, Staff and Parish families.
- HALLOWEEN PARADE & TRUNK-OR-TREAT – The parade and trunk-or-treat events are held in conjunction, being the Kiwanis Parade in the early afternoon and the St Mary Trunk-or-Treat party immediately following. Duties include; organizing the walkers, coordinating parking outside St Mary’s School, decorating the Hall, coordinate games and activities for the after party, and recruitment of volunteers to assist in all manners related to this event.

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- LIL' CHRISTMAS SHOPPE – The Santa Shoppe is an annual sale of holiday gift items, held in December in conjunction with the St. Nick Breakfast Hall Committee. The sale gives St Mary Students and Parish Children the opportunity to purchase wrap gift items for family and friends while keeping the gifts anonymous. Duties include; purchase of necessary items for resale, wrapping of said items, recruitment of volunteers to assist during the event, and marketing of the event.

- FAMILY FUN NIGHT – Catholic Schools week ends with a grand celebration called Family Fun Night which includes, but is not limited to; entertainment, games, crafts, dinner and refreshments, basket raffles, door prizes, give-ways, and various contests. Duties include; creation of a theme for the event, organization of and delegation to sub-committees, recruitment and coordination of volunteers, and organizing each facet of the celebration to ensure it meets expectations set from past events.

- ELYRIA MEMORIAL DAY PARADE – The Elyria Memorial Parade is held annually on Memorial Day. Students, Parents and Parish families walk in the parade each year to represent St Mary's School and parish. Duties include; organizing walkers, providing drinks and refreshments, and if available coordination and recruitment of volunteers to decorate a parade float.

- ADHOC EVENTS – Any active member of the PTU may chair a committee to plan an event.
 - a. Committee Chairs should advise the Vice President of their ideas and plans to coordinate proper timing and detail planning. The Executive Committee is an excellent resource for contacts, occasion event timing and detail preparation, and maybe contacted for such purposes.
 - b. If PTU funding is required, a written request and event plan must be forwarded to the Executive Board 30 days prior to the event date.

- VOLUNTEERS - Any members or volunteers who volunteer for PTU functions concerning the attendance of students without parental or staff supervision are recommended to complete Virtus training. Being in PTU doesn't automatically cover the same requirement we ask of volunteers. In case of one-time events where staff is likely to be present, it would be permissible to have parents who haven't completed training present, or we would have a very difficult time getting volunteers for things like dances or family night events.

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VIII. BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTU member. Amendments presented at a PTU meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

IX. DISSOLUTION

In the event of dissolution of the PTU, any funds remaining shall be donated to St. Mary School, Elyria.

X. PARLIAMENTARY AUTHORITY

Majority Rule will serve as the leading premise behind and concerning all PTU meeting items for discussion. The guidelines of common meeting practices will be utilized in adherence for which PTU meetings are managed.

- COMMON ORDER OF DISCUSSION – Robert’s Rule of Order shall apply in relation to upholding and preserving respectful discussions and proceedings. When

a member of the PTU is holding the floor on a topic, all other present members will refrain from comments until the topic or concern is presented in full.

XI.

BYLAW ADOPTION

These bylaws were adopted on _____.

SIGNATURES IN AGREEMENT

PTU PRESIDENT
STEPHANIE FORTHOFER

PTU VICE-PRESIDENT
GINA MAXWELL

PTU SECRETARY
LORI MASSEY

PTU TREASURER
CINDY BREDEL

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PTU FUNDRAISING CHAIR
BECKY EICHER

SCHOOL PRINCIPAL
SHARON BRUNKOW

PARISH PASTOR
FATHER CHARLIE DEIDRICK