

**NATIVITY OF OUR LORD SCHOOL
PARENT TEACHER ORGANIZATION BY LAWS Updated March 2008**

Article I

The name of this organization shall be “THE NATIVITY SCHOOL PARENT TEACHER ORGANIZATION” (PTO).

Article II

The mission of the Nativity Elementary School PTO is to enhance the atmosphere of the school and to enrich the quality of our spiritual, intellectual, physical, social, and emotional education through fundraising, volunteerism, and sponsorship of multiple activities.

Article III

The membership: All faculty and parents of the Nativity School children are members of the PTO. The dues are \$10.00 per year per family for operating expenses. Any faculty without enrolled children is exempt from dues.

Article IV

The officers of the organization shall be the Chairperson, Co-Chairperson, Secretary, Treasurer, and the Nativity School Principal. The Board shall consist of the officers and the following committee chairpersons: Applause, Babysitting, Broomfield Days Parade, Box Tops for Education, Charitable Works, Cookie Dough, Guest Speakers, Entertainment Book, Entertainment Rewards, Health, Historian, Hospitality, Newcomers, Room Parents, Santa Shop, Sunshine, and Uniforms.

Article V

PTO meetings shall be held monthly during the school year. There shall be a minimum of one meeting a year held in the evening. The dates and frequency are to be determined by need and availability according to the Nativity School and Parish Calendar.

Article VI

This constitution of by-laws may be amended by a 2/3 majority vote of the board. Amendments must be presented to the board at least two weeks prior to voting on such.

Article VII

The election of Officers: In March of each year, all officer positions will be open for nomination. All chairpersons from the previous year may automatically have a nomination spot. The co-chairperson from the previous year has a priority option to be nominated for the position of the chairperson. This is to ensure continuity of the chairperson seat from year to year. Voting occurs at the PTO meeting after all nominations are made. Officer positions are determined by majority vote.

Article VIII

When a decision is put to a vote, parliamentary procedure shall be followed. In the summer, situations unforeseen can occur that need an expedient decision. In such instances, since the PTO cannot meet, all available officers from the previous year and the impending school year shall be polled via meeting, email, or phone, and approval will be granted or denied based upon the need for a majority vote or approval.

Article IX

The treasury of the PTO shall be run in the following manner:

- A. The PTO fiscal year shall correspond to the Parish fiscal year, which is currently July 1st to June 30th. Financial matters and procedures will be in accordance with the Archdiocesan fiscal policies.
- B. The Parish business manager will inform the treasurer of the date that the budget for the next year is submitted. All committee chairpersons will then submit their budget to the treasurer. PTO officers will compile the final budget to be voted upon by the PTO. After the PTO has approved the final budget, it will be submitted to the Parish Pastor and School Principal for final approval of all funds raised and anticipated expenses.
- C. The treasurer will be responsible for accounting for all financial activities of the PTO. The accounting record will include all details of income and expense, with the bank reconciliation being performed by the Parish business manager and a copy being given to the PTO treasurer.

Duties of Officers and Board Members

The CHAIRPERSON shall call meetings, chair meetings, and arbitrate policy-making decisions.

The CO-CHAIRPERSON shall conduct meetings in the absence of the Chairperson. He or she shall be an apprentice to the chairperson so that in the event that the chairperson position needs filling, the co-chairperson will be prepared to be effective.

The TREASURER shall keep all accounting records and allocate funds as the board shall direct. A full record of accounts receivable and expenditures shall be given at the board meeting each month and a copy given to the Chairperson.

The SECRETARY shall keep a detailed written account of all PTO meetings for the year. He or she shall also keep the records from the previous two years so that they may be referred to.

The APPLAUSE COMMITTEE shall strive to promote spirit of Nativity faculty and students.

The BABYSITTING COMMITTEE shall establish babysitting so that the parents and faculty may be free to attend PTO meetings and other functions more easily.

The BROOMFIELD DAYS PARADE COMMITTEE shall handle all arrangements needed for Nativity School to participate in the Broomfield Days parade.

The CHARITABLE WORKS COMMITTEE shall handle the title of Halloween Candy and Thanksgiving Food Drive and keep the Lost and Found area neat.

The COOKIE DOUGH COMMITTEE shall be in charge of the Cookie Dough fundraisers in the fall and spring.

The ENTERTAINMENT COMMITTEE shall be in charge of the Entertainment Book fundraiser.

The ENTERTAINMENT REWARDS COMMITTEE shall be in charge of parties or prizes for high selling individuals and classrooms.

The HEALTH COMMITTEE shall be in charge of testing hearing, sight, and scoliosis for students as appropriate for their ages.

The HISTORIAN COMMITTEE shall accumulate and assemble records in a scrapbook form: newspaper clippings, snapshots, etc. of Nativity School activities and students.

The HOSPITALITY COMMITTEE shall provide refreshments for various functions throughout the year such as Get Acquainted Coffee, back to School Night, etc.

The NEWCOMERS COMMITTEE shall be in charge of activities to welcome new families into Nativity School.

The ROOM PARENTS COMMITTEE shall aid the teachers in various special activities throughout the year.

The SANTA SHOP COMMITTEE is responsible for operating the annual Santa Shop..

The SUNSHINE COMMITTEE is responsible for being creative in helping members of the Nativity School Community through difficult times.

The UNIFORM COMMITTEE shall be in charge of organizing used uniform sales at the school.