



**BYLAWS OF ST. ALOYSIUS GONZAGA SCHOOL'S  
PARENT TEACHER ORGANIZATION  
MISSION STATEMENT**

**Revised April 2022**

“The mission of the St. Aloysius Gonzaga (St. Al’s) PTO is to bring parents and teachers together to provide a learning experience which ensures that all students have the opportunity to achieve their highest potential within a Catholic education.”

**ARTICLE I  
NAME**

The name of this organization shall be the St. Aloysius Gonzaga Parent Teacher Organization of Cincinnati, Ohio, in the Archdiocese of Cincinnati, in the County of Hamilton, Ohio (here and after referred to as “St. Al’s PTO” or “PTO”).

**ARTICLE II  
OBJECTIVES**

The objectives of the St. Al’s PTO shall be:

1. To help parents and teachers acquire a profound appreciation of the ideals of a Catholic education.
2. To promote a clearer understanding of the mutual education responsibilities of parents and teachers.
3. To encourage the cooperation between home and school to improve and enhance the learning environment of St. Al’s students.
4. To organize and promote fundraisers for the benefit of the school.

**ARTICLE III  
OFFICERS**

The elected officers shall be President, Vice-President, Treasurer, Assistant Treasurer, Recording Secretary, Assistant Recording Secretary, Media Relations Lead, Assistant Media Relations, Way &N Means Coordinator, Hospitality Coordinator, Spiritwear Coordinator and School Liaison. If deemed necessary, Members-at-Large may be appointed by the President. The Outgoing President and Outgoing Treasurer shall serve as an advisory, non-voting member of the Executive Board. The Pastor of the Parish and the Principal of the school shall be, respectively, the Spiritual Director and the Honorary President. A member of the teaching staff shall serve as Faculty Representative to this organization.

Section 1. The President shall preside at the meetings of this PTO and of its Executive Board, appoint the chairman of the committees with approval of the Executive Board, direct the Treasurer for the payment of bills, and perform such duties as are incumbent upon this office. This is a two year term. This is a voting role.

Section 2. The Vice-President, in the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office. This is a two year term. This is a voting role.

Section 3. The Treasurer shall receive all dues and other monies of the PTO, shall keep an accurate accounts of same, and shall maintain an accurate checking accounts/financial tracker. It is the decision of the St. Aloysius Business Manager who will manage the PTO checkbook (i.e. the Business Manager or PTO Treasurer). If the PTO Treasurer manages the checkbook then the signatures of the Treasurer plus the President are needed when issuing checks. If the Treasurer or President is to receive a check then the check must be signed by two other checking account approved signers. The Treasurer is responsible to work closely with the President to create the PTO Budget for the New School Year and having the Board Review and Approve it. The Treasurer shall approve all spending requests and ensure all events are within budget. This is a voting role.

Section 4. The Assistant Treasurer member shall serve for one year prior to becoming the Treasurer to learn all facets of the role. The Assistant Treasurer receives dues and assists the Treasurer with deposits. This is a non-voting role.

Section 5. The Recording Secretary shall keep the minutes and records of all general and Executive Board meetings, shall share open meeting minutes, shall keep a list of all board members present at meetings, shall notify members of their appointments on committees, and shall discharge such duties as are incumbent upon this office. The Recording Secretary shall also keep record of all motions voted on by the Executive Board. This is a voting role.

Section 6. The Assistant Recording Secretary member shall serve for one year prior to becoming the Recording Secretary to learn all facets of the role. The Assistant Recording Secretary takes meeting minutes if Recording Secretary is not able to attend the PTO Meeting. This is a non-voting role.

Section 7. Media Relations Lead shall handle all correspondence between PTO and the outside community. Media Relations owns all posts of the St. Al's PTO Facebook page, keeping the PTO page on the St. Al's Website up-to-date, providing/submitting PTO updates for the Gator Gazette, providing PTO updates for St. Al's Sunday Bulletin, and other such duties as are incumbent upon this office. This is a voting role.

Section 8. The Assistant Media Relations member shall serve for one year prior to becoming the Media Relations Lead in order to learn all facets of the role. The Assistant Media Relations member assists the Media Relations Lead as needed. This is a non-voting role.

Section 9: Spiritwear Coordinator shall take care of fulfilling all spirit wear orders and selling spirit wear at school activities. Spiritwear Coordinator needs to ensure all spiritwear material is up-to-date. The Spiritwear Coordinator shall ensure correct reconciliation with Spiritwear provider and work with Spiritwear provider to get reconciliation checks for spiritwear purchased online. This is a voting role.

Section 10. The Hospitality Coordinator shall take care of food and drink items for all PTO functions. This includes Stock the Teacher Lounge at the beginning of the year, Meals for Teachers during Conferences, Catholic Schools Week, Teacher Appreciation Week, and Treats for kids. The Hospitality Coordinator coordinates all PTO Catholic Schools Week events. This is a voting role.

Section 11. The Ways & Means Coordinator shall be the liaison between the fundraising chairpersons and the Executive Board. Ways & Means plans the various PTO fundraiser events throughout the year (such as the Fall Fundraiser, Monthly Restaurant Dine to Donate Fundraisers, Gator Walk, Coke/Box Tops/Kroger Rewards, etc). This is a voting role.

Section 12. The School Liaison shall be the liaison between the teachers and the Executive Board. This role assigns the Room Parents for each classroom (Preschool – 8th Grade) at the beginning of the school year and communicates to the Room Parents the list of individual class parties they must coordinate during the year based on the teacher’s requests (i.e. Halloween, Thanksgiving, Christmas, Valentine’s Day, St. Patrick’s Day, End of Year, etc). The School Liaison communicates with the Room Parents throughout the year to ensure they understand the scope of their work. This is a voting role.

Section 13. The Teacher Representative(s) shall be the voice of the faculty on the PTO and act as the liaison between the Executive Board and the faculty. This is a voting role.

Section 14. If the Outgoing President and Outgoing Treasurer are not continuing on the Executive Board in another position, the Outgoing President and Outgoing Treasurer shall serve for one-year as an advisory, non-voting member of the Executive Board who will help ensure consistency and continuity for the PTO.

Section 15. These officers shall be announced at the May General Meeting or in a May “Gator Gazette” newsletter.

Section 16. The term of President and Vice President shall be for two years. Other offices are for a one-year term with the option to renew for another year. No officer shall hold the same

office for more than two years in a row, unless there is a shortage of volunteers for that role. When the term of President ends, the office of the President shall be filled by the Vice-President. If the Vice-President is unwilling or unable to serve as President, then upon a majority vote of the Executive Board, the Vice-President may be excused from taking over the President's office, provided that another officer of the Executive Board or a member of the PTO is willing to perform the office of the President. The new President takes office at the first Executive Board meeting following the end of the current school year.

#### **ARTICLE IV EXECUTIVE BOARD**

The Executive Board shall consist of the President, Vice-President, Treasurer, Recording Secretary, Media Relations Lead, Ways & Means Coordinator, Hospitality Coordinator, Spiritwear Coordinator, School Liaison Coordinator and Teacher Representative, the pastor EX OFFICIO and the school principal EX OFFICIO. These persons shall have full responsibility for the PTO business affairs, including the approval of committee appointments review of their reports, consideration of suggestions concerning school policies, budget, and other administrative details. The Executive Board members are the voting members of the St. Al's PTO. If one person holds more than one voting Executive Board position, they only get one vote.

#### **ARTICLE V MEETINGS**

Section 1. General Meetings of the PTO shall be held during the months of September, January, and May, or as designated by the President and the Principal.

Section 2. The Executive Board shall meet monthly, or as otherwise requested by the President.

#### **ARTICLE VI MEMBERSHIP AND DUES**

Membership dues may be set by the Executive Board yearly. All Executive Board members must be in good standing by paying their membership dues.

Section 1. Annual Membership dues shall be determined by the Board by August 1st of each school year. The term of the annual Membership shall be from August 1st of the current year to July 31st of the following year.

Section 2. Persons with children attending St. Aloysius Gonzaga School are eligible for membership upon payment of dues.

#### **ARTICLE VII EXPENSES AND REIMBURSEMENT**

Any expenses over \$500 shall require a majority vote of the Executive Board. Any expense request for \$500 or less must be in writing to the Treasurer from the President. Reimbursement requests must be made to the Treasurer within fourteen days (2 weeks) of the event date using the Reimbursement Request form. The Treasurer has thirty days, from request receipt, to issue payment.

### **ARTICLE VIII RETURN CHECK POLICY**

Upon receipt of a returned check made payable to St. Aloysius School PTO, notice will be sent to the check issuing party notifying them of the returned item and of the fee charged to the PTO account. This notice requests issuer to send a money order or cash to replace the returned item and additional fee charged (currently \$25.00) to school in care of the PTO treasurer. If there is no response after two weeks, a second notice will be sent to issuer requesting their immediate attention to this item. If there is still no response after an additional two weeks, the Treasurer or Chairperson will contact issuer by telephone to inform issuer that immediate payment is necessary. If payment is not received within one week of this telephone call, PTO will no longer accept checks from this individual and the unpaid amount will be turned over to Ken Schultz, Business Manager for St. Aloysius Church and School.

### **ARTICLE IX COMMITTEES**

All events and fundraisers sponsored by the PTO will have a chairperson(s). This chairperson(s) is responsible for informing the Executive Board periodically on the particular event or fundraiser, *i.e.*, buying items, decisions or changes, etc. Other Special Committees, in keeping with the PTO's objectives, may be appointed by the President with the approval of the Executive Board.

### **ARTICLE X RESPECT FOR SCHOOL POLICIES**

The PTO shall respect the established school policies and practices as set forth by the Pastor and by the school principal.

### **ARTICLE XI SPIRITUAL ADVISOR**

The Pastor or a priest appointed by the Pastor shall be the Spiritual Advisor.

### **ARTICLE XII NOMINATIONS AND ELECTIONS**

Section 1. Board vacancies shall be open to the General Assembly first. To be considered for a board position, a person must be current on PTO dues. In the event that a position opens on the Board, and no one from the General Assembly wishes to fill it, another Board member shall be permitted to move to that position, with majority approval from the Board, regardless if their current position commitment has been completed or not.

Section 2. Open positions will be posted in the “Gator Gazette” with a deadline date for candidates to respond. Written responses of interest must be received by the President by the deadline date to be considered.

Subsection A. Only members are eligible to be nominated. The consent of the nominee must be given before their name is presented.

Section 3. If more than one person desires to fill the same position, an election shall be held.

Subsection A. If there are only two people running for the same position and they do not want to run against each other, they may decide among themselves who will fill the position.

Subsection B. If there are two or more people running for the same position, they each must provide an informational bio about themselves to be included on the ballot.

Section 4. Electronic or paper ballots will be sent home. There will be a deadline of one week to vote.

Section 5. Results will be announced at the May General Meeting or in the “Gator Gazette” newsletter.

Section 6. Incoming officers shall take office at the first Executive Board meeting following the end of the current school year.

Subsection A. If any offices remain unfilled, it will be up to Board to nominate and elect officers to those positions.

Subsection B. The term of each office can be served for more than two consecutive terms in the same office if all duties and responsibilities are being upheld and will be voted in by the quorum.

Subsection C. Vacancies of elected officers occurring during the year shall be filled through the Board.

### **ARTICLE XIII RULES OF ORDER**

Section 1. All meetings of this PTO shall be conducted according to the Roberts Rules of Order (Revised) when not inconsistent with the By Laws/Constitution.

Section 2. Any suggestions made at a General Meeting concerning a modification of established school policies and practices shall be referred, without debate or vote, to the Executive Board.

### **ARTICLE XIV**

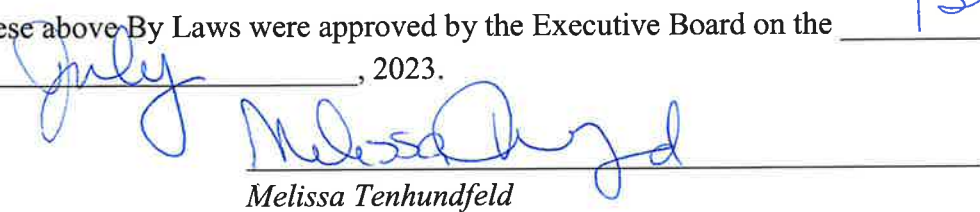
**QUORUM**

Section 1 The quorum of the Executive Board shall be a majority of members in attendance at the meeting when a vote is taken.

**ARTICLE XV  
AMENDMENTS**

The By Laws shall be reviewed annually in February by the Executive Board. Revisions will be made as necessary by a two-thirds vote of the Executive Board.

These above By Laws were approved by the Executive Board on the 1st day of July, 2023.



*Melissa Tenhundfeld*  
St. Aloysius Gonzaga PTO Executive Board