

# Trinity Elementary School Parent Teacher Organization By-Laws

Adopted: September 8, 2015

Amended: April 2019, April 2021, April 2022

## Article 1: Name

**Section 1.** The name of our organization is Trinity Elementary School Parent Teacher Organization (“Trinity PTO”) whose address is 2811 7<sup>th</sup> Street East, West Fargo, ND 58078.

**Section 2.** The name of our school is Trinity Elementary School (“Trinity”), which is part of the St. John Paul II Catholic Schools Network (“JPII”).

## Article 2: Mission and Purpose

**Section 1.** JPII Mission Statement: *To inspire excellence by teaching the total person and fostering the following of Christ, as taught by the Catholic Church.*

**Section 2.** Trinity Mission Statement: *To serve the students, parents and faculty of Trinity through Learning, Excellence, Service, Faith and Community.* Therefore, the Trinity PTO, guided by both the JPII and Trinity Mission Statements, exists to support Trinity’s core values defined below:

- a. **Learning** – Trinity expects our teachers and faculty to know and engage students, which includes knowing the academic standards they are to teach, identifying the different learning styles of each student and enhancing our students’ physical, mental, social and spiritual development.
- b. **Excellence** – Trinity expects our students to perform to the best of their ability, demonstrate Catholic values, and abide by the JPII Code of Conduct.
- c. **Service** – Trinity will encourage students, parents and faculty to share their talents in service to Trinity and to anyone else in need.
- d. **Faith** – Trinity will adhere to our Catholic faith by praying with our students daily, interacting with and relying on our priests and the Church for guidance, encouraging students to use their talents to share their faith and by making our faith consistently apparent to those we encounter.
- e. **Community** – Trinity will work together, build trust and listen actively to one another by fostering the community of Christ.

## Article 3: General Policies

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at Trinity, as well as any member of Trinity faculty, are eligible for Trinity PTO membership (“Member”). There will be no assessed fee for membership.

**Section 2.** The Trinity PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Trinity PTO’s interests.

**Section 3.** Trinity PTO is a non-commercial, non-sectarian, non-partisan organization.

## Article 4: Officers

**Section 1.** The business and affairs of Trinity PTO shall be managed by and under the direction of the following officers: President, Vice President, Secretary, Treasurer, Past President, and Principal (each “Officers” and collectively, the “Board”).

- a. President (voting member)
  - i. Shall preside over Board meetings and general meetings of Trinity PTO, serve as the primary contact for the Principal, prepare the agenda and represent Trinity PTO at meetings outside the organization as required.
  - ii. Shall serve as an ex officio member of all committees and coordinate the work of all the Officers.
  - iii. Perform such other duties as may be prescribed in these bylaws or assigned by the Trinity PTO.
  - iv. Provides transition guidance and past files for incoming president on or before June 1 of the upcoming academic year
- b. Vice-President (voting member)
  - i. Shall act as an aide to the President
  - ii. Performs the President’s duties if the President is absent.
  - iii. Provides transition guidance and past files for incoming vice-president on or before June 1 of the upcoming academic year

- c. Secretary (voting member)
  - i. Takes and keeps a roster of all Members attending each Trinity PTO general meeting.
  - ii. Records the minutes of the meetings and publishes the minutes to all Members.
  - ii. Maintains current and past records of all meetings.
  - iii. Provides transition guidance and past files for incoming secretary on or before June 1 of the upcoming academic year
- d. Treasurer (voting member)
  - i. Has custody of all Trinity PTO funds.
  - ii. Keeps a full and an accurate account of receipts and expenditures.
  - iii. Makes disbursements as authorized by the President, the Board or in accordance with the budget previously approved by the Trinity PTO.
  - iv. Signs checks for approved expenditures.
  - v. Prepares a proposed budget to the Board for approval.
  - vi. Prepares a statement of financial condition for each general meeting or at other times when requested by the Board.
  - vii. Provides transition guidance and past files for incoming treasurer on or before June 1 of the upcoming academic year
- e. Past President (non-voting member)
- f. Principal (voting member) Provides guidance and advice to each Officer and/or the Board as a whole based on past experience and in order to ensure continuity. Provides transition guidance and past files for incoming president on or before June 1 of the upcoming academic year
  - i. Provides representation for Trinity and JPIL.
  - ii. Communicates necessary Trinity and JPIL matters to the Members at the general meeting.
  - iii. In consultation with the Board, schedules dates for Board meetings and general meetings.
  - iv. Reviews requests that originates from faculty, fundraising or otherwise, and provides the Board with a recommended action.
- g. Teacher Ambassador (voting member) Acts as a representative of the teachers and acts as a liaison for communication between the Board and the staff. One-year term, selected by Principal.

**Section 2.** Each year, a new Vice-President and Secretary will be elected to serve a one-year term on the 2nd to last general meeting of the school year by a majority vote of the Members. Every other year, a new Treasurer will be elected to serve a two-year term on the 2<sup>nd</sup> to last general meeting of the school year by a majority vote of the Members. The previous Vice-President will become the new President. The previous President will become the new Past President. Newly elected Officers will assume their duties following completion of the current school year. A vacancy occurring in any office shall be filled for the unexpired term by a Member selected by a majority vote of the Board. In the case of a vacancy in the office of President, the Vice President shall serve in this position until the next election. No Officer can hold the same office for two consecutive terms, except for the Principal.

**Section 3.** The Board may delegate tasks to volunteers that are Members in order to effectuate the work of the Trinity PTO (“Committee Chairs”).

- a. Each Committee Chair will be provided time on the general meeting agenda to update Trinity PTO as to the status of their work.
- b. Committee Chairs are expected to cooperate with other Coordinators from time to time. If a disagreement arises between committee chairs about scope of work, budget or any other matter pertaining to the work delegated to the respective committee chair, then the committee chairs will meet with one another to resolve their dispute. If they are unable to resolve their dispute, the committee chairs will request a meeting with the President and the President will decide how to resolve the dispute. In resolving disputes, the President reserves the right, but is not required to, to refer this matter to the Board or to a vote of the Members at a general meeting.
- c. Committee or project lead positions may include but are not limited to:
  - (succession plan)
  - i. Events Committee
  - ii. Staff Appreciation Committee
  - iii. Philanthropy Committee
  - iv. Community Engagement Committee
  - v. Parent Ambassador Coordinator

**Section 4.** The newly elected Officers will meet with the previous Officers in order to ensure the continuity of the management of Trinity PTO. All relevant documentation held by the previous Officers will be turned over to the newly elected Officers. The proposed budget for the upcoming academic year will be set at this meeting and disseminated to all Board members.

## Article 5. Finances

**Section 1.** All funds raised by Trinity PTO shall be deposited in a FDIC insured bank account designated by the Board (“Account”). All Trinity PTO expenditures shall also be disbursed from the Account.

**Section 2.** Any Member, committee chair, or Officer requesting reimbursement from the Account must provide the Treasurer the corresponding receipt for the expenditure. In the absence of a vendor prepared invoice or receipt, a manually prepared and signed account of the expenditure must be provided and retained for future reference. Proposed financial expenditures that do not conform to the previously approved budget, must be voted on by the Members at a general meeting. Expenditures that have not been previously approved, but do not exceed \$50, may be approved by the Treasurer in its reasonable discretion. If an expenditure is greater than \$50 and less than \$500 and cannot wait until the next scheduled general meeting for approval due to being time sensitive, then a majority of Officers may approve the expenditure and will inform the Trinity PTO of said expenditure at the next scheduled general meeting.

**Section 3.** Any member, committee chair, or officer may request funding for a specific initiative. These requests will use the Trinity [PTO funding request form](#) available on the website and also in the Trinity elementary office. The form should be completed by the requesting agent and forwarded to the Principal. Please submit the form at least 1 week prior to the PTO meeting at which the request will be voted on. The Principal has the responsibility to ascertain the legitimacy of the need. If appropriate based off school need and compliance with policies and procedures, the funding request will be placed on the agenda for the next PTO meeting. All members will be asked to vote on the request in accordance with Robert’s Rules of Order.

**Section 4.** The Board reserves the right to impose a moratorium on any financial requests that are not included in the then current budget, should the Board feel, in its sole discretion, that the Account risks being inadequate to cover the future obligations of the Trinity PTO.

**Section 5.** The Trinity PTO is a state tax-exempt organization that falls under JPPI’s 501c3 status

**Section 6.** Trinity PTO fundraising efforts shall not conflict with the fundraising efforts of JPPI.

**Section 7.** Upon the dissolution of Trinity PTO, after paying or adequately providing for the debts and obligations of the organization, the Board will distribute the remaining assets to one or more nonprofit funds, foundations, or organizations that have established their tax exempt status under the state and federal tax laws as determined by the Board.

## Article 6. Meetings

**Section 1.** The Board will schedule all general meetings, which will generally occur on a monthly basis with some exceptions from time to time. In no event will the Trinity PTO have less than 5 general meetings in a given school year. Subject to force majeure, the Board will not reschedule the time, date or location of a scheduled general meeting without providing at least 7 days’ notice communicated via the Trinity Newsletter or via email to each Trinity family to the email address that Trinity has on file. When members are joining virtually, one vote per logged in attendee will be recorded. If members wish to cast their individual vote, each individual must log into the meeting separately.

**Section 2.** Additional general meetings may be called by the President, the Principal, or any two Officers upon 7 days’ notice pursuant to the notice procedures set forth above.

**Section 3.** A general meeting may be cancelled by the President, the Principal, or any two Officers due to natural disasters and other force majeure causes. Notice of a general meeting cancellation will be communicated via email to each Trinity family to the email address that Trinity has on file.

**Section 4.** All general meetings are conducted using Robert’s Rules of Order. It is the intent of the Trinity PTO to complete all general meetings in less than 60 minutes. Therefore, all items to be discussed at general meetings will be presented as an agenda item. Any Member may request time on an upcoming agenda by emailing the President. The President may grant time for items not on the agenda during a general meeting if time permits.

**Section 5.** Motions made by any Member present at a general meeting will be decided by majority vote. In accordance with Robert’s Rules of Order, a tie vote results in a negative/failed vote.

# Article 7. Amendments

**Section 1.** Any Member may propose an amendment to these by-laws so long as the exact proposed language of the amendment is included on the agenda prior to an upcoming general meeting. The proposed amendment may be presented at the general meeting for discussion and then carried forward for a vote at the next regular scheduled general meeting. If the proposed amendment receives a 3/4 vote of all the Members present, then the Secretary will update these by-laws with the newly approved amendment and the newly amended by-laws will govern Trinity PTO.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Principal