

DIVINE SAVIOR ACADEMY SIENNA  
PARENT TEACHER ORGANIZATION BYLAWS

**Article I - Name**

The name of the organization shall be Divine Savior Academy Sienna Parent Teacher Organization (DSA Sienna PTO).

**Article II - Purpose**

The DSA Sienna PTO shall exist for educational and charitable purposes that are outlined in our mission statement.

**Article III - Mission Statement**

The mission of the DSA Sienna PTO is to support a Christian education of our students and to enhance the experience of students enrolled in Divine Savior Academy Sienna through financial resources and activities as well as to bring the home, the school and the community together so that parents and/or guardians and teachers may collaborate in the best interests of the students.

**Article IV - Membership**

All parents and/or legal guardians of current students and all current school faculty of Divine Savior Academy Sienna may become a member of the DSA Sienna PTO at any time during the year and will have voting rights.

**Article V - Officers and Team Leaders**

**Section 1. Executive Committee**

- A. The officers of the DSA Sienna PTO shall be President, Vice President, Secretary, Public Relations and Treasurer.
- B. The President, Vice President, Secretary, Treasurer, Public Relations, Principal, and DSA Faculty Representative shall be

referred to as the "Executive Committee" from here on in the Bylaws.

- C. The Executive Committee shall create the teams based on the needs of Divine Savior Academy Sienna and are subject to change by a vote of the Executive Committee.
- D. The duties of the Executive Committee shall be to transact business between the monthly meetings, selection of team leaders, lead team leaders, create DSA Sienna PTO awareness, prepare and adhere to an annual budget, designate expenditures of the funds, sign contracts and prepare reports.

## **Section 2. President**

- A. The President is the principal executive officer of the DSA Sienna PTO and subject to control of the DSA Sienna PTO Executive Committee and the direction of the DSA Sienna PTO membership at large.
- B. The President shall create the monthly meeting agenda and preside over executive board meetings, serve as the primary contact for the Principal and serve as an ex officio member of all teams and/or committees.
- C. The President shall help to coordinate the work of all the officers and teams so that the purpose of the DSA Sienna PTO is served.
- D. The President will only vote to break a tie or establish a quorum.
- E. The President will present all agenda items requiring school faculty approval at the monthly faculty meeting.
- F. The President must approve all expenditures of the DSA Sienna PTO and present them to the Principal for review.

## **Section 3. Vice President**

- A. The Vice President shall be a member of the Executive Committee.
- B. The Vice President shall preside at all monthly meetings in the absence of the President.
- C. The Vice President shall be responsible for assisting the President with the oversight of teams determined by the President.

- D. The Vice President shall be responsible for maintaining volunteer lists.
- E. The Vice President shall assist the president in other duties to be agreed on by both the President and Vice President.
- F. The Vice President shall create and maintain a master schedule of events.

#### **Section 4. Secretary**

- A. The Secretary shall be a member of the Executive Committee.
- B. The Secretary shall keep a record of all the monthly meetings of the DSA Sienna PTO.
- C. The Secretary will maintain a record of attendance at each monthly meeting.
- D. The Secretary must make available monthly meeting minutes within fourteen (14) days.
- E. The Secretary must maintain an official list of voting members.
- F. The Secretary must keep a copy of all contracts and vendors for historical data.
- G. The Secretary will help to handle event publicity/promotions and any correspondence.
- H. The Secretary keeps copies of meeting minutes and bylaws and brings them to the monthly meetings.
- I. The Secretary will help to assure that meetings are conducted according to correct parliamentary procedure as per the Robert's Rules of Order.
- J. The Secretary will provide the Principal and school staff with the schedule of meeting dates for the school year.

#### **Section 5. Treasurer**

- A. The Treasurer shall be a member of the Executive Committee.
- B. The Treasurer will collect all receipts pertaining to all events of the DSA Sienna PTO. A record will be maintained of all accounts payable and accounts receivable.

- C. All PTO funds are to be turned into the Treasurer immediately and deposited by the Treasurer into the DSA Sienna PTO account within a maximum of seven (7) days.
- D. The Treasurer shall keep an accurate record of the receipts and expenditures and pay out funds in accordance with the approval of the DSA Sienna PTO and/or the Executive Committee.
- E. The Treasurer will present a reconciliation of the bank account at every monthly meeting and at other times of the year when requested by the Executive Committee.
- F. The Treasurer will complete and submit for filing with the Internal Revenue Service the DSA Sienna PTO's annual non-profit federal income tax return and state sales tax return.
- G. The Treasurer will prepare for the books to be audited annually.
- H. Reimbursements will be made only for expenses with receipts attached to the reimbursement form and with approval from the President or Vice President and at least one (1) other member of the Executive Committee.
- I. All reimbursements must be submitted for payment within one month of purchase in order to be reimbursed.
- J. The Treasurer shall meet with the DSA Business Manager each semester to audit the books.

## **Section 6. Team Leaders**

- A. For team leader positions, each team leader shall have been a member of the DSA Sienna PTO membership at large for at least one full school year. However, should there be no suitable candidate; the position can be filled by any member of the DSA Sienna PTO membership at large.
- B. Teams shall be created by the Executive Committee as deemed necessary to promote the objectives of the PTO and to carry out the work of the PTO. Each team leader is accountable to the Executive Committee via the President and Vice President and is required to seek guidance for all proposed activities. The team leader must complete a Project Planning Worksheet and obtain Executive Committee approval prior to the implementation of any and all initiatives.

- C. Each team leader of each standing team will attend all PTO meetings.
- D. The assigned team structure may be modified as necessary to meet the needs of the PTO and the School. Modifications to the structure require a majority vote of the Executive Committee.
- E. Each team leader is encouraged to hold monthly meetings with team members to encourage teamwork.
- F. Each team leader is responsible for submitting a report to the President no later than two (2) days before the DSA Sienna PTO monthly meeting. Included should be any topics to be discussed at the DSA Sienna PTO monthly meetings.
- G. Each team leader is responsible for ensuring that all team members are following all policies and procedures of Divine Savior Academy Sienna.

**The following positions are not members of the DSA Sienna PTO Executive Committee. The team leaders are there to aid and advise the Executive Committee in fulfilling the Executive Committee's overall mission:**

Fundraising Team Leader

- 1. The fundraising team leader plans at least one (1) fundraiser per semester.
- 2. The fundraising team leader is responsible for encouraging participation in box tops and AmazonSmile.
- 3. The fundraising team leader is responsible for holding meetings as necessary for the team to brainstorm fundraising ideas and to plan upcoming fundraisers together.
- 4. Fundraising plans must be presented to the Executive Committee for approval before the September monthly meeting.

DSA Family Network Team Leader

- 1. The DSA family network team leader is responsible for making sure that new families are welcomed to our school.
- 2. The DSA family network team leader is responsible for making sure the team members are scheduled to welcome new families.
- 3. The DSA family network team leader is responsible for keeping track of welcome baskets inventory.

4. The DSA family network team leader is responsible for encouraging team members to create connections between families at school events.

#### School Events Team Leader

1. The school events team leader shall plan DSA Sienna PTO school events once approval has been received from the Executive Committee.
2. The school events team leader shall assist the school when requested to do so with school events planned by the school faculty or the PTO Executive Committee.
3. The school events team leader is responsible for holding meetings as necessary for the team to brainstorm school events ideas and to plan upcoming school events together.

#### Concessions Team Leader

1. The concessions team leader shall maintain inventory of concession items.
2. The concessions team leader shall create a schedule and sign up for concession stands to be operated.
3. The concessions team leader is responsible for making sure funds received are turned into the Treasurer immediately.

#### Teacher Support Team Leader

1. The teacher support leader shall oversee the room parents and conduct a meeting of all room parents within the first full month of school.
2. The teacher support team leader is responsible for organizing Teacher Appreciation Week once approval has been given by the Executive Committee.
3. The teacher support team leader is responsible for encouraging the room parents to organize a birthday gift for their teacher.
4. The teacher support team leader is responsible for providing each room parent with their teacher's favorite things, Amazon wish lists and contact information within the first full month of school.

5. The teacher support team leader is responsible for connecting with their teacher on how they can best support them throughout the year.

#### Big Fundraiser Team Leader

1. The big fundraiser team leader is responsible for the development, coordination and implementation of one big fundraiser per school calendar year separate from the fundraising team.
2. The big fundraiser team leader is responsible for maintaining a budget that has been approved by the Executive Committee.
3. The big fundraiser team leader is responsible for recruiting volunteers at the beginning of the school year.
4. The venue contract must be presented to the Executive Committee for approval and signed by the Principal.

### **Section 7. Release or Removal from Office**

- A. Officers or team leaders desiring to resign shall inform the Secretary in writing. In the case that the Secretary position is vacant, written notification shall be sent to the President.
- B. Officers and team leaders can also be removed from their positions with the direction of the Executive Committee for failure to attend three (3) consecutive meetings, failure to perform duties, failure to adhere to the conflict of interest policy, or criminal misconduct or unethical behavior in DSA Sienna PTO business.
- C. Two (2) weeks prior to taking the action of removal, the President or Secretary will send the impacted officer or team leader a removal notification via email.
- D. Any member of the DSA Sienna PTO Executive Committee or team leader missing three (3) meetings without notifying the Secretary or President will be considered to have resigned.

## **Article VI - Elections and Nominations**

### **Section 1. Elections**

- A. Election of Officers shall take place at the DSA Sienna PTO May Meeting.
- B. Each officer of the Executive Committee shall have served as an executive committee officer or a team leader of the DSA Sienna PTO the previous year. However, should there be no suitable candidate; the position can be filled from the DSA Sienna PTO membership at large.
- C. Officers are asked to volunteer for one (1) year with a maximum of 2 years served on the committee.
- D. The President will have served at least one year on the DSA Sienna PTO Executive Committee or led a DSA Sienna PTO team prior to the year in which he/she will serve as President, unless no candidate is available who meets the above criteria.
- E. A majority of the votes cast by the voting members is necessary for election.

## **Section 2. Nominations**

- A. If the President has decided to step down or if there are officer vacancies, the Vice President of the DSA Sienna PTO shall serve as Chairman of the Nominating Committee.
- B. The Chairman of the Nominating Committee will appoint four members of the DSA Sienna PTO to the Nominating Committee.
- C. The committee shall be composed of no more than five members. There must be a parent representative from both elementary and middle school and a maximum of two outgoing Executive Committee officers.
- D. The Principal and the DSA Faculty Representative shall serve as ex-officio members of the Nominating Committee.
- E. Notice of open positions must be publicized no later than March 1st.
- F. The Nominating Committee Chairman shall provide a slate of nominees for each office and present it to the DSA Sienna PTO membership at large at the April meeting. Nominations from the DSA Sienna PTO membership at large may be received at the April meeting.
- G. The nominee receiving the most votes of the members present at the May meeting will be elected for each open office. A voice



vote is sufficient when there is only one nominee for each office. Otherwise, voting by secret ballot is required.

### **Section 3. Vacancies**

The DSA Sienna PTO fills any vacancy in office because of death, resignation, removal or inability to serve. However, should a vacancy occur in the office of the President, the Vice President immediately assumes the office and the DSA Sienna PTO fills the Vice President vacancy.

## **Article VII - Meetings**

### **Section 1. Monthly Meetings**

- A. DSA Sienna PTO shall have monthly meetings. The President shall determine the place and time suitable for conducting the monthly meetings
- B. The rules contained in Robert's Rules of Order Revised will govern DSA Sienna PTO meetings in all cases in which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of the DSA Sienna PTO. All Executive Committee meetings voting procedures will follow Robert's Rules of Order.
- C. The DSA Sienna PTO neither seeks to direct the administration activities of the school nor to control its policies.
- D. The President may call special meetings as necessary.
- E. DSA Sienna PTO monthly meetings are open to all school parents. Any parent wishing to speak during the meeting must contact the President one week prior to the meeting to be placed on the meeting agenda. Parents must be on the agenda in order to speak at the meeting.

### **Section 2. Quorum**

A minimum of 10 voting members present at a properly called monthly meeting or special meeting designates a quorum and is entitled to take action on behalf of the DSA Sienna PTO.

### **Section 3. Emergency Voting**

In an emergency situation, the DSA Sienna PTO may vote by phone, email, or other electronic means if authorized by the President. Members shall have at least twenty-four (24) hours to cast their vote. A two-thirds ( $\frac{2}{3}$ ) vote of the entire DSA Sienna PTO is required for adoption, and the vote shall be recorded in the minutes of the next meeting of the DSA Sienna PTO.

### **Article VIII - Amendments**

Proposals to alter or repeal any of these bylaws, shall be submitted in writing to the DSA Sienna PTO Executive Committee who will approve or deny.

### **Article IX - Financial Duties**

- A. A budget shall be prepared for the upcoming school year, approved by the Executive Committee, at the May monthly meeting.
- B. The Treasurer shall keep accurate records of any disbursements, income and bank account information.
- C. The Treasurer shall prepare a financial summary at the end of the school year to be audited.
- D. Authorized signers of the DSA Sienna PTO bank account shall be the Treasurer, Principal and the DSA Sienna Business Manager.
- E. The fiscal year shall coordinate with the school year (July-June).
- F. The Executive Committee shall provide team leaders with budgets for their teams.
- G. The Executive Committee shall meet twice a year to review events and expenses.
- H. Any deviations from a budget line item expense greater than twenty (20%) percent, not to exceed one thousand (\$1,000) dollars, must be approved in advance by the DSA Sienna PTO membership at large. Any deviation of a budget line item must be approved by the President.

- I. Allocation of funds raised will be selected from a list of proposals provided by the Principal and/or school faculty and dispersed by the Executive Committee.

## **Article X - Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds ( $\frac{2}{3}$ ) vote of those present at the DSA Sienna PTO monthly meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills. The remaining funds except for one thousand (\$1,000) dollars shall be turned over to Divine Savior Academy Sienna to be used for the benefit of the school. The remaining one thousand (\$1,000) dollars shall be held for a two (2) year term. If in two (2) years the DSA Sienna PTO has not restarted, the one thousand (\$1,000) dollars shall be turned over to the Divine Savior Academy Sienna and used for the benefit of the school.

## **Article XI - Conflict of Interest Policy**

Members of the Executive Committee shall not transact any business with the DSA Sienna PTO unless such transaction is deemed vital to the operations of the DSA Sienna PTO and is approved by all other members of the Executive Committee at a regularly scheduled or special meeting. No member of the Executive Committee shall receive any compensation or benefit for their service on the board. Violation of this policy may constitute grounds for removal of an officer from the Executive Committee.

Any expenditures of DSA Sienna PTO funds that benefits any general member of the DSA Sienna PTO must be approved by a unanimous vote of the Executive Committee.

## **Article XII - Correspondence**

The Executive Committee must approve all outgoing correspondence prior to distribution. This includes all communication to parents and staff. Correspondence must be submitted at least one (1) week prior to planned distribution to the Executive Committee.