St. Bartholomew Catholic School PTO

Organizational Chart

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INTRODUCTION

The purpose of this handbook is to provide a single source of information about how the St. Bartholomew Catholic School Parent-Teacher Organization (PTO) is operated. It is intended for distribution to all PTO Officers (Executive Board), Executive Committee members, Pastor, School Principal, and Teachers. It should be thought of as a workbook, and, as such, updated as often as required to be the current on a year-to-year basis.

REVISION HISTORY

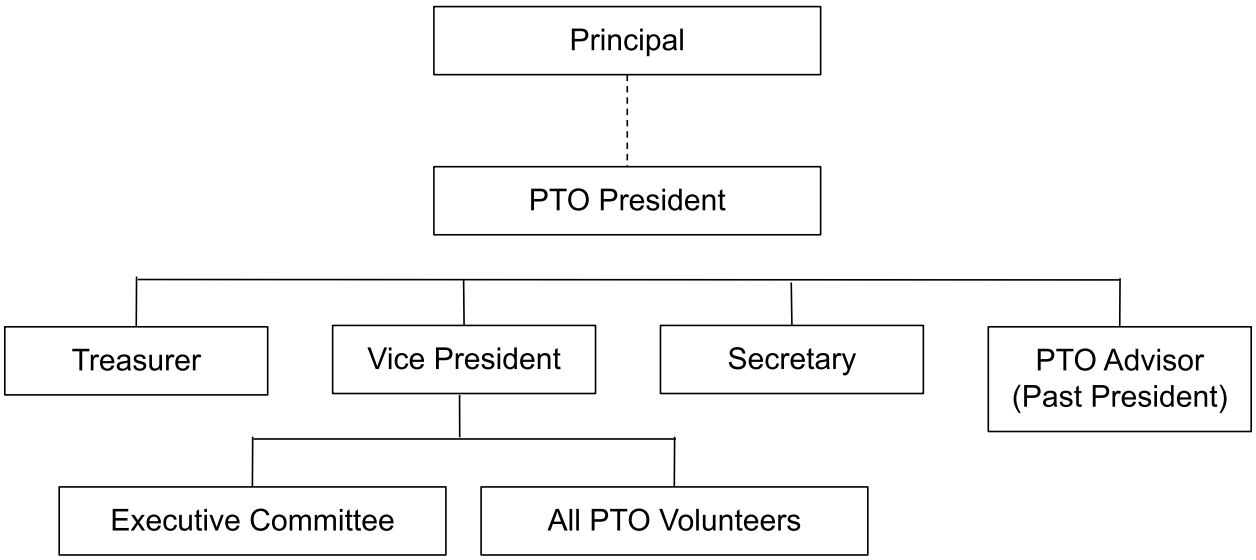
DATE	UPDATES MADE	PTO MEETING DATE - APPROVALS RECEIVED	UPDATES MADE BY
10/23/25	Added Article V. Sections 9-13 Added Revision History Section	09/25/2025	Erin Kendall, PTO Co-President 25/26

ORGANIZATION AND DUTIES

This section contains an Organizational Chart and the job descriptions for all the positions on the PTO Executive Board (President, Vice President, Secretary, Treasurer, and Past President).

The inner job descriptions are not meant to contain a fully detailed document of the inner workings and goals of associated committees. Rather, they are to provide a generalized overview of the primary responsibilities for the particular position.

PTO Organization Chart



Executive Board includes the President, Vice President, Secretary, Treasurer, and Past President of PTO (PTO Advisor).

Executive Committee includes all classroom representatives.

Constitution of the Parent-Teacher Organization

(PTO)

St. Bartholomew Catholic School

Article I - Name

Section 1: The name of the body shall be the St. Bartholomew Catholic School Parent-Teacher Organization, Columbus, Indiana.

Article II - Purpose and Function

Section 1: This body shall promote the welfare of the children in St. Bartholomew Catholic School and bring a closer relationship between home and school.

Section 2: This organization shall help develop cooperation among parents, teachers, and administration to secure the highest advantages in academic, spiritual, mental, physical, and social education for the children.

Section 3: The function of this organization must be in accord with school policies.

Section 4: This organization is accountable to the School Principal.

Article III - Membership

Section 1: All parents of children enrolled in St. Bartholomew Catholic School and all school staff are automatically members of this organization.

Section 2: Any individual other than described in Section 1 who subscribes to the objects and basic policies of this organization may become a member upon notification to the Secretary and approved by the Executive Board.

Section 3: This organization will charge no annual fee for membership.

Article IV - Meetings

Section 1: General PTO Meetings will be held four (4) times during the school year: Fall meeting, Winter meeting, Spring meeting, Final meeting.

Section 2: Executive Board meetings shall be held monthly or as needed.

Section 3: Executive Committee meetings shall be held as needed.

Section 4: Special meetings may be called by the Executive Board.

Article V - Basic Policies

Section 1: This organization and its members shall respect the established policies and practices of St. Bartholomew Catholic School.

Section 2: This organization is a part of St. Bartholomew Catholic School in that it works through and for the school with the School Principal.

Section 3: This organization will be responsible for fund-raising to assist in educational enrichment and basic school needs.

Section 4: This organization will carry forward all monies earned in a school year to the next school year to cover expenses for all fund-raisers, budgeted projects, and programs and all items needed for St. Bartholomew Catholic School.

Section 5: Budget for the following school year shall be presented during the Spring General PTO meeting with next school year's budget voted upon during the Final General PTO meeting.

Section 6: Anyone requesting unbudgeted special requests at or under $500.00 from this organization must fill out a "PTO Funds Request Form" and submit it to the Executive Board for approval. Upon Approval of the "PTO Funds Request Form" by the PTO Executive Board, the Treasurer will forward a signed expense voucher to the Parish Bookkeeper at the Parish Office for disbursement of funds.

Section 7: Any unbudgeted request for PTO funds greater than $500.00 must be received by the Executive Board two (2) weeks prior to the next General PTO Meeting, at which time they will be voted upon. If not received prior to two (2) weeks, requests will be reviewed for the next General PTO Meeting.

Section 8: Any trial program request from school, principal or teachers to fund an educational or operating school expense shall be presented to the Executive Board no later than two (2) weeks prior to the next General PTO Meeting, at which time a vote may be taken on the trial program request. If given approval, PTO will fund said trial program in part or in full for a period not to exceed (2) years after which trial program will be reviewed by teachers, school staff and PTO members. Following review and vote on said trial program, the PTO may provide further funding of the trial program.

Absent exceptional circumstances, it is recommended that further funding by PTO after the initial funding commitment be limited to for one (1) additional

school year at fifty percent (50%) of cost (with the school and/or other organization paying for the remainder of the cost). The following year the school and/or other organizations assume funding responsibility for the trial program.

Section 9: Any funds raised in excess of the school year's approved PTO budget shall be allocated to the following school year's PTO budget.
Example: If $60,000 is raised for the 2026–2027 school year and the approved budget is $53,000, the $7,000 overage would roll over and be included in the 2027–2028 PTO budget.

Section 10: Any difference between the approved budget and actual spending in a school year shall roll over to the next PTO budget cycle. These funds will be applied to the school year for which the PTO is actively raising funds.
Example: The approved budget for 2025–2026 is $60,000 and only $50,000 is spent, the *$10,000 difference may be applied to the 2026–2027 PTO budget, or as the PTO determines appropriate based on planning needs.

Section 11: The total amount carried forward into a PTO budget from prior years may not exceed $25,000. Any rollover funds above that amount shall be retained in the PTO's checking account and will not be allocated in the budget without additional PTO approval.

Section 12: To support the long-term financial stability of the organization, 10% of any unallocated rollover funds at the end of the budget year shall be retained in the PTO checking account as a reserve. These reserved funds are not to be included in the annual budget without separate review and approval by the PTO Board and general membership. The purpose of this reserve is to ensure future PTOs have financial flexibility during years with reduced fundraising or unexpected needs.
Example: The approved budget for 2025–2026 is $60,000 and only $50,000 is spent, the $10,000 difference will be split with $9,000 applied to the 2026–2027 PTO budget, or as the PTO determines appropriate based on planning needs, and $1,000 will be retained in the PTO's checking account.

Section 13: The PTO Board shall conduct a review of all financial-related bylaws, including amendments concerning fundraising overages, budget rollovers,

and rollover caps, at least once every two years starting with the 2027-2028 school year.

This review shall assess whether the bylaws continue to meet the financial needs of St. Bartholomew Catholic School and align with the PTO's fundraising and budgeting goals. Any recommended changes shall be presented to the general assembly for discussion and approval during the final PTO meeting of that school year.

Article VI - Election of PTO Officers

Section 1: The officers of this organization shall consist of the President, Vice President, Secretary, and Treasurer. All officers shall serve a term of two (2) years consecutively.

Section 2: All officers, except the President, shall be elected by a majority vote of the general membership present at the General PTO Final meetings.

Section 3: Only two (2) officers shall be elected each year:

- Vice-President and Secretary one year
- Vice-President and Treasurer the next year

Section 4: There shall be a Nominating Committee composed of a minimum of five (5), and up to seven (7) members; four (4) existing PTO officers, one (1) Volunteer Chairperson, and up to two (2) other interested PTO members.

Section 5: Nominating time frame:

1) General PTO Winter meeting - nominating procedures and Nominating Committee announced and finalized

2) General PTO Final Meeting - nominations and elections will take place followed by installation of new officers

Section 6: Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Section 7: The Vice President shall automatically ascend to the Presidency at the end of his/her first term.

Section 8: No officer may serve more than two (2) consecutive terms in the same office, and no member shall hold more than one (1) office at the same time.

Section 9: The newly elected officers will hold office from June to June.

Section 10: A vacancy occurring in the office of Vice President, Secretary, or Treasurer shall

be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such an election having been given. In the case of a vacancy in the office of President, the Vice-President shall serve as President. The office of Vice-President would then be filled by majority vote at the next General PTO meeting in compliance with Article VI Section 4.

Section 11: The immediate past President shall automatically become a member of the Executive Board for a period of one (1) year in an advisory capacity only.

Article VII - Duties of Officers

Section 1: The duties of the President are:

a. Calls and presides at all General PTO Meetings of this organization and of the Executive Board meetings.

b. Has an Executive Board meeting every month, or as needed, and calls special meetings as necessary.

d. Coordinates the work of the offices and committees of this organization in order that the objectives may be promoted.

e. Keeps membership informed.

f. Attends Board of Education meetings or submits reports to the Principal for the Board of Education.

g. Performs other duties as may be delegated to him/her.

Section 2: The duties of the Vice President are:

a. Acts as aide to the President.

b. Performs the duties of the President in the case of his/her absence, disability or resignation.

c. Opens each meeting with a prayer in the absence of the Pastor.

d. Assumes the office of the President at the end of his/her first term as Vice President.

e. Prepares for the President's office by keeping informed and aware of the activities at St. Bartholomew Catholic School.

f. Oversees Executive Committee and solicits prospective volunteers for the Executive Committee.

g. Performs other duties as may be delegated to him/her.

Section 3: The duties of the Secretary are:

a. Records the minutes of all Executive Board, Executive Committee, and General PTO Meetings and distributes copies at the next meetings.

b. Submits a copy of the minutes, notices of all meetings, and announcements of event to the School Office for printing / emailing in the School Newsletter.

c. Handles all correspondence required by this organization.

d. Performs other duties as may be delegated to him/her.

Section 4: The duties of the Treasurer are:

a. Keeps a full and accurate account of receipts and expenditures as received from Bookkeeper in the Parish Office.

b. Authorizes disbursements of funds, in accordance with the approval of the Executive Board, to the Bookkeeper in the Parish Office.

c. Presents a finance report at every General PTO meeting and at other times when requested by the Executive Board.

d. Acknowledges qualified persons at the conclusion of the Treasurer's term in office can audit records. Records are audited by the Archdiocese periodically.

e. Performs other duties as may be delegated to him/her.

Section 5: All officers shall:

a. Perform the duties prescribed and outlined in these By-Laws and those assigned from time to time.

b. Deliver all official material to the newly elected officers at the completion of their term.

c. The two (2) newly elected officers shall meet with the remaining two (2) officers to study the By-Laws and make plans for the upcoming school year.

Article VIII - Executive Board

Section 1: The voting members of the Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Past President of this organization.

Section 2: The Past President of this organization will serve in an advisory capacity and as a tiebreaker if needed.

Section 3: The voting members of the Executive Board shall serve until the election or appointment of their successors - a two (2) year term - June to June.

Section 4: The duties of the Executive Board shall be:

a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by this organization.

b. To create and dismiss special committees and appoint chairman thereof.

c. To help organize and plan all PTO fundraisers.

d. To present reports at the General PTO meetings.

Article IX - Executive Committee

Section 1: The Executive Committee shall consist of Classroom Representatives - one volunteer parent from each classroom to represent the interest of all grades.

Section 2: The Duties of the Executive Committee can include:

a. Assist the Executive Board as needed.

b. Help coordinate volunteers for fund raisers within grade or class.

c. Be present or send a representative to the General PTO meetings and Executive Committee meetings.

d. Communicate parental feedback on issues having to do with PTO to the PTO Board from their assigned classrooms.

Section 3: Regular meetings of the Executive Committee shall be held as needed.

Article X - Quorum

Section 1: Executive Board: A simple majority of the voting members of the Executive Board constitutes a quorum.

Section 2: Executive Committee: Three-fourths (3/4) of the members present from this organization constitutes a voting quorum.

Section 3: General PTO Meetings: Two-thirds (2/3) of the members present from the PTO Organization constitutes a voting quorum; must have two-thirds (2/3) of the members of the Executive Board present to hold a vote.

Article XI - Standing Committees

Section 1: a. Executive Board - see Article VII

b. Executive Committee - see Article VIII

c. All fund-raising committees

Article XII - Authority

Section 1: This organization is accountable to the School Principal.

Section 2: "Robert's Rules of Order" (latest edition) shall be the parliamentary authority.

Section 3: Suggestions made at General PTO Meetings concerning a modification of established school policies and practices shall be referred, without debate or vote, to the School Principal.

Article XIII - Amendments

Section 1: a. An appointed committee may revise the By-Laws. This committee will be appointed by either two-thirds (2/3) vote of General PTO meeting or by three-fourths (3/4) vote of the Executive Board.

b. These By-Laws may be amended at any General PTO meeting by a two-thirds (2/3) vote of the members present, following a month's notice of the proposed amendments.

Article XIV - Spiritual Advisor

Section 1: Spiritual Advisor will be the Pastor of the St. Bartholomew Catholic Parish.

Section 2: If available, the Pastor will attend the General PTO meetings and serve as the Spiritual Advisor to the organization.

Section 3: The Vice President will open the meeting with a prayer unless the Pastor is present at the meeting.

Article XV - Other Ministries

In regards to other educational ministries, defined by the Board of Total Catholic Education as Youth Ministry and Religious Education, these ministries will have the option to participate in the Annual Fall Festival and Spring Auction. Any funds raised from these events will be distributed to their respective accounts. All expenses incurred for these events (i.e. supplies, games, etc.) will be assumed by the hosting ministry. Representation from one member of each participating ministry will be designated to attend the planning meetings. Each ministry will also provide its own volunteers to manage the booth(s). Assistance in set-up and clean-up will also be exchanged for this opportunity.

For the annual Fall Festival, any ministry or extracurricular group that is a subset of any educational ministry defined by the Board of Total Catholic Education as SBCS, Religious Ed,

and Youth Ministry is welcome to attend based on the same guidelines stated in paragraph one in regards to participation on planning, volunteer hours, profit exchange, and set-up/clean-up. Request forms need to be made to the PTO prior to the beginning of the planning committee.