

**St. John Paul II Catholic School Parent-Teacher Organization Bylaws Amended as of
May 20, 2025
(the “PTO Bylaws”)**

ARTICLE I – NAME AND OTHER DEFINITIONS

Section 1 – Name: The name of this organization shall be St. John Paul II Catholic School Parent-Teacher Organization (the “PTO”).

Section 2 – Other Definitions:

Executive Board: The Executive Board shall consist of the Principal of the School, the immediate Past President of the PTO and the Officers.

Officers: The Officers shall consist of the President, Vice President (also known as the President-Elect), Secretary, Treasurer, Hospitality Directors (up to 5 positions), Promotions Director, Communications Director, Volunteer Coordinators (up to 2 positions), Room Parent Coordinators (up to 2 positions), and FITS Coordinator.

Nominating Committee: The Nominating Committee shall consist of the current President, current Vice President, and the most recent past President of the PTO.

PTO Committees: See Article VIII.

PTO Members: All parents and grandparents of registered families and faculty for the current school year.

PTO Meetings: The PTO meetings held in accordance with Article V, Section 1.

PTO Budget: The budget of the PTO for the current school year, as approved in accordance with Article X.

School: St. John Paul II Catholic School.

School Board: St. John Paul II Catholic School Board.

Where “approval” is required, this shall mean written approval. “Written” or “in writing” shall include email, unless otherwise specifically stated.

ARTICLE II – OBJECTIVES

The objectives of the PTO shall be to:

- administer parent volunteer programs within the School,
- develop between parents and staff, such united efforts as will promote the spiritual, educational, physical, and cultural welfare of the School student body,

- bring into closer relationship the home and School so that parents and teachers may work in partnership in the education of the child, and
- work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of the School, such as Teacher Wish Lists, and to coordinate such events.

ARTICLE III – POLICIES

The work of the PTO shall be carried on primarily through committees and events. The PTO shall work with the Principal as to all policies. The Principal and School Board shall have final authority in policy matters. The PTO shall assist the Principal in scheduling and coordinating School fundraising and other related events and activities. The Principal is the sole party with authority to sign contracts on behalf of the PTO, unless the Principal specifically delegates that authority in writing to another party for a specific purpose.

ARTICLE IV – PTO MEMBERSHIP

All parents are automatically PTO Members and do not pay dues.

PTO Members are welcome to attend all PTO Meetings and are encouraged to volunteer at School events, in accordance with the School's volunteer guidelines.

ARTICLE V – MEETINGS, VOTING AND FINAL APPROVAL

Section 1 – PTO Meetings: The PTO Meetings shall be held, in-person, at times and locations as determined by agreement of the Principal and President with input from the Executive Board. The date, time, and place shall be announced publicly (i.e., via the school newsletter, website, and/or marquee) at least 24 hours in advance of each meeting. PTO Meetings are open to all PTO Members. In exceptional circumstances and with the approval of the Principal, PTO Meetings may be held via video conference (e.g., Zoom).

In addition, at the discretion of the President and Principal, one general PTO meeting may be held each academic semester – usually in conjunction with a school performance – to provide a general report on PTO activities to the general membership in attendance.

Section 2 – Executive Board Meetings: The Executive Board shall meet monthly during the academic school year to conduct business of the organization. Meeting at monthly PTO Meetings shall satisfy this requirement. Additional Executive Board meetings may be held at the discretion of the President for special purposes and may be held in-person, via email or via video conference (e.g. Zoom).

Section 3 – Attendance: For all PTO Meetings in which business is conducted and any Executive Board meetings, the President shall attend and preside. If the President cannot preside, the President shall appoint the Vice President to do so.

The Secretary shall act as secretary of all Executive Board meetings and the PTO Meetings,

but in the absence of the Secretary, the presiding Officer may appoint any person to act as secretary.

Section 4 – Voting and Final Approval: Voting held during an Executive Board meeting or a PTO Meeting will be done by a majority vote of those present. Only one vote per person may be counted. For any meetings that are not held in-person or for any matters that need to be voted upon outside of regular Executive Board meetings or PTO Meetings, voting may be done via email.

All decisions shall be subject to the final approval of the Principal, who may veto any decision.

Section 5 – Conduct: All meetings and business of the Executive Board and all PTO Meetings shall be conducted in accordance with the Bylaws. The PTO adheres to all Archdiocesan rules and regulations.

Section 6 – Conflicts of interest: An Executive Board member who has any personal or financial conflict of interest in any matter affecting the PTO or the School shall fully disclose such interest to the Executive Board and shall not participate in any discussion or vote on the matter. Should the existence of a conflict be disputed, the decision of the majority of the Executive Board present at an Executive Board meeting or PTO Meeting as to the existence of a conflict shall govern.

ARTICLE VI – OFFICER SELECTION AND INSTALLATION

Section 1 - The Executive Board: The Executive Board is responsible for the day-to-day management of the PTO and each member in good standing has full voting rights for all PTO decisions.

In the event that an Executive Board member holds multiple positions, only one vote per person may be counted.

By a majority vote of those present at an Executive Board meeting or a PTO Meeting, and subject to the approval by the Principal, the Executive Board may:

- (i) remove from office, any Officer for failing to perform his or her requisite duties on the PTO Board or for violating School policy, School rules, or Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the remaining portion of the term by majority vote of those present at an Executive Board meeting or a PTO Meeting;
- (ii) modify an Officer position; and/or
- (iii) add or remove an Officer position.

Section 2 - The Nominating Committee: If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. This committee shall consider interested candidates and select a candidate for each available position as an Officer. If more than one person is interested in serving in the

same position, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote before the Executive Board.

Section 3 - Eligibility, Selection, and Installation of Officers: In the spring semester of each school year, if necessary, an announcement shall be published in the School newsletters about available positions as an Officer or Committee Chairperson. To be eligible as an Officer, PTO Members must be in good standing as determined by the Nominating Committee. PTO Members are eligible for the office of Vice President and President if (i) they have previously served on the Executive Board for at least one (1) year (ii) they have served as a PTO Committee Chairperson for at least one (i) year, (iii) have other previous experience on PTO Committees. Except in extenuating circumstances, candidates for the office of President must have served as Vice President for at least a portion of the immediately preceding school year. Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience.

The President will present the approved slate of Officers to the Principal for approval before installation.

The Nominating Committee's approved slate of Officers will be introduced at a PTO Meeting or an Executive Board meeting in the second semester of the school year.

Section 4 - Terms of Office: The term of each office shall be one (1) year with the exception of Treasurer, Promotions Director, Room Parent Coordinators and Hospitality Directors, which shall have a two (2) year term. All Officers may hold the same office for two or more consecutive terms, if the Principal and Executive Board provide consent. The President's one (1) year term may be extended for an additional one (1) year term upon approval by the Principal.

Each office of President, Vice President, Treasurer, and Secretary may only be held by one person at a time. The aforementioned individuals may only hold a secondary position on the Executive Board if the position has multiple directors and/or coordinators. Positions with multiple directors include the following: Hospitality Directors, Volunteer Coordinators, and Room Parent Coordinators.

If there are two or more directors, chairs and/or coordinators for a PTO Committee, they shall not have the same tenure unless approved by the Executive Board.

ARTICLE VII – OFFICER DUTIES

Section 1 - President: The President works in conjunction with the Principal to further the objectives of the PTO. The President shall:

- a. preside and preserve order at all PTO Meetings and Executive Board meetings,
- b. provide an agenda for such meetings based upon communication with the Principal and Committee Chairpersons,
- c. act as Chair of the Executive Board and be a member of all PTO Committees,

- d. in conjunction with the Treasurer, approve expense reports and check requests from PTO Members for PTO expenses,
- e. approve information from the Communications Director and/or PTO Committees for publication in the School newsletters as needed,
- f. organize events for Teacher Appreciation Week, with the assistance of PTO Members, as approved by the Principal, or the Hospitality Committee,
- g. meet monthly during the school year with the Principal to discuss ongoing PTO matters, and
- h. at the end of the term, assist the President-Elect with transition to the office of President.

Section 2 - Vice President/President-Elect: The Vice President/President-Elect shall:

- a. serve as an aide to the President,
- b. preside over any PTO Meetings or Executive Board meetings at the request of the President, and otherwise officiate in his/her absence,
- c. assume the office of President for the remaining term if the office becomes vacant, and
- d. assume the office of President the following school year after serving as Vice President.

Section 3 - Secretary: The Secretary shall:

- a. record the attendance and minutes of each PTO Meeting and Executive Board meeting and provide copies to the President and Vice President at least one (1) week before the next PTO Meeting; minutes will be communicated via email via a Board approved template,
- b. in conjunction with the Communications Director, publish the minutes of the PTO Meeting and Executive Board meeting (once approved at the next PTO Meeting), on the School website,
- c. in conjunction with the President, keep a readily available copy of the minutes, meeting agendas, PTO Bylaws, PTO Code of Conduct, PTO forms, and any other necessary documents or supplies, and
- d. perform other duties as assigned by the President.

Section 4 - Treasurer: The Treasurer shall:

- a. work with the President to establish a proposed PTO Budget for the school year before the first PTO Meeting is held,
- b. inform the PTO Committees of their annual budget, as approved by the Executive Board,
- c. keep accurate records of all receipts and expenditures of money by the PTO, and periodically reconcile such records with the School business manager's records through ongoing communications,
- d. at the beginning of the school year, reconcile expenses of the previous school year to present at the first Executive Board meeting and/or PTO Meeting, and during the

- school year, prepare and present a financial report, including year-to-date expenditures and income received to present at each Executive Board meeting and/or PTO Meeting,
- e. request and be responsible for cash box(es), if needed, from the School business office for PTO events,
- f. in conjunction with the President, approve expense reports and check requests for PTO expenses from Officers, PTO Committee Chairs and PTO Members,
- g. adhere to the policies and procedures described in the Treasurer's binder, and
- h. maintain the Treasurer's binder in good order and update and provide it to the new Treasurer for transition into this office.

Section 5 - Hospitality Directors: There shall be up to five (5) directors of Hospitality, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. ensure that facilities are prepared and decorated (if desired) and food/beverages are provided (if requested) for designated School and PTO events, including monthly faculty meetings, Staff Appreciation Luncheons, and Grandparents' Day,
- b. in conjunction with School administration, support Ice Cream Social,
- c. serve and/or re-stock food as needed at designated events,
- d. perform other duties as requested and assigned by the President, and
- e. provide assistance for Teacher Appreciation Week events if requested by the President.

Section 6 - Promotions Director: The Promotions Director will carry out the following duties:

- a. until current inventory of apparel and non-apparel items (as of January 2025) is depleted, attend designated School events to sell items at the price voted upon at an Executive Board meeting and/or PTO Meeting and approved by the Principal. Such events include: Ice Cream Social/Meet & Greet, Homecoming, Grandparents' and Special Friends' Day, St. Nick's Feast and Fest, Saints Welcome, and any other events (i) as approved at an Executive Board meeting and/or a PTO Meeting and the Principal, or (ii) as requested by the Principal,
- b. every year, come up with specialty, limited edition apparel and non-apparel items to offer for sale two (2) to four (4) times each year at the dates, times and locations as approved by the Principal. The item(s) and pricing must be approved by the Principal, and if approved, the PTO President will send written confirmation to that effect,
- c. find a supplier, put together the draft marketing and draft order form for approval by the Principal, and once approved, the PTO President will send written confirmation to that effect. Upon receipt of such confirmation, send to the Communications Director for inclusion in the School newsletters and/or School social media,
- d. manage the entire order process, such as collecting all the order forms and payment, placing all orders and arranging delivery (if there is no option for direct orders/direct ship online),
- e. attend the Principal-approved events to promote and sell the item(s) and manage the entire order process as described above, if necessary,

- f. monitor and manage online sales approved by the Principal, if applicable, and
- g. if item(s) must be pre-ordered and stocked:
 - the following two-step process must be followed for all initial orders and any re-orders: (1) requests must first be submitted at an Executive Board meeting and/or a PTO Meeting for approval, and (2) if approved, the President will submit to the Principal for approval; orders can only be placed once the President sends written confirmation of the Principal's approval,
 - purchase requests must include: (i) the exact item(s) and amount to be purchased, (ii) the cost of each item, (iii) the total cost of the order, and (iv) the sale price, and
 - conduct inventory checks after each sales event.

Sales outside of School-approved events are strictly prohibited. If there is excess inventory, a decision will be made during an Executive Board meeting and/or a PTO Meeting as to how the remaining stock will be depleted, to be approved by the Principal.

Section 7 - Communications Director: The Communications Director shall:

- a. coordinate, update, and review all PTO communications for the PTO,
- b. work with the President and School administration to keep the PTO information (including links to PTO documents and forms) accurate and up-to-date,
- c. communicate with Officers and PTO Committees to solicit and gather information for publication in the School newsletters and/or School social media and to ensure consistency in communication,
- d. facilitate publication of upcoming PTO events in School newsletters and/or School social media, and ensure submissions are first approved by the President and sent in a timely fashion (in accordance with School deadlines),
- e. upon request of the President, write announcements and articles for inclusion in School newsletters or other publications, and
- f. ensure PTO Members are recognized and thanked for their service either in School newsletters, School social media or by other means as agreed upon by the Executive Board.

Section 8 - Volunteer Coordinators: There shall be up to two (2) Volunteer Coordinators, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. set up and maintain a method (via website, email, or otherwise) to secure School-approved volunteers for Ice Cream Social, Meet and Greet, St. Nick's Feast & Fest, FITS and other School or PTO events, as requested by the President or School administration,
- b. provide announcements for the School newsletters and/or School social media about volunteer opportunities as they arise, and work with the Room Parent Coordinators to solicit volunteers via email if and when needed,
- c. communicate with PTO Committee Chairpersons to ensure they are adequately staffed with volunteers when needed, and

- d. perform other duties as assigned by the President.

Section 9 - Room Parent Coordinators: There shall be up to two (2) Room Parent Coordinators, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. solicit and select Room Parents for each homeroom class at the beginning of each school year, with the assistance and approval of the Principal and/or staff assigned by the Principal to oversee volunteer approval procedures,
- b. conduct a Room Parent training meeting after selections have been confirmed,
- c. communicate and work closely with Room Parents throughout the school year to ensure sufficient volunteer staffing for classroom-based events, such as field trips, Staff Appreciation Luncheons, and classroom parties or other events and activities that arise,
- d. communicate and work closely with School staff to help ensure volunteers for classroom-based events and activities are properly screened and verified as “approved volunteers” under the volunteer approval procedures outlined in the St. John Paul II Parent-Student Handbook,
- e. update the Room Parent Handbook, as needed, in conjunction with School staff designated by the Principal, and
- f. perform other duties as assigned by the President.

Section 10 – FITS Coordinator: There shall be one (1) Coordinator of Fun in the Sun (FITS), who will, along with his or her subcommittee chairs, work to carry out the following duties:

- a. organize all activities related to FITS and delegate duties to selected subcommittee chairs as he or she sees fit, for example:
 - (i) research and present potential underwriters of FITS,
 - (ii) contact and negotiate with vendors within the approved FITS budget and manage them on FITS day,
 - (iii) design FITS logo for t-shirts and manage order and delivery process,
 - (iv) create and organize all FITS games and determine game placement,
 - (v) create FITS baskets,
 - (vi) order and ensure delivery of lunch,
 - (vii) coordinate delivery of FITS student packages, and
 - (viii) manage and coordinate volunteers on FITS day,
- b. manage and operate FITS advertising and marketing,
- c. work with School administration to manage payment process (e.g., through Acceptiva),
- d. provide the Treasurer with payment information as needed, and
- e. update the FITS binder as needed.

Section 11 - All Officers: In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a. attend the back-to-school events at the beginning of each school year as volunteers,

- unless extenuating circumstances exist and advance notice is given to the President,
- b. attend a minimum of five (5) monthly PTO Meetings, including at least 2 meetings in each semester of the school year, unless extenuating circumstances exist and advance notice is given to the President. For Hospitality, Volunteer Coordinators, and Room Parent Coordinators, at least one director or coordinator must be in attendance, unless extenuating circumstances exist and advance notice is given to the President,
- c. stay informed of the ongoing School and PTO business by reading School and PTO communications (i.e. newsletters, IRIS Alerts, emails from the President, etc.), and
- d. read and comply with these PTO Bylaws and the PTO Code of Conduct, attached as Appendix A.

Office positions are subject to change annually, if (i) first approved by a majority vote of those present at an Executive Board meeting or PTO Meeting, and then approved by the Principal, or (ii) determined by the Principal.

ARTICLE VIII – PTO COMMITTEES

Section 1 – All PTO Committees are coordinated through the Executive Board and are formed for the primary purpose of sponsoring projects and events that benefit the School or a School-sponsored community service. A PTO Committee shall consist of parent volunteers and led by at least one Committee Chairperson.

PTO Committees are subject to change annually, if (i) first approved by a majority vote of those present at an Executive Board meeting or PTO Meeting, and then approved by the Principal, or (ii) determined by the Principal.

Section 2 – Special committees shall be appointed from time to time as deemed appropriate by the Executive Board to promote objectives of the organization and to carry out its work.

Section 3 – PTO Committee Chairpersons shall be selected from School-approved volunteers. The Chairperson of each PTO Committee shall present reports to the Executive Board during Executive Board meetings and/or PTO Meetings and provide additional oral or written reports as requested by the President.

All budgets must be approved by the Executive Board at the beginning of each school year.

Section 4 – The following are a list of the current PTO Committees, which may be amended and/or updated from time to time as set forth above:

- Ambassador Family: Be a friendly face and resource for one or more new families; coordinate with School administration on providing an ambassador to each new family; solicit volunteers to be ambassadors; attend Saint’s Welcome and Ice Cream Social.
- Art a La Carte: Assist students in PreK and Kinder with fun art lessons 3-4 times a year in their classrooms.
- Birthday Bundle and Blessing: The PTO sells “birthday bags” that include having the

child's first name and birthdate on the marquee, a t-shirt and practical items, such as a water bottle or highlighters; select t-shirt designs and gift items, take orders, prepare and deliver the birthday bags to the School, provide information to the School for the marquee and keep inventory.

- Book Club: Coordinate and discuss with grade level leads on age-appropriate books; reserve location for each group with the School and meet monthly to conduct book discussion; for grades 3rd-5th and at least 2 volunteers per grade.
- Bread Basket: Help School families with their needs during a time of unexpected crisis; coordinate meals to be delivered, collection of gift cards, carpool for the child(ren) or whatever a family might need.
- Brick Pavers: Collect brick paver orders throughout the year; place orders as necessary during the school year; advertise sales in the School newsletters and/or social media; coordinate installation with the parent volunteers.
- Community Garden: Help students plant and harvest in the Fall and Spring; assist with weeding, watering and fertilizing.
- DARR Skate Days: Organize the skating party at Dairy Ashford Roller Rink one or two times a year.
- First Friday Lunch: Select menu and coordinate collection of food items and funds for a special faculty and administration luncheon on the First Friday of selected months.
- Give by Shopping: Coordinate with local and online shopping sites to give back a percentage of the proceeds of sales to the School (e.g., Kroger, Josephine's Day Spa, etc.); communicate with School families on give by shopping programs through Saints Weekly.
- Library: Coordinate volunteers to assist in the library at scheduled days and times as determined by the School; assist during Book Fairs in the Fall and Spring.
- Poinsettia or other Holiday Fundraiser: If requested and approved at a PTO Meeting and then by the Principal, a Committee can be formed to fundraise for the PTO. For example, if there is a Poinsettia Fundraiser, the responsibilities include: order from poinsettia vendor (e.g., Brookwood) and coordinate delivery date; organize and advertise poinsettia sales in coordination with the School and take orders. Responsibilities are subject to change based on the fundraising item.
- Saint Nick's Feast & Fest, which will be an all-day event with a day portion (only for students) ("Day Portion") and an evening portion (for School families and students) ("Evening Portion"), at a location and date as determined by the School. The Day Portion will include a PTO Bake Sale and a PTO Gift Shop. The Evening Portion will include (1) vendor booths, (2) indoor activities, e.g., snacks with Santa, and (3) outdoor activities. Responsibilities can be organized as determined by the Chair(s) and approved by the President. For example: three (3) Committee Chairs, with 1 Chair each for (i) the Day Portion, (ii) the Evening Portion, and (iii) the vendors (during the Evening Portion), who will report periodically to the President.
 - Responsibilities for the Day Portion include:
 - o selecting and collecting items for sale at the PTO Gift Shop,
 - o in conjunction with Volunteer Coordinators, putting together the SUG for PTO Bake Sale donations,
 - o set-up and break down of tables, and
 - o organizing volunteers to find and put together items for sale and to sell and

- gift wrap items the day of the event.
- Responsibilities for the Evening Portion include:
 - o finding a variety of vendors and coordinate set-up; all School families and students are welcome to shop,
 - o coordinating visits with Santa, complete with photo-op, crafts, games and holiday treats, and
 - o organizing outdoor activities for the School families and students, such as a light walk, “snow,” pizza and hot cocoa, etc.
- Spirit Night: Select and coordinate with a local restaurant the monthly dates for “Spirit Day” in coordination with the School; put out signs on Parkway Plaza and carpool area the morning of Spirit Night and collect them that evening.
- Used Uniforms: Conduct 4 sales per year, with collection and sale dates, times and locations to be determined in coordination with the School; inventory as needed; find parent volunteers to assist with sales (8th grade parents must assist with at least 3 sales); determine with the Executive Board how proceeds from sales will be allocated (with a maximum of \$5,000 per year to go towards the 8th grade graduation dance and hoodies), to be discussed with and approved by the Principal.

ARTICLE IX – AMENDMENTS AND COPIES OF PTO BYLAWS

The Bylaws shall be distributed to the Executive Board for review at the beginning of each school year. If amendments are needed, the President will form a Bylaws Committee for this purpose. Any amendments must be approved by the Principal. A copy of the Bylaws is available upon request as approved by the Principal.

ARTICLE X – FINANCIAL ACTIVITIES

The President, based upon information provided by the Treasurer, shall make available a general income and expense report to the Executive Board at the beginning of the school year for the prior school year. The School’s fiscal year runs from August 1st to July 31st.

The President, based upon information provided by the Treasurer and PTO Committee Chairpersons, shall communicate a proposed PTO Budget to the Executive Board at the first Executive Board meeting or the first PTO Meeting for the current school year. The Executive Board shall vote on acceptance of, and significant amendments to, the PTO Budget. The PTO Budget as a whole will then be submitted to the Principal for approval.

Each Officer or PTO Committee Chairperson is responsible for monitoring his or her respective expenditures, if any, and for complying with the PTO’s current financial procedures. All expenditures must first be approved by the President or Treasurer. In certain circumstances, as determined by the President or the Principal, the Principal must give final approval. Forms and instructions for check requests and deposit procedures will be provided by the President and/or Treasurer at the beginning of each school year and are available upon request from the School.

For any and all PTO events, Zelle, Venmo, Apple Pay or other forms of peer-to-peer payment

services are not authorized methods of payment.

All reimbursement requests, whether made by an Officer, PTO Committee Chairperson or PTO Member, must be submitted for approval to the President or Treasurer, within ninety (90) days of the expenditure and before the close-out of the School's fiscal year (i.e., July 1)

The Principal will communicate to, and if necessary, discuss with, the Executive Board, the annual disbursement of the PTO net profits at the conclusion of the school year, for which the PTO will be recognized (e.g., through School newsletters, social media, plaques, etc.). The Executive Board may also suggest ideas for such disbursement to the Principal.

ARTICLE XI – STANDING RULES

The Executive Board, with the advice of the Principal and the approval of a majority of those present at an Executive Board meeting or PTO Meeting, may adopt standing rules and procedures consistent with its needs to ensure the efficient operation of the PTO.

ARTICLE XII – RECORD RETENTION POLICY

The PTO shall retain records related to PTO business for a minimum of three (3) years. Records to be retained include, but are not limited to, minutes from all Executive Board meetings, PTO Meetings, documents pertaining to the PTO Budget and expenses, any and all Bylaw amendments, correspondence from the School implementing any major change(s) to the Executive Board or its responsibilities, and other documents that are deemed of vital importance by the current President. The records shall be kept by the PTO in digital format as well as in a "read only" format. Any electronic records shall be backed up through a secure server into a hard drive and shall be accessible to the members of the Executive Board.

Appendix A

St. John Paul II Catholic School Parent-Teacher Organization CODE OF CONDUCT (the “PTO Code of Conduct”)

The PTO is operated by volunteers and is governed by the rules of our Catholic Archdiocese, our School Board, and our Principal. Below is a list of guidelines we would like to follow in the interest of productivity and respect for all volunteers.

By accepting your role as an Officer and/or PTO Committee Chairperson, you are acknowledging that you have read, and agree to abide by, all standing PTO rules, procedures and Bylaws, where applicable, and this PTO Code of Conduct.

You agree to:

1. Follow School policy at all School-related functions, activities, and meetings.

Always follow the guidelines set forth in CMG training. Sign in with the front office and abide by School rules when on campus.

2. Be polite and respectful of fellow PTO Members.

Discussions, questions, and even disagreements should be polite and courteous. Conflicts should focus on issues, not individuals. Speak up when you have an opinion or question but please support the final decisions of the Executive Board and/or the Principal.

3. Be a team player.

Use your talents and gifts to the best of your ability and let others do the same. Everyone has something to contribute.

4. Fulfill their duties or responsibilities.

Please fulfill your obligations to the best of your ability. The reputation and success of the PTO and any event for which you volunteer depends on promises being kept.

Being a part of the PTO is about the support and improvement of the School and our children. Put the best interests of the School and the students ahead of individual desires.

5. Refrain from bringing children to formal meetings or school functions without express approval of the Principal or the relevant School administrator.

PTO Meetings are designated for adults to come together and share ideas and discussion.

Children can be a distraction. At School events, children who are not being supervised can distract volunteers who are serving. More importantly, School policy generally forbids children who are not students to be on campus for most volunteer activities that take place during school hours. If you are making a campus visit to pick up or drop off items or perform a brief function in the PTO room, your children may be permitted to accompany you (with approval from the relevant School administrator) if you supervise them.

6. Be an ambassador for the School.

Promote the School and speak well of it to others. Be especially respectful of the School and its personnel and programs in conversations with others and when using social media and other means of publicity.

Look for opportunities to introduce yourself and invite other parents to be involved in the PTO. We will grow and thrive given the support of many.

Support our PTO by attending meetings and volunteering when it is convenient for you.

Stay informed about what is happening with the PTO by checking the School website, reading School newsletters, and reading emails sent by the Executive Board and PTO Committee Chairpersons.

Our goal is to support our wonderful teachers, administrators, Executive Board, Officers and PTO Committee Chairs, and parents. We all want what is best for our children and the School community.