



Marymount International School of Paris PTO Bylaws

Revised: February 2023

Previous revisions dates: December 1, 2011, March 6, 2015

Article I – Name

The name of the organization shall be referred to as any of the following: The Marymount International School of Paris, Parent-Teacher Organization (PTO), or Organization within these articles.

Article II – Purpose

The PTO is organized for the purpose of supporting the education of children at Marymount International School of Paris by fostering relationships among the school, parents and teachers in a spirit of hospitality, service, and reflective of our diverse international community.

Article III – Members

Section 1. Every parent, guardian, or other adult standing in *loco parentis* for a student at the school shall be an automatic member and shall have voting rights. Any staff member at the school may be a member and have voting rights.

Section 2. Dues will be established by Marymount International School Paris. Dues are collected from the school based on the number of families enrolled for the school year. The PTO will receive a check(s) for the dues collected from the Marymount School Business Office. The annual operating budget of the PTO shall be established and approved by the PTO Officers listed below.

Article IV – PTO Officers and Elections

Section 1. Officers. The Head of School (or a delegate named by the Head) is a standing Officer of the PTO. The parent officers shall be a President, Vice-President, Community Liaison/Communication and Treasurer. Officers must be current members of the Marymount PTO. Additional roles may be added at the discretion of the Head of School and PTO Officers as required by school activities.

- a. **Head of School.** The Head of School may delegate this role to a staff member to represent the school in meetings, decision making, etc.
- b. **President.** The President shall preside over meetings of the PTO officers, serve as the primary contact for the Head of School or his/her delegate, represent the organization at meetings outside the organization, serve as an ex officio member of all committees. The President prepares the monthly meeting agenda in consultation with the Head and coordinates the work of all the officers and committees so that the purpose of the organization is served.
- c. **Vice President** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President shall act as a liaison between committee chairs to facilitate communication to the chair and other PTO officers. The Vice President shall keep all records of the organization, take and record minutes, handle correspondence and send notes of meetings to the membership. The Vice President also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.
- d. **Community Liaison/Communications.** The Community Liaison posts recently approved minutes and calendar events to the parent community. The Community Liaison, supported by the other PTO members, is responsible for digital and print PTO communication in consultation with the school as well as updating all PTO Channels of Communication (PTO App, etc). Every attempt will be made to utilize technology to provide information in the languages most often spoken in our school community.

- e. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of income, receipts, and expenditures, and pay out funds in accordance with the approval of the PTO officers. The treasurer will sign all checks for disbursement. The treasurer will distribute a quarterly report during regular PTO meetings and a full report at the end of the school year. The treasurer will also follow the guidelines listed in Article 8 of the bylaws and in accordance with French statutory regulations.
- f. **Teacher Representative.** The teacher representative will update parents on broad trends in the educational objectives of the school and solicit support from the parent community for social and community building efforts in collaboration with teachers and staff. The teacher representative is invited to service by the Head of School.

Section 2. Nominations and Elections. Elections for the PTO Officers will be held close to the end of the school year (ideally, May). Current PTO officers shall canvass broadly (using varied communication channels) within the Marymount community to identify willing candidate(s) for each office. This canvassing will be undertaken with great intentionality in order to develop a PTO as broadly diverse as our international community with a wide variety of backgrounds and cultures. The PTO officers will present the slate of willing candidates at an end of year PTO meeting or one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. The New PTO officers will commence at the June PTO meeting.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the board presents the slate. All members will be reviewed with the Head of School prior to confirmation. Once the officers are nominated, they will be required to submit a French background check and undergo safeguarding training.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled PTO meeting, a new Vice President will be elected by voice vote of the members in attendance. If there is a vacancy in any other office, members will fill the vacancy through an election by voice vote of the members in attendance at the next regular PTO meeting.

Section 6. Removal from Office. Officers can be removed from office with cause and approval by the Head of School as well as two-thirds of vote of those present (assuming a fair and reasonable quorum) at a regular PTO meeting where previous notice has been given.

Section 7. Reports. Each PTO officer and committee chair at the end of his or her term/committee activity shall submit a report of work done and include suggestions and/or recommendations to the successor. These reports shall be presented at the transitional meeting set forth under Section 8.

Section 8. Transfer of Information. The last meetings of the year shall be utilized for transfer of information between the current officers and newly elected officers. The President shall meet with the newly elected PTO officers and offer assistance in planning the programs for the following school year. The last PTO meeting of the school year should be planning and preparation for the new school year.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization will be scheduled by the PTO Officers to occur monthly in conjunction with the school calendar, or at a time and place determined by the Head of School (or his/her delegate) and PTO Officers at least one month before the meeting and the Agenda approved by the Head of School prior to the meeting. One representative from each Committee is expected to attend meetings.

Section 2. Special Meetings. Special meetings may be called by the Head of School, PTO President, or any two members of the PTO Officers, or five general PTO members submitting a written request to the Community Liaison. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

Section 3. Quorum. The quorum shall be 6 members of the organization.

Section 4. Attendance. PTO Officers who miss three (3) consecutive meetings without prior notification are subject to the PTO Officers' review for replacement.

Article VI – PTO Officers

Section 1. Membership. The PTO Officers shall consist of the Head of School (or his/her delegate), PTO Officers, and standing committee chairs.

Section 2. Duties. The duties of the PTO Officers shall be to transact business between meetings in preparation for the general meeting, draft standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held prior to the general PTO meetings held throughout the school year. Special meetings may be called by any two PTO Officers with 24-hour notice.

Section 4. Officers Quorum. Half the number of the PTO Officers members plus one constitutes a quorum.

Section 5. Bylaws. Bylaws will be reviewed every three (3) years by PTO Officers members.

Article VII – Committees

Section 1. Membership. Committees may consist of members and PTO Officers, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees,

- Homeroom Parent Coordinators
- Spiritual Life
- New Family Care
- School Events (Sports & School Life)

Section 2. Additional Committees. The PTO Officers may appoint additional committees as needed or remove committees if a need is no longer present.

Article VIII – Finances.

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Section 1. A provisory budget shall be drafted in May for the next school year, with the help of the PTO Officers in office. This will be presented at the end of the school year for discussion and consideration. The final budget will be voted on in the following September.

Section 2. The treasurer shall keep accurate records of any income and disbursement and of bank account information. Money collected from PTO sponsored events shall be promptly deposited into the PTO bank account by the Treasurer. The treasurer shall reconcile the PTO bank account statements quarterly and yearly.

Section 3. The treasurer shall distribute an updated budget quarterly at the PTO meeting.

Section 4. The PTO Officers shall approve all expenses of the organization that either exceed the budget by €100,00 or that are not included in the approved budget.

Section 5. Two authorized signatures shall be required on each check over the amount of €500,00. Authorized signatories shall be the President, the Treasurer and the Head of School.

Section 6. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the PTO Officers in May.

Section 7. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the membership's approval, spent for the benefit of the school.

Section 8. The organization's fiscal year shall coincide with the school's fiscal year.

Section 9. Requests for reimbursement from the PTO sponsored events can be submitted during the respective school year. Final reimbursement requests must be submitted no later than seven (7) school days prior to the last day of school.

PTO Officers

Head of School	
President	
Vice President	
Community Liaison/Communications	
Treasurer	
Teacher Representative	

Following steps:

- Finalize bylaws and send to HRP for final approval. The 2015 and updated bylaws, as well as February meeting minutes will then be sent to all on the distribution list and at meeting on 12 April final agreement.
- PTO election to be organized in May- Candidates are expected complete Google Form and send back to Kathleen by the end of April. The Google Form should specify that candidates need to send in a copy of their *casier judiciaire*, official ID and tick the box that they have read and understood the updated By-laws.