

ST. PATRICK CATHOLIC SCHOOL
PARENT-TEACHER ORGANIZATION (PTO)
CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the St. Patrick Catholic School Parent-Teacher Organization (PTO).

ARTICLE II. PURPOSE AND OBJECTIVES

The purpose of the PTO is to provide a structure in which the parents, faculty and staff, Principal and Pastor can collaborate to further the growth and development of the academic, social and spiritual curriculum of St. Patrick School. It shall be the vehicle through which school parents and guardians are organized to facilitate parent/teacher communication and to support fundraising, extracurricular programs, special activities, long range planning and any other events that foster the growth and development of the school community.

ARTICLE III. AUTHORITY

The school Principal has the responsibility for administration of St. Patrick Catholic School under the direction of the Pastor and in accord with the directives of the Diocese of Arlington. The role of the PTO shall be principally to act as a forum and assistance center where matters relating to the school may be discussed, and acted upon as necessary and appropriate.

ARTICLE IV. MEMBERSHIP

Each parent or guardian of a student, Pre-3 through 8th grade at St. Patrick Catholic School is a member of the PTO. All members of the faculty and staff, the Principal, Pastor and Associates of St. Patrick Catholic School shall automatically be considered members of the PTO.

ARTICLE V. OFFICERS

The officers of the PTO shall be President, First Vice President (VP) for Parent Volunteers, Second VP of Fundraising, Secretary and Treasurer. Officers shall be elected annually. The term of the office shall be for one year. No person shall be eligible to hold the same office for more than two consecutive terms. No person shall be an officer for more than four consecutive terms.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Administrative body of the PTO shall be known as the Executive Board (EB). The EB shall consist of voting and non-voting members. The voting members of the EB shall be the five elected officers of the PTO and a faculty member chosen by the Principal. The non-voting members of the EB shall be the Principal, Pastor, the School Board Liaison, Associates, the Immediate Past President of the PTO and any chosen Liaison to a Pastoral Advisory Board and any general members of the PTO who attend the EB meetings. The EB acts for the PTO membership between general meetings.

Section 2. A quorum of the EB shall be a minimum of four voting members present in person.

Section 3. Meetings of the EB shall be held at the call of the President or any four members of the EB.

Section 4. The EB shall have the right to appoint any member of the PTO to fill any vacancies among the officers of the organization, subject to the approval by the general membership.

Section 5. The EB shall have the right to add or delete committees. Committees can recommend a suitable chairperson with the approval of the EB. The EB shall have the power to appoint the chairpersons of said committees, in the event that the committee is unable to come to a decision on its chairperson.

Section 6. Each newly elected EB shall appoint a School Board Liaison by majority vote no later than the first of September, after they assume their posts on the first of June.

Qualifications: It is recommended that the liaison should be/have been involved in St. Patrick's for no less than two years. The Liaison should fulfill the requirements for School Board Membership as defined in the School Board Constitution Article IV Membership. Subsequent EBs may reappoint him/her for no more than three consecutive terms.

ARTICLE VII. ELECTIONS

Section 1. The Officers of the PTO shall be elected from and by members of the general PTO.

Section 2. Nominations of officers shall be solicited by a nominating committee. The nominating committee shall be composed of at least three members from the general membership appointed by the EB at least three months prior to the election meeting (held in May). The nominating committee shall receive written nominations from the general PTO and, in turn, contact nominees to obtain acceptance or decline. The nominating committee shall report the names of these candidates for each office at the nominations meeting. The nominations meeting shall be held at least one month prior to the election meeting. Additional nominations may be made from the floor at the nominations meeting. The consent of all

nominees must be obtained at this meeting. The nominations committee shall make every effort to have the slate prepared for this meeting. It is the responsibility of the EB to consult with the nominating committee, prior to the nominations meeting, as to whether the slate is prepared. If the slate is not prepared, the meeting will be postponed no longer than seven days. No further nominations shall be accepted after the close of the nominations meeting.

Section 3. All members of the PTO shall be entitled to one vote. Voting shall be by secret written ballot. The nominating committee will design the ballot. Members may vote either in person at the election meeting or by absentee ballot. Proxy votes shall not be permitted.

Section 4. Absentee ballots shall be accepted until the close of voting during the election meeting as determined by the nominating committee.

Section 5. The nominating committee shall establish procedures for conducting absentee balloting and shall give notice of the final slate of candidates for office to the general membership at least one week prior to the election. This notice shall be disseminated through normal school channels (i.e. school newsletter).

Section 6. Election results shall be tabulated by the nominating committee at the elections meeting and results announced before the close of the business meeting. A plurality of votes cast shall be sufficient to elect candidates to office.

ARTICLE VIII. GENERAL MEMBERSHIP MEETINGS

Section 1. The election meeting shall take place at the last business meeting of the organizational year. The organization year shall run from June 1 to May 31.

Section 2. There shall be at least three general membership meetings, at least one meeting in the fall and two meetings in the spring. The last general meeting shall be the elections meeting. This satisfaction of meetings shall be in force as long as there is a form of communication (i.e. Newsletter) sent out at least bi-monthly.

Section 3. There may also be meetings during the year at such times as the President and/or EB shall decide.

Section 4. At a regularly called meeting of the membership, those present shall constitute a quorum.

ARTICLE IX. AMENDMENTS

This constitution may be amended or suspended by a two-thirds vote of a quorum of the members present at any PTO meeting, provided written notice has been given to the general membership at least 21 days prior to the meeting. Notice published in the school newsletter shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be 20 members present in person.

BY-LAWS

ARTICLE I. DUTIES OF OFFICERS

Section 1. The President shall 1) preside at all meetings of the EB and the general membership, 2) compile an agenda for all meetings, 3) act on behalf of the PTO in urgent matters arising between EB meetings, 4) attend or appoint a representative to Diocesan PTO Council meetings, 5) be an ex-official member of all committees, 6) receive notices of committee meetings, as well as communications dispersed by the committees, and 7) may represent the PTO at all other parish organizations.

Section 2. The VP shall be two in number. The VP shall be named First VP for Parent Volunteers and Second VP of Fundraising. The first VP for Parent Volunteers or the Second VP of Fundraising shall act as President in the absence or incapacity of the President and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. In the event that the First VP or Second VP assumes the duties of President, the EB shall fill the vacancy of the First or Second VP subject to subsequent approval of the membership. Both VPs shall chair any ad hoc committees at the direction of the President.

- a. The First VP for Parent Volunteers shall 1) oversee staffing of school programs/activities requiring the time and talents of school parents and guardians, 2) suggest and provide means to recognize those who volunteer their time and talents to the school, and 3) perform other duties as the President or the EB shall designate.
- b. The Second VP of Fundraising shall 1) solicit ideas and volunteers for fund raising projects, 2) develop a fund raising master plan consistent with the fund raising goals of the EB, present the master plan to the Executive Board for approval, 3) oversee and coordinate all fund raising events, 4) ensure that accurate records are maintained on expenditures, 5) maintain accurate records and reports on all fund raisers, 6) coordinate with parish and school offices to ensure proper scheduling and reservation of appropriate facilities, 7) investigate new fund raising ideas, and 8) perform other duties as the President or the EB shall designate.

Section 3. The Secretary shall 1) keep a minutes book showing a true and accurate record of all meetings of the PTO and the EB, 2) record, post, and report the minutes of all PTO meetings, place one copy in the minutes book, and post one copy in the school newsletter (in addition, one copy should also be given to each member of the EB in a timely manner after each meeting), 3) prepare and distribute notices and communications of the EB, 4) post the agenda for all general meetings two business days prior to the meeting via email, 5) prepare and disseminate official correspondence of the PTO and the EB, 6) maintain a file of all such correspondence, 7) coordinate press releases regarding special school activities and quarterly honor roll with the local newspaper, and 8) perform such other duties as the President or the EB shall designate.

Section 4. The Treasurer shall 1) prepare and present a written annual financial report to the general membership once in the spring and once in the fall, 2) update the EB and the general membership on PTO's financial status at EB and general membership meetings, 3) keep a full and accurate record of all receipts and disbursements of the PTO accounts, 4) receive all monies, and 5) coordinate with the Parish Office Manager monthly regarding all PTO financial business. Audits are conducted through the Parish Office Manager. The Treasurer will also perform other duties as the President or the EB shall designate.

ARTICLE II. DUTIES OF OTHER BOARD MEMEBERS

Section 1. The Principal shall represent the administration at all EB meetings by bringing matters of administrative concern before the EB and then reporting back to the administration the details and results of these meetings.

Section 2. The Faculty Representative shall represent the faculty and staff at all EB meetings by bringing matters of faculty and staff concern before the EB and then reporting back to the faculty and staff the details and results of these meetings.

Section 3. The Pastor and/or Associate(s) shall represent the Parish by bringing matters of the Parish before the EB.

Section 4. The Immediate Past President (IPP) shall attend the first two EB meetings in an advisory capacity and be available to come to further meetings as requested. If the IPP is an 8th grade parent or has moved out of the area, then the 1st VP shall take this role.

Section 5. School Board Liaison: The school board liaison shall represent the PTO at all school board meetings. He or she will bring matters of concern before the school board and report back on these and other school board matters, which concern the PTO at the next EB meeting. When needed, he or she will address the general PTO at general meetings or through the newsletter.

The term shall be one year or any portion thereof, from September 1st through the following August 31st. It is assumed that the former liaison will be available for consultation to assist the new liaison during transition from one liaison to the next in order to facilitate a smooth turn over.

ARTICLE III. EXECUTIVE BOARD

Section 1. The EB shall carry out the objectives and policies of the PTO, propose financial goals to distribute the accumulated monies raised from fundraising, and propose new objectives and policies when necessary.

Section 2. In accord with the provisions of the Constitution and the By-Laws, the EB shall manage the affairs of this organization.

Section 3. The EB shall approve the plans, programs and actions of the committees. All committee matters requiring a vote of the EB shall be submitted in writing to the President one week prior to the EB meeting.

Section 4. Any issues of the general membership requiring the EB's action must be submitted in writing to the President one week prior to the EB meeting.

Section 5. EB meetings are open to all members of the PTO (to observe only), unless an Executive Session is called. The Pastor, Principal, or the PTO President may call an Executive Session and at the Executive Session only members of the EB shall attend.

ARTICLE IV. COMMITTEES

Section 1. The EB shall appoint committees.

Section 2. Members of the committee shall recommend committee chairpersons to the EB and chairpersons shall remain in their capacity for the duration of their time-based task or school year. If, however, the committee chairperson has been in that capacity for more than one year, they can step down at any time and the EB will appoint a new chairperson.

Section 3. Each committee chairperson shall be responsible for organizing his/her committee, appointing such deputies and establishing such subcommittees, as they deem necessary or desirable. The First VP for Parent Volunteers shall be informed of the membership of each committee by the chairperson.

Section 4. Each committee chairperson shall present a proposed budget to the EB. All committee chairs must work with the Treasurer to insure proper collection of and disbursement of any monies, as deemed appropriate by the EB.

Section 5. If at any time a committee chairperson or their appointed deputies to that said committee are unable to do the job as deemed necessary and satisfactory to the needs of the EB as to its laws and its general membership, the EB has the right to absolve a position.

ARTICLE V. PROCEDURE

All meetings of the PTO and the EB shall be conducted according to Robert's Rules of Order, Revised, when not inconsistent with this Constitution and By-Laws.

All members must follow the money handling procedures as outlined in the PTO Treasury Procedures dated 12/1/2015.

ARTICLE V. AMENDMENTS

These By-Laws may be amended or suspended by a majority of a quorum of the members present at any PTO meeting, provided written notice has been provided to the general membership at least 21 days prior to the meeting. Notice published in the school newsletter shall be sufficient notice for purposes of this article. A quorum shall be (20) members present in person.

Adopted: May 13, 1998

Amended: May 17, 1999

Amended: May 25, 2005

Amended: April 25, 2007

Amended: May 23, 2016