

# PTO Bylaws

Saint Helen Catholic School Parent Teacher Organization

## **Article I - Name**

The name of this organization shall be the Saint Helen Catholic School Parent Teacher Organization.

## **Article II – Objective**

The objectives of this organization shall be:

1. To foster and strengthen communications between the school and parents.
2. To support, sponsor and maintain activities and programs which assist the school in achieving its spiritual, scholastic, and administrative objectives.
3. To assist the Principal in carrying out policies and objectives he/she deems.
4. To provide tools to parents and families to enhance the children's experiences at school and at home.
5. To promote the health and welfare of our children and seek to promote collaboration between the parents, school, parish, and the community.

## **Article III – Authority to Exist**

The St. Helen Catholic School Parent Teacher Organization shall exist through the authority of Diocesan Policy #116, which states: "All organizations, programs and clubs, operating within a local school must operate within the policies of the local school. They must first be approved by the Principal and are under the auspices of the Principal. Any fund raising and dispersion of funds are under the authority of the Principal. Examples of such

organizations, programs and clubs are Parent organizations, athletic programs, booster clubs, band, photography, and drama.” (Diocese of Austin, Diocesan Education Board, Adopted: 4/89; Revised: 5/91; Revised: 4/97; Revised 5/10)

#### **Article IV – Membership**

All parents, grandparents, or guardians of St. Helen Catholic School students are members of the Parent Teacher Organization.

#### **Article V – Meetings**

Section 1 – The Parent Teacher Organization shall hold at least two general meetings during the school year. The President and the Principal may agree to cancel a meeting under extraordinary circumstances.

Section 2 – The Executive Committee shall meet monthly during the academic year except under extraordinary circumstances. The President shall have the power to set the date and time of all meetings with a committee majority vote. The agenda for regularly scheduled Executive Committee meetings shall be sent to members via email prior to the meeting.

#### **Article VI – Executive Committee**

Section 1 – The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Special Events Officer, Principal, and Teacher Representative.

Section 2 – Officers shall be elected following the set election plan described in Article IX of this document.

Section 3 – The term of office shall be one year. No officer shall hold the same office for more than two consecutive years.

Section 4 – All Officers shall act in the best interest of the PTO.

Section 5 – Any Officer can be removed from office by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 6 – No staff member of Saint Helen Catholic School is eligible to hold the position of a PTO officer.

### **Article VII – Duties of Officers**

Section 1 – The President shall preside at all general meetings and all Executive Committee meetings. This includes delegating tasks to other officers, committee chairs, etc. The President is an ex-officio member of all committees. The President shall attend all monthly School Advisory Board meetings and deliver a PTO report. The President shall perform all duties that are incumbent on this office. The term of office of the President begins in June and ends the following June.

Section 2 – The Vice President shall assist the President at all times. In the absence of the President, the Vice President shall perform all duties of the President. The Vice President shall perform all duties that are incumbent on this office. The term of office of the Vice President begins in June and ends the following June.

Section 3 – The Secretary shall record and post online minutes of all meetings, both general and executive committee. Minutes shall be posted on the PTO page of the school website in a timely manner. The secretary shall perform all duties that are incumbent on this office. The term of office of the Secretary begins in June and ends the following June.

Section 4 – The Treasurer shall account for all monies of the Organization and keep an accurate record of receipts and expenditures. The treasurer shall prepare reports for the Executive

Committee and work with the school's accountant to reconcile accounts. The Treasurer shall perform all duties that are incumbent on this office. The term of office of the Treasurer begins in June and ends the following June.

Section 5 – The Special Events Officer will coordinate and promote school wide member social events. The Special Events Officer shall perform all duties that are incumbent on this office. The term of office of the Secretary begins in June and ends the following June.

### **Article VIII – Committees**

Section 1 – Standing committees shall be named annually in collaboration with the Principal to meet the needs of the school.

Section 2 – Committee chairperson(s) shall be appointed among volunteers by vote of the Executive Committee.

Section 3 – Special Committees shall be appointed from time to time as deemed appropriate by the Executive Committee to promote objectives and to carry out its work.

### **Article IX – Nominations and Elections**

Section 1 – Nominations for PTO Officers will be submitted by the Nominating Committee in April via the school website. Additional nominations may also be made by the membership at the final PTO general meeting of the year.

Section 2 – The election will be held by an anonymous online ballot.

Section 3 – The new officers shall be announced on the PTO page of the school website and the school Newsletter immediately following the close of voting.

Section 4 – The term of office shall be two years.

## **Article X – Vacancies**

Section 1 – In the event of a vacancy on the Executive Committee, the President shall appoint a person to fill the position for the remainder of the term. With the approval of the Principal and the Executive Committee, this person shall take over said office.

Section 2 – In the absence of the President, the Vice President shall assume the duties of the President.

Section 3 – In the absence of the Vice President, the Secretary shall assume the duties of the President.

Section 4 – In the absence of the Secretary, the Treasurer shall assume the duties of the President.

Section 5 – If the office of the President becomes vacant during the term, the Vice President shall immediately succeed to the office for the remainder of the term.

## **Article X1 – Funds**

Section 1 – PTO funds shall be used for programs, events, and items that directly benefit the students/staff of the school.

Section 2 – All funds raised for PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the bank account set up by the school for PTO use.

Section 3 – An updated financial report shall be kept by the Treasurer at all times.

## **Article XI1 – Quorum**

The presence, in person, of three of the five Executive Committee members shall constitute a quorum for the continuation of business at any meeting of membership.