

# Holy Rosary Catholic School Parent-Teacher Organization

## CONSTITUTION AND BY LAWS

Holy Rosary Catholic School  
November 6, 2012

### MISSION STATEMENT

The mission of the Holy Rosary Catholic School (HRCS) Parent-Teacher Organization (PTO) is, through its activities, to support and enhance the Christian learning environment at HRCS, complimenting HRCS's Mission Statement. *"Holy Rosary Catholic School's mission is to use its Christian Catholic traditions and community resources to empower and celebrate student achievement, so that our students will have a secure environment in which to grow in their knowledge of God, themselves, community, and academics and use that knowledge to reach their God-given potential."*

### ARTICLE 1 NAME

The name of the organization will be the Parent-Teacher Organization of the Holy Rosary Home & School Community. It may also be referred to as the HRCS PTO.

### PURPOSE

The purpose of the HRCS PTO is to plan events for the school year for students and faculty that balance home, church, and school life. In addition, the PTO will explore and provide balance to ongoing opportunities with faculty and families that enhances the spiritual and educational well-being of the students. The HRCS PTO aims to promote a quality education and a safe environment for the students, staff, and educators and to implement activities that will encourage participation by students, parents, teachers and staff. This organization is the primary fundraiser for HRCS.

### MEMBERSHIP

The membership of PTO consists of all parents/guardians of children enrolled at HRCS, faculty/staff serving at the school, and others interested in promoting the school (e.g., alumni, Endowment Foundation members, School Board members). The priests of the Saint John Paul II Catholic Community are honorary members and will be kept informed of PTO activities through communications via principal, PTO teacher representative, PTO president, and/or written communication. There are no dues or fees collected for affiliation with this organization.

Voting membership includes parents/guardians of children enrolled at HRCS and faculty/staff. Voting issues for membership may include, but not be limited to, election of officers, approval of by-laws/constitution and/or amendments, and the calendar of events.

## **MEETINGS**

The PTO will meet monthly, September through May. These meetings will be listed on the school calendar.

The PTO officers can call special meetings from time to time.

## **QUORUM**

At any meeting of the PTO, a majority of the present voting membership will constitute a quorum. Each parent/guardian will possess one vote in matters coming before the PTO.

All voting at the meetings will be by each parent/guardian in person. Voting by proxy will not be allowed. Under special circumstances, voting may take place in written form through the family folders with deadlines adhered to so that the vote is valid.

## **ARTICLE 2 MANAGEMENT**

The PTO Executive Committee shall be composed of the elected officers of the organization, a teacher representative, and the principal of HRCS. The Pastors of the Saint John Paul II Catholic Community will be honorary members. They will be kept informed of the matters of the PTO by the president, principal, and/or written communication.

## **ARTICLE 3 OFFICERS AND DUTIES**

Only parents/guardians of currently enrolled students of HRCS are eligible for an officer's position; enrollment of the student needs to be in place for the upcoming school year. To continue to be eligible as an officer of the PTO, only three meetings per school year may be excused (unless pre-approved by the committee). Officer positions include President, Vice-President, Secretary, and Treasurer.

### **President**

1. Set up agenda, distribute, and post agenda 7 days prior to regularly scheduled meetings.
2. Conduct all meetings.
3. Supervise all activities and delegate responsibilities and duties as necessary.
4. Assign committee chairs and direct their activities.
5. Meet and discuss budget items with the treasurer before tentative budget is submitted.
6. Approves all expenditures.
7. Review PTO calendar of events with next year's president and the Executive Committee.
8. Must have a child who has attended HRCS for at least one year.
9. Act as liaison to School Board.

### **Vice President**

1. Assist President in all meetings, activities, committees, and tasks.
2. Substitute for president in his/her absence. Be able to manage all activities as necessary.
3. Substitute for President at School Board meetings in the event the President cannot attend.

4. Perform other tasks as the President may direct.
5. Follow up all budget activities or items to be purchased, disbursed, or presented.

#### **Secretary**

1. Record minutes for all regular and special meetings of the membership.
2. Distribute minutes before the next meeting.
3. Conduct the correspondence of the association.
4. Maintain a file of all documents pertinent to the work of the association.
5. Record and correct any amended by-laws of this constitution.
6. Publicize meetings and functions of the association.
7. Update the HRCS homepage, Panther Pause, church bulletin, and/or other forms of media with information pertaining to PTO activities.
8. Maintain files for major events that include a summary of the duties, budget, expenses, contacts, electronic files, etc., such that a new chairperson can use it as a reference.
9. Review dates with the next term secretary.

#### **Treasurer:**

1. Approve payment of all obligations incurred by the organization when such payment is approved by the PTO officers.
2. Communicate monthly and work with the church treasurer in maintaining the PTO account, including reimbursement of expenses.
3. Report at each PTO meeting financial account information and budget status as obtained from the Saint John Paul II Treasurer.
4. Render quarterly financial reports.
5. Prepare tentative budget with support from Executive Committee based on prior year's expenses, new requests, and projected dues and income.
6. Prepare final budget for approval at the April meeting.
7. Review duties, ledger, and budget with new treasurer.
8. Communicate with Saint John Paul II Treasurer monthly to review budget and any outstanding bills that require payment.
9. Review all PTO processes to ensure accountability exists for spending authorization.
10. Pre-approve all spending.

#### **Elections:**

Nominees for offices shall be selected by a Nominations Committee, consisting of the PTO officers and the Principal. This committee should be formed by the end of March. Said committee shall prepare a list of the candidates in time for voting to take place by the end of April. The consent of each candidate must be obtained before his/her name is placed in nomination.

Members shall make their selections for officers by written ballot. Election of the PTO officers shall be by simple majority vote of all voting members. New officers shall begin transition in May and begin serving on the final day of school.

In the event that an officer is unable to complete his/her term, that officer's position will be filled by the PTO Executive Committee. In the event of a vacancy of the office of the President, the Vice-President shall advance to the office of the President. In the event that any officer is absent from three regularly scheduled meetings, the Executive Committee may ask for his/her resignation for the remainder of the term (unless pre-approved). An officer's term will consist of one year. A maximum of three terms may be served in the same position, but the officer still goes through the nomination and election process each term. A parent/guardian may serve in a different officer position after three terms in one office have been served.

#### **ARTICLE 4 COMMITTEES**

The PTO coordinates all or a portion of the following annual events. Committee chairpersons will be appointed by the Executive Committee to coordinate each event.

1. Back to School Night
2. Wine Auction and Tasting
3. Wendy's Night Fundraiser
4. Barnes and Noble Book Fair
5. Christmas Program Reception
6. Catholic Schools Week Carnival
7. Rummage and Bake Sale
8. Teacher Appreciation Week
9. Fun Run

#### **ARTICLE 5 FINANCES**

Near the end of the school year, the PTO officers will communicate to the general membership a report of the financial status of the organization.

#### **ARTICLE 6 AMENDMENTS**

Amendments to these by-laws may be made at the final meeting of the school year by a two-thirds vote of the Executive Committee.