

St. Patrick Parent-Teacher Organization By-Laws

Article I – Duties of Officers

President

1. The President shall preside at all meetings of the Parent-Teacher Organization (PTO), appoint the chairperson of committees with the approval of the Board, approve Treasurer expenditures, declare results of votes, set meeting dates and create agendas.

Vice President

2. The Vice-President shall be familiar with PTO work and be ready to take over the work of the President, if necessary. The Vice-President acting for the President shall have the same rights, privileges and duties as the President. The Vice President may also chair committees and perform special duties of the organization. The Vice President shall be the Hospitality Chairperson if no one else is interested.

Secretary

3. The Secretary shall keep the minutes of all the meetings, a list of appointments, circulate an attendance sheet at meetings and keep current copies of the Constitution, By-Laws, standing rules and minutes of the previous meetings. The Secretary shall also reply to all correspondence addressed to the attention of the organization, send out notices of meetings and scheduled events in ample time for the members to attend and read messages or letters to the assembly when called upon by the President. The Secretary shall be the Heart Strings Chairperson if no one else is interested.

Treasurer

4. The Treasurer shall be the custodian of the finances of this organization. Keep accurate account of all funds received and disburse funds as required by the needs of this organization. The Treasurer shall be prepared to render a statement at all times and insist upon written bills or requests before paying out funds.
5. Financial records will be subject to a fiscal year-end audit by the parish business manager. A year-end financial statement will be submitted to the St. Patrick School Board of Directors and Finance Council.

All Officers

6. Each officer and chairperson or standing committee shall turn over to the successor all books, paperwork and/or other property pertaining to that office by July 1. The treasurer will turn over all reports by July 31.
7. Each officer and chairperson shall render a written report of his or her year's work at the last meeting of the year.
8. The Board of Directors shall consider and approve non-budgeted, emergency expenditures on an as-needed basis.

Article II – Committees

1. All committees shall be appointed and organized by the Board.
2. The committees shall serve for a term of one year. The chairperson of each committee shall be appointed by the Board.
3. The committees may include Hospitality, Heart Strings or any other committee the Board of Directors deems necessary to meet the objectives of the PTO.

Article III – Duties of the Committees

1. The Hospitality Chairperson develops a spirit of friendliness among members of the organization and those who attend its meetings; arrange for gifts to be sent to parents, students, teachers or staff members on appropriate occasions; coordinates the availability of refreshments and/or food at events designated by the Board.
2. The Heart Strings Chairperson shall work to coordinate outreach activities that support school families and staff members on an as-needed basis. Heart Strings activities may include meal delivery, cards of sympathy or congratulations, childcare and any other service the Heart Strings Chair deems appropriate.

Article IV – Board of Directors

1. A member of the Board of Directors will serve as liaison to the St. Patrick School Board of Directors. The liaison will periodically report to the St. Patrick School Board of Directors on the organization.
2. Meetings of the Board of Directors shall be held prior to the PTO meeting, at which time an agenda will be set.

Article V – Elections

1. At least thirty (30) days before the May meeting, the President shall post notice of all open offices in the school newsletter. The President shall appoint one or two people to an election committee.
2. It is the duty of the election committee to have on hand pencils, the ballots and the ballot box during the May meeting.
3. Election of officers shall be by secret ballot. The term of office begins on July 1.
4. The election committee shall count the votes and report the results of the election before the close of the May meeting.
5. The President shall order the ballots destroyed after the announcement of the new officers.

Article VI – Order of Business

1. Call the meeting to order – President
2. Opening prayer – Rotation
3. Reading of the minutes from the previous meeting – Secretary
4. Treasurer's report – Treasurer
5. Committee report – Committee Chairperson
6. Old Business – President
7. New Business – President
8. Program Introduction (if any) – Vice President
9. Adjournment – President

The Vice President in the absence of the President, Secretary or Treasurer will assume that role at meetings.

Article VII – Dissolution

1. Upon dissolution of the organization, all remaining assets will be reverted to St. Patrick School.

Article VIII – Amendments

1. The By-Laws may be amended at any board meeting by a majority vote from the Board, provided that the proposed amendment has been presented to the organization at the previous regular meeting.
2. Adoption or revision of an amendment to the Constitution or By-Laws is subject to the approval of the pastor, principal and St. Patrick School Board of Directors.

Revised: October 1995

Revised: May 2001

Revised: September 18, 2002

Revised: June 13, 2011