

# **St. Patrick Parent-Teacher Organization Constitution**

## **Article I – Name**

The name of this organization shall be the St. Patrick Parent-Teacher Organization (PTO), located in the Diocese of Grand Rapids, State of Michigan.

## **Article II – Objectives**

1. To provide resources that will support the St. Patrick School mission statement and supplement educational opportunities for students.
2. To raise necessary funds and provide financial support for curriculum enrichment, classroom support and community building.
3. To offer, through well planned programs, information of particular interest to parents and staff.
4. To encourage the maintenance of high standards of family life.
5. To create a greater appreciation of Catholic education.
6. To promote and foster fellowship between St. Patrick School and Parish families.
7. To keep St. Patrick School and Parish families aware of both the objectives and accomplishments of the organization through regular communications.

## **Article III – Policies**

1. The policies of the PTO shall be non-partisan.

2. This organization shall respect the established school policies and practices as set forth by the St. Patrick School Board of Directors.
3. The PTO will function as a committee of the St. Patrick School Board of Directors.

#### **Article IV – Membership**

1. Any person in St. Patrick School or Parish interested in the purposes of this organization may be a member.
2. The pastor of St. Patrick Parish, faculty, and the principal of St. Patrick School shall be honorary members of the organization.

#### **Article V – Officers**

1. The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer. This shall be the elected Board of Directors.
2. Elected officers should be elected by secret ballot, in May, for a term of three years. Any member of the organization, except honorary members, may run for an elected position. Once elected, an officer may serve no more than one term or three years in their present position. After serving their term, the member must wait a minimum of three years before running for office again. No individual shall be elected to serve more than three years in any one capacity on the Board of Directors.

Elections shall occur on a rotating basis. In 2011, the Treasurer and Vice President will be elected. In 2012, the Secretary will be elected. In 2013, the President shall be elected. Subsequent rotation of elections shall follow this schedule.

3. Officers shall begin their term on July 1.
4. If an officer does not uphold the duties and responsibilities of that position as outlined in the constitution, he/she may be dismissed from the organization after consultation with the principal and pastor.
5. If a vacancy occurs during a term of office, the Board of Directors will appoint a qualified person to fill the vacancy for the balance of the term or until the end of the year.

## **Article VI – Meeting**

1. There shall be a minimum of four general meetings of the organization during the school year. Special meetings may be called by the Board of Directors.
2. Eight (8) members and/or three (3) Board Members shall constitute a quorum for the transaction of business at a general meeting.
3. Meetings shall be open to all school families. The membership will have voting rights on program support and financial decisions.

## **Article VII – Finances**

1. In case of emergency between meetings, the Board of Directors shall have the authority to authorize the expenditures of non-budgeted money not to exceed two hundred dollars (\$200.00).

All other financial decisions will be approved by a majority vote of the general membership.

## **Article VIII – Amendments**

1. This Constitution 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: January 2002

Revised: September 18, 2002

Revised: June 13, 2011