

PARISH SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE I - NAME

The name of this organization shall be St. John the Apostle Parent-Teacher Organization.

ARTICLE II - PURPOSE AND FUNCTION

Section 1. The purpose of the PTO Board is to recommend programs consistent with Diocesan and state guidelines that contribute to the fulfillment of the purpose of the organization and commitment to Jesus Christ and the Church. The Diocesan School Policies must be followed in developing the work of the organization.

Section 2. The primary functions of the PTO are:

- A. Support and promote quality Catholic education,
- B. Encourage Catholic standards of family life,
- C. Share with teachers the values that parents are attempting to develop with their children at home.

Section 3. PTO Board shall be nominated by nominating committee, approved by the Principal and affirmed by the membership.

The proposed slate of officers shall be approved by the organization at the last meeting of the year.

Section 4. If a conflict arises between the PTO Board and the School administration, the matter shall be referred to the Pastor for final resolution. The policies of the Diocese provide the parameters for resolution.

Section 5. All actions of the Board shall become effective when the Principal has signed the minutes of the respective meeting.

Section 6. The Principal shall approve all written communications of the organization.

ARTICLE III - MEMBERSHIP

Section 1. The active membership of the organization shall consist of all parents and guardians of students attending St. John the Apostle School that have paid their membership fee. The fee will be \$5.00 per family. By contractual agreement, teachers are organized members.

The PTO Board shall consist of the approved slate of officers.

Section 2. The regular term of membership is two years. The terms shall be staggered to provide continuity of the PTO Board.

ARTICLE IV - OFFICERS AND RESPONSIBILITIES

Section 1. The officers of the Board shall be President, Vice President, Secretary, and Treasurer. The term of office shall be two years. No person shall serve more than two consecutive terms in the same office.

Section 2. The responsibilities of the officers are:

- A. Presidents: shall preside at PTO Board meetings and perform other duties usually associated with the office. The President shall appoint members to the sub-committees.
- B. Vice-President: shall preside and act as President in the absence of the President.
- C. Secretary: shall be responsible for keeping minutes and submitting them to the Principal.
- D. Treasurer: shall establish a budget and consult with the bookkeeper on the working of fiscal management. All funds of the PTO are reported on the monthly financial report and held in the school account.

Section 3. A PTO representative will serve as a member of the local school board. The representative shall act as a liaison to ensure that PTO goals are established with the goals of the Board.

Section 4. If the office of the President becomes vacant before an appointed term has expired, the Vice-President shall serve as President for the remainder of the term. If the office of the Vice-President becomes vacant before expiration of an appointed term, a new Vice-President shall be appointed immediately by the President with the approval of the Principal.

ARTICLE V - MEETINGS

Section 1. The PTO Board shall meet six times a year. Special meetings may be called at the request of the President and Principal. The organization, as a whole, shall meet four times a year.

Section 2. A written agenda, committee reports, monthly financial statement, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.

Section 3. A quorum shall be established when a simple majority of members is present for a regular general meeting.

Section 4. The PTO Board shall decide on the procedures for the orderly running of a board meeting.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees of the Board are:

- A. Adult Education Committee
- B. Public Relations (This committee will support programs of the organization.)

Section 2. Members of the committees shall be appointed by the PTO Board. Members of the committees need not be members of the Board; however, the chairperson of each individual Standing Committee must be a board member.

Section 3. Ad Hoc committees shall be appointed by the President of the Board. These committees shall be dissolved upon completion of their assignment. The assignment should meet the goals of the organization.

Section 4. The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the PTO Board and the Principal.

ARTICLE VII - AMENDMENTS

These by-laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the PTO Board at a meeting in which a quorum is present and with the approval of the Principal.