

ST. FRANCIS XAVIER SCHOOL
PARENT/TEACHER ORGANIZATION
BY-LAWS

Revision History

5/24/2004 Established and approved by PTO
11/05/2007 Approved by PTO

1. NAME

The name of this organization is St. Francis Xavier Parent/Teacher Organization (PTO).

2. MISSION STATEMENT

As a partnership between parents, teachers and parish, the St. Francis Xavier PTO seeks to enhance the physical and emotional growth, education, Christian values, and safety of our children through communication, providing resources, and building community and pride in the unique experience that is St. Francis Xavier School.

3. MEMBERSHIP

Parents and/or guardians of children attending St. Francis Xavier School and St. Francis Xavier School faculty are eligible for membership.

4. OBLIGATIONS

Members are encouraged to attend meetings, serve on committees and assist in fundraising activities to support our children's school environment throughout the year.

5. OFFICERS

5.1 Offices

There shall be four elected officers: President, Vice-President, Secretary and Treasurer. There shall be two ex-officio officers, namely the Principal and an appointed faculty representative.

5.2 Duties of Officers

5.2.1 President

The President will preside at all the meetings of the PTO. The President shall coordinate chairpersons for all committees. The President shall prepare the agenda for the meetings. The President may approve purchases of up to \$250.00 without presenting it to the membership for a vote. Anything over this amount must be put to vote to the membership.

5.2.2 Vice-President

The Vice-President shall carry out the duties of the President whenever the President is not present. The Vice-President shall assist the President in the performance of the President's duties.

5.2.3 Secretary

The Secretary shall keep a complete record and file all of the proceedings of the monthly meetings of the PTO. The Secretary shall prepare a copy of the prior meeting minutes, and said minutes are to be read and approved at the following meeting. The secretary shall carry on the correspondence of the PTO.

5.2.4 Treasurer

The Treasurer shall be custodian of all the funds and fees pertaining to the PTO. The Treasurer shall keep an itemized record of all disbursements and receipts, and shall pay all expenses incurred by PTO by check after they have been presented to and approved by the officers. The Treasurer shall have a written report available for all members to view. The financial records will be subject to review at the discretion of the President. The Treasurer and President shall endorse all checks over \$500. The PTO checkbook and all current financial records are to be kept and maintained by the Treasurer.

5.2.5 Principal

The Principal shall have the responsibility to ensure that the proposals, decisions, and actions of this PTO support the mission and values of the school.

5.2.6 Faculty Representative

The Faculty Representative shall be nominated by the Principal and appointed by the PTO. The role of this officer is to act as liaison between the school staff and the PTO.

5.3 Vacancies

The President shall name a successor for any vacant office, which may occur during the year, subject to the approval of the PTO.

6. ELECTIONS

6.1 Nominations

Nominations are held every year at the April meeting. The Nominating Committee will present a slate of officers. At the time of nominations, any member of the organization may also make nominations from the floor.

6.2 Elections

Elections will take place by ballot at the May meeting. Officers will start their two-year term in September. In order to promote continuity, the term of officers shall be staggered as follows:

Elections for the offices of the President and Secretary will be conducted in years which end in an even number.

Elections for the offices of the Vice-President and Treasurer will be conducted in years which end in an odd number.

6.3 Appointments

One school faculty member will be appointed by the PTO from the nominations offered by the Principal. The Principal must nominate a candidate for the PTO to consider for appointment.

7. MEETINGS

7.1 General

There shall be 10 - 12 monthly (subject to change) meetings throughout the year. These meetings will begin during the month of September and conclude in June. There may be a pre-year meeting during the summer. Meetings will take place on the first Monday of the month, at 7:00 p.m., unless otherwise specified.

7.2 Special Meetings

The President may call special meetings other than the above at the request of the officers. If deemed necessary by the President, a member of the PTO may request a special meeting.

7.3 Agenda

The President shall prepare the agenda for the monthly meetings.

8. ORDER OF BUSINESS MEETING

The Order of business shall be conducted according to Roberts Rules of Order unless otherwise specified herein.

The meeting order shall be as follows:

1. Greetings – call to order
2. Opening prayer
3. Minutes of preceding meeting
4. Report of the Treasurer
5. Committee reports
6. Old business
7. New business
8. Set date, time and place of next meeting
9. Adjournment

9. QUORUM

A quorum of the PTO shall consist of, at least, six members and one officer present at current meeting. Any motion placed before the PTO shall be carried by a majority vote.

10. COMMITTEES

The following shall be standing committees for the PTO. The President shall appoint these committees and their chairperson(s).

10.1 Executive Committee

This committee shall be made up of the President, Vice-President, Secretary and Treasurer. The President shall serve as chairperson of this committee. This committee shall formulate plans and execute said plans in accordance with the Mission Statement, and submit their intended planned programs to the PTO for a majority approval. They then will appoint special committees taken from the list of the PTO membership, who promise to promote and fulfill said plans.

10.2 Nominating Committee

The President will select a chairperson plus two other individuals at the January meeting. The Nominating Committee's duties shall be:

1. Upon consent of possible candidates, draw up a slate of nominees for the election of the officers of the PTO.
2. Nominate no less than two and not more than three officers for each particular office listed on the ballot.
3. Arrange for the elections to be held each May.
4. Prepare ballots for the elections.
5. Conduct said election at the May meeting each year.

10.4 Ad Hoc Committee(s)

Ad Hoc Committee(s) may be appointed whenever deemed necessary by the President. Each committee shall have a chairperson and when deemed necessary a co-chairperson. Each chairperson or co-chairperson shall:

1. Be held responsible for their respective committee.
2. Have the assistance and help of two or more (when necessary) members of the PTO who will constitute the committee.
3. Make final pronouncement of their respective committee's plan, only after consultation and agreement with their committee members and the President.
4. Make ongoing reports of their committee's proceedings whenever necessary.
5. Have a budget of no more than \$250. If committee feels \$250 will be exceeded, the President may approve an additional \$250. A total final budget over \$500 must be approved by a membership vote.

11. BY-LAW REVIEW

The By-Laws of the PTO will be reviewed and/or revised as necessary. Any proposed amendments or revisions to the by-laws must be raised at any regular meeting, then tabled until the next regular meeting. At the subsequent meeting, the proposed changes shall be discussed before voting. All changes to the By-Laws require a two-thirds vote of the members present. Changes will become effective immediately after approval, unless otherwise specified.

