



Our Saviour Catholic School

PTO Articles of Organization

As of April 7, 2016

ARTICLE I. Name.

The name of the organization shall be the Our Saviour Catholic School Parent Teacher Organization 'aka PTO' (hereafter called the "Association").

ARTICLE II. Organizational Authority

- A. This Association is an independent association, but accepts the leadership role of the Our Saviour Church and School.
- B. This Association is organized exclusively for the charitable, literacy, or educational purposes within the meaning of Section 501©(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

ARTICLE III. Purpose.

The objectives of the Association shall be:

- 1. To promote open communication among the parents, teachers and administration.
- 2. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- 3. To promote good will and cooperation between and among parents, faculty, administration, School, School Board and the parish of Our Saviour.
- 4. To direct and coordinate parental support to Our Saviour Catholic School through assistance activities, social functions and fundraisers.
- 5. To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents.

ARTICLE IV. Membership and Fees.

- A. Membership shall consist of current parents and guardians of the students of Our Saviour Catholic School and the current faculty of the school.
- B. The membership fees shall be determined by the executive committee of the Association annually prior to registration for the following school year or as needed.

ARTICLE V. Executive Committee.

The executive committee shall consist of the six voting officers of the Association and any ex-officio and ad hoc officers. The Executive Committee shall conduct the Association's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on the their final disposition; review and recommend disbursements of money collected from dues, fund raising events and contributions after notification of and discussion with the Association members.

ARTICLE VI. Officers and Duties.

- A. The officers of the Association shall consist of:
 - 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
 - 5) Faculty Representative
 - 6) Volunteer Coordinator(s) – position may be split into two co-chairs: if split, they have one vote between them.

Non-voting, ex-officio members shall include but not be limited to the principal of the PTO Council, Our Saviour's Catholic School and the pastor of the Our Saviour's Parish. Additional ex-officio members may be appointed by the president of the Association.

- B. The duties of the officers shall be defined as follows:

The President shall:

- Preside at and administer all regular, special and executive committee meetings.
- Call special meetings of the Association's Executive Committee.
- Serve as a member of the School board and is the official spokesperson for the Association.
- Have co-signature authority with the treasurer for payment of the Association's bills.
- Serve as an ex-officio member of all Association committees.
- Perform such duties as are incumbent of this office.

The Vice President Shall:

- Assume the duties of the president in his/her absence.
- Perform additional duties designated by the President.
- Assist in the formation of all committees and serve as an ex-officio member.
- Assure that committees meet their goals and report their results and recommendations to the Association.

The Secretary Shall:

- Record and make available to the members copies of the minutes of all executive committee and general meetings.
- Conduct the correspondence of the Association.
- Maintain a current file of reports, records and correspondence of the Association.
- Be responsible for recording and correcting as amended the Bylaws of the Association.
- Publicize meetings and functions in the School and the Association newsletter.

- Present budgets to Executive Committee for all Sub-Committees and be responsible for each Sub-Committee Chair person to sign off on budget.
- Serve as an ex-officio member of the Communications Committee.
- Perform additional duties designated by the President.

The Treasurer shall:

- Collect and deposit all dues and other monies received through fund raising and contributions.
- Be appointed to all fund raising committees as an ex-officio member to coordinate and to help prepare fund raising reports.
- Maintain records of all receipts and expenditures.
- Review and recommend payment of bills to the President.
- Have co-signature authority with the president for payment of the Association's bills.
- Provide a written bi-monthly cash accounting at the general membership meeting of all income and expenditures.
- Perform additional duties designated by the President.

The Faculty Representative shall:

- Serve as liaison between the faculty and the Association.
- Report Association business at faculty meetings.

The Volunteer Coordinator(s) shall:

- Be responsible for auditing volunteer hours for parents once a trimester.
- Once a month select the "Volunteer of the Month" and award them to Volunteer Parking Spot for the month.
- Add volunteer opportunities to Volunteer Spot for parents to sign up.
- Be appointed to work with all the Committee Chairs to understand their volunteer needs.

- Be appointed to work with the Homeroom parents to notify parents of the number of hours they need, stay current on the needs of the teachers and what upcoming opportunities are available to parents.

C. The PTO Council

This ex-officio council shall be formed for the purposes of education, collaboration and understanding between the PTO and the homerooms.

- Shall be comprised of the current Homeroom Parents selected by the Teachers.
- This council will meet monthly with the PTO Officers
- The members are responsible for communicating the meeting to their classroom parents
- The Executive Council will appoint a Homeroom Parent Liaison to coordinate homeroom budgets and concerns. This person will be selected in September at the first PTO Executive

ARTICLE VII. Election and Tenure of Officers.

- A. All officers of the Association, except the faculty representative, shall be elected by the members at a general meeting in April. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for apposition, a majority vote shall be required to ratify election to the position.
- B. Candidates shall be solicited from the membership during the regular meeting in February. During the March meeting nominees shall be given an opportunity to present their qualifications to the membership in written or verbal form.
- C. The term for President shall be two years and each other office shall be one year. Candidates for President must have served for at least one year on Executive Committee prior to being nominated for a 2 year term.

- D. The new officers shall assume their office at the close of the May meeting. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.

ARTICLE VIII. Meetings.

General membership meetings of the Association shall be held monthly August through May as determined by the president of the Association and shall avoid conflict with school board and parish meetings. A special meeting of the Association may be called at any time by the President, with at least 48 hours advance notice to the membership.

ARTICLE IX. Parliamentary Authority.

- A. The proceedings of the organization shall be governed according to the rules specified in Robert, Henry M., Robert's Rules of Order, Jove Reference, New York: The Berkley Publishing Group, 1977. The guide and commentary provided by Rachel Vixman in this text shall serve as a reference about the implementation of the rules of order. These rules of order shall apply to general and special meetings of the Association and to Executive committee meetings.
- B. For the purposes of the Association, the parliamentary authority specified in paragraph A, shall be amended as follows:
 - 1. For general or special meetings of the Association, a quorum shall consist of 75 members or fifteen percent of the membership, whichever is smaller. For executive committee meetings, a quorum shall consist of a majority of the voting members. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.
 - 2. Unless otherwise specified in these bylaws, tallies of meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.

3. Unless exempted by the presiding officer, member's speeches shall be limited to the three minutes.
4. Regular, special, or executive committee meetings that adjourn and are recalled to order within a 72 hour period are considered to be a single session.

ARTICLE X. Committees and Functions.

- A. All members of the Association are eligible to be members of the committees. The president of the Association shall call for volunteers for the committees no later than the March general membership meeting. New committee members shall be nominated to the committees by the president if too few nominees emerge. The appointment to the committees shall take place at the April general meeting. The term of service shall be one calendar year. Each committee's members shall choose officers from within the committee. Each committee shall be responsible for a monthly report to the vice-president.
- Sub – Committees are defined but not limited to:
 - Gala
 - 1000 Club
 - Golf Tournament
 - Welcome Back Dinner
 - Arty Party
 - Family Gala

ARTICLE XI. Amendments.

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the president shall give written notice of the proposed amendment to all the members of the Association. Final approval of the

amendment shall be made by a 2/3 majority of the members at the next regular meeting.