

**The Catholic School of St. Eugene  
Parent Teacher Organization Bylaws  
January 2012**

**ARTICLE I – NAME**

The name of this organization shall be the Parent Teacher Organization (PTO) of The Catholic School of St. Eugene (St. Eugene), under the authority of the parish of St. Eugene Catholic Church and the Catholic Archdiocese of Oklahoma City.

**ARTICLE II – PURPOSE, MISSION, AND ACCOUNTABILITY**

**Section 1: Purpose**

The purpose of the PTO is to enhance and support the educational experience at St. Eugene, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at St. Eugene through volunteer and financial support.

**Section 2: Mission**

The mission of the PTO is to serve as a vehicle by which parents, teachers, pastor and principal are able to collaborate with one another, thereby developing a faith community through which the children of St. Eugene can grow in their Christian formation.

**Section 3: Accountability**

The PTO shall follow the established school policies and practices and be accountable to the School Advisory Council (SAC) who, in turn, is accountable to St. Eugene Catholic Church.

**ARTICLE III – MEMBERSHIP, DUES AND GENERAL MEETINGS**

**Section 1: Membership**

Any parent or guardian of children attending St. Eugene may be a member of the PTO and shall have voting rights. Priests, the principal and faculty of St. Eugene may be a member and have voting rights.

**Section 2: Dues**

Annual dues shall be per family and shall be established by the PTO Board. Although payment of annual dues is recommended, it has no bearing on voting privileges.

**Section 3: General Meetings**

At least one general meeting of the PTO shall be held each year, with the dates set at the discretion of the PTO Board.

## **ARTICLE IV – GENERAL MEETING VOTING PROCEDURES**

### **Section 1: Quorum**

The quorum of a PTO General meeting shall consist of twenty (20) members. No votes shall be taken unless the quorum number is met.

### **Section 2: Voting**

Multiple slated elections, bylaws amendments, and any other issues deemed necessary by the PTO Board must be approved by two-thirds vote of the general membership of those present and voting, assuming prior notice has been given. Notice can be given by mail or electronically.

### **Section 3: Absentee Voting**

All members have the right to vote by absentee ballot on any vote brought before the general membership, provided notice has been given. Absentee ballots can be submitted electronically or on the official ballot available as defined in the notice. Absentee ballot votes on a specific issue are void if the specific issue is amended during the meeting.

## **ARTICLE V – BOARD COMPOSITION AND MEETINGS**

### **Section 1: Board Composition**

The PTO Board consists of the Executive Board, four appointed chairpersons and various appointed coordinators. The Executive Board and appointed chairpersons have voting privileges, whereas the appointed coordinators do not. No board member shall be a paid employee or spouse of an employee of the school or church, unless expressly approved by the Principal.

### **Section 2: Board Meetings**

Board meetings shall be held monthly during the school year, at the discretion of the President. Special meetings may be called with sufficient notice. A majority of the voting board members constitutes a quorum.

## **ARTICLE VI - EXECUTIVE BOARD**

### **Section 1: Executive Board Members**

The Executive Board (also referred to as Officers) shall consist of the Principal and the following elected officers: President, Vice-President, Secretary and Treasurer. The Principal and President shall serve as co-chairpersons for the PTO. The Principal shall vote in the event of a tie.

- a. **President.** The President shall preside at the meetings of the PTO and perform such duties as are incumbent to the office. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall serve as the ex-officio member of the School Advisory Council (SAC).

b. **Vice-President.** The Vice-President, in the absence of the President, shall perform all duties as are assigned this office. The Vice-President shall serve as the Nominating Committee Chairperson.

c. **Secretary.** The Secretary shall keep the minutes of all the PTO's meetings and shall discharge duties as are incumbent upon the office. The Secretary shall prepare programs for General Meetings with assistance of the President and Principal.

d. **Treasurer.** The Treasurer shall serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, and prepare reports of financial activity.

## **Section 2: Nominations, Elections, Terms, and Vacancies of Executive Board**

a. **Nominations.** The Nominating Committee shall consist of the Vice-President, Principal and two members of the PTO chosen by the Principal and Vice-President. The Vice-President shall solicit, contact, and confirm nominees, all in preparation for the slate of candidates to be presented prior to the general election.

b. **Elections.** Elections shall be held at a general meeting preceding the end of the school year. At the meeting, nominations may also be made from the floor. Voting shall be by voice vote if a single slate is presented. If more than one person is running for an office, a ballot vote shall be taken. The Executive Board shall be elected by a majority vote.

c. **Terms.** The term of the elected offices shall be two years, beginning June 1 and ending May 31 of the second year. No officer shall hold the same office for more than two consecutive years. The Vice-President will hold the position of Vice-President for one year, and then become the President in the second year.

d. **Vacancies.** Should the President be unwilling or unable to complete the term, the Vice-President will become the President and a new Vice-President will be elected by a majority vote of the PTO Executive Board. If for any reason an elected officer can't serve his/her full term, the President will appoint a replacement with the advice and consent of the Executive Board. The replacement will serve for the remainder of the term.

## **ARTICLE VII - APPOINTED CHAIRPERSONS**

### **Section 1: Appointed Chairpersons**

Assisting the Executive Board will be four appointed chairpersons supervising the following areas: Community Outreach/Fundraising, Hospitality, Homeroom Parents, and Stewardship.

- a. **Community Outreach/Fundraising.** The Community Outreach/Fundraising Chairperson oversees, organizes, and reports on fundraising opportunities for the school. This person will also serve as the PTO liaison for the Parish Gala.
- b. **Hospitality.** The Hospitality Chairperson plans and oversees food and beverage needs for school functions, coordinates gifts and receptions, and organizes special event days sponsored by the PTO.
- c. **Homeroom Parents.** The Homeroom Parents Chairperson oversees all parents who volunteer to assist teachers with classroom projects, events, and needs.
- d. **Stewardship.** The Stewardship Chairperson is responsible for providing volunteers who have met the Safe Environment guidelines, for all PTO related functions.

**Section 2: Slate, Terms, and Vacancies of Appointed Chairpersons**

- a. **Slate.** With the Nominating Committee, the Vice-President shall solicit, contact, and confirm appointees, all in preparation for the slate of candidates to be presented and approved by the general membership at a meeting preceding the end of the school year.
- b. **Terms.** *The term of the elected offices shall be two years, beginning June 1 and ending May 31 of the second year. No officer shall hold the same office for more than two consecutive years.* The Vice-President will hold the position of Vice-President for one year, and then become the President in the second year.
- c. **Vacancies.** Should an appointed chairperson be unwilling or unable to complete their term, the PTO Board will select, by majority vote, a replacement. The replacement will serve for the remainder of the term.

**ARTICLE VIII - APPOINTED COORDINATORS**

Coordinators are appointed to oversee the following areas: Historian, Uniform Exchange/Sweatshirts. Helping Hands, New Parents/Marketing; Library/School Supply. Terms of office are set by the PTO Board. Should an appointed coordinator be unwilling or unable to complete the term, the PTO Board will select, by majority vote, a replacement. The replacement will serve for the remainder of the term. The PTO Board may appoint additional coordinators as needed.

## ARTICLE IX – FINANCIAL POLICIES

### **Section 1. FISCAL YEAR**

The fiscal year of the PTO should coordinate with the school year.

### **Section 2. BUDGET**

A budget for the upcoming school year should be prepared by the Treasurer and approved by the PTO by the end of the preceding school year. The budget cannot result in a deficit.

### **Section 3. EXPENSE APPROVAL**

Two signatures shall be required on all checks. Signature rights shall be given to the President, Treasurer, Principal and Pastor.

*No unallocated funds in excess of \$50 shall be paid from the PTO account without a majority vote from the PTO Board. All requests for money or bills received by the PTO must be stated on a PTO Requisition Form and presented at PTO Committee meetings for approval. Reasonable and customary expenses which come up between meetings must receive approval with a majority of the PTO Board. These expenses must be included in the monthly financial report to the PTO Committee. Requests for reimbursements must include a PTO Reimbursement Form. Two signatures of the Executive are required for reimbursement. A receipt must accompany all expenses. Expenditures in excess of \$1000 shall require bids from 3 different service providers. Committee consisting of the President, Principal and one other voting member of the PTO Board would initially approve the bidding process. The results from the bidding process will be submitted to the Principal and/or Pastor for final approval.*

The Church Accountant will issue all checks on behalf of the PTO with proper documentation to include an authorized Requisition/Reimbursement Form with an attached invoice or receipt.

### **Section 4. CAPITAL EXPENDITURES**

All capital expenses, in excess of \$1000, shall be made based upon the acquisition of at least three bids.

### **Section 5. REPORTING**

All money collected by any source acting for in the name of the PTO shall be considered PTO/The Catholic School of St. Eugene funds and shall be given to the Treasurer, who will report the amount received and from what source in a monthly report. This income, along with a list of expenses should be included on the monthly financial report prepared by the Treasurer.

## **ARTICLE X – RULES OF ORDER**

### **Section 1: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or by specific rules or procedures adopted by the PTO.

### **Section 2: Reporting**

Any suggestions concerning school policies and practices will be deferred to the SAC.

## **ARTICLE X1 – BYLAWS AMENDMENTS**

### **Section 1: Proposed Amendments**

Amendments to the Bylaws may be proposed by any PTO member or PTO Board Member. Prior to general member voting, all amendments must be submitted in writing to the SAC for final approval.

### **Section 2: Notice**

These Bylaws may be amended at any general or special meeting, providing previous notice was given in writing prior to the meeting. Notice can be given by mail or electronically.