

Bylaws
Parent Teacher Organization
Christ the King Catholic School
Daphne, Alabama, Archdiocese of Mobile

Article I - Membership

Membership in the CTKCS PTO shall consist of all parents and guardians of students currently attending CTKCS. All teachers, faculty and staff employed by CTKCS shall also be considered members in full standing of the PTO, regardless of whether they have children currently attending the school.

Article II – Executive Committee

1. The Executive Committee (EC) shall consist of the Principal, President, Vice President, Secretary, Treasurer, Head Room Representative. These persons shall have the full responsibility for the Organization’s business affairs, including, but not limited to, the approval of committee appointments, review of their reports, and consideration of suggestions concerning school matters.
2. In case of a vacancy in office, the Executive Committee shall elect to fill that office.
3. The offices of Secretary and Head Room Parent shall serve two years in their respective positions. The office of Treasurer shall serve a three-year term in their position. The office of Vice President shall serve a term of one year, with the intent of moving to the position of President. The President shall serve a term of one year. After each office has served their term, they can move to a different position and serve that positions term limit but may not serve another term in their previous position.
4. Acting as advisor to the Executive Committee is the Principal and a representative of the Development Office.

Article III – Officers

1. President – The President shall preside at all meetings of the Organization, appoint chairpersons of committees, authorize the Treasurer for the payment of bills, and perform such duties as are incumbent upon this office. The President is an ex-officio member of all committees.
2. Vice President – The Vice President is elected to perform the duties of the President in the event of his or her absence or disability. The Vice President will assist the President in the day-to-day duties. The Vice President will report monthly on the PTO Committees’ status. The VP should touch base with each chairperson monthly. Event based committees should be contacted two months prior to the event to update the executive committee on the status of the event.
3. Secretary – The Secretary shall keep in permanent form the minutes of the meeting of the Organization and the EC, read communications at meetings, post notices and reminders of the activities of the PTO in the form of a weekly e-blast, and communicates up-to-date information for the school’s website to Advancement.
4. Treasurer – The Treasurer is responsible for managing and reporting the finances of the Organization. The Treasurer shall keep an accurate record of the receipts and expenditures of the Organization, which includes preparing and making periodic bank deposits along with reimbursing volunteers (upon the presentation of the proper documentation) and paying expenditures via bank check in a timely manner, reconciling the monthly bank statement(s) and preparing the Treasurer’s Report for each PTO meeting. The Treasurer shall be responsible for the related data entry to reflect the Organization’s financial activity into the accounting software. In conjunction with the Executive Committee, the Treasurer shall establish/prepare the

Organization's budget for the school year and update/revise it as necessary during the school year. The Treasurer shall work the "bank room" during the annual PTO fundraising events as needed.

5. Head Room Representative – The Head Room Representative shall be responsible for recruiting or selecting a room representative for each class. Throughout the school year, the Head Room Representative shall direct the room representatives through certain duties, including but not limited to finding volunteers to work their class booth at Pumpkin Festival, organizing snacks for teachers and carpool workers for the monthly faculty meeting, completing a class project for the King's Supper silent auction, organizing all class parties, certain communications to parents through the room representatives, and assisting the teachers in carrying out other activities as needed.

Article IV – Communication to Teachers/Staff

1. The principal will relay any pertinent information from PTO meetings to the teachers and staff of Christ the King.

Article V – Committees

1. The PTO shall oversee the operations of all volunteer committees.
2. Committees may be established or terminated according to the needs of the PTO and the school at large, subject to approval of the Principal and the Executive Committee.
3. The PTO shall appoint a chair to maintain and operate each volunteer committee. Committee chairs have no limit to the length of time that they may serve as chair of any committee. The chair reports to the Vice President as needed to communicate any needs or problems with the committee. Committee chairs are encouraged to serve with a co-chair and regularly report updates to the Vice President.
4. A list of all committees and their duties shall exist as Appendix 1 to these Bylaws.

Article VI - Nominations

1. Parents or guardians who wish to serve on the Executive Committee must be approved by the Principal.
2. The candidates' names shall be presented, in writing, to the Organization members at least three (3) days prior to the final meeting of the year.
3. Officers shall be elected at the final meeting of the year by a majority vote of qualified members present.
4. If there is only one person who wishes to serve in any office, then approval by the Principal is sufficient for appointment.

Article VII – Amendments

1. These Bylaws may be amended at any regular meeting by a two-thirds vote of members present, provided they have been presented in writing to the Organization three (3) days prior to the regular meeting.

2. These Bylaws will be reviewed annually at the first PTO meeting of the year to ensure they are current, and no changes or amendments should be made.

Appendix 1 Volunteer Committees and Duties

Morning Traffic Duty **each school day from 7:25 a.m. – 7:45 a.m.**
Assist staff in keeping morning carpool moving smoothly. Volunteers monitor traffic flow in the carpool area and help students as needed.

Special Lunch **each school day from 11:00 a.m. – 1:00 p.m.**
Volunteers organize the special lunch orders for each class on school days from 11:00 a.m. – 1:00 p.m.

Hot Dog Lunch **last Tuesday of month, 10:30 a.m. – 12:45 p.m.**
Volunteers prepare and organize the hot dog lunches for each class once a month from 10:30 a.m. – 12:45 p.m. on the last Tuesday of each month.

Room Parents **various times throughout the year**
Assist homeroom teachers with projects and events throughout the school year as well as give new parents of their classroom special guidance during the school year. Room parents ask for volunteers within the class to assist them with projects and events as well as communicate information concerning school-wide activities as needed. Room Parents will receive a handbook of responsibilities at an orientation meeting scheduled the first week of school. Please note: 1st grade parents plan the First Holy Communion Reception for 2nd graders; 7th grade parents plan the Graduation Reception for 8th graders.

Yearbook **various times throughout the year**
Volunteers are needed to take pictures throughout the school year and create a class collage page with their pictures for the yearbook. Class collage pages of students and their teachers engaged in the classroom are due November 15th and grade level collage pictures are due by April 1st. Pages are set aside for activities that run at the end of the year.

Library **Mondays and Tuesdays from 2:30 p.m. – 3:00 p.m.**
Book Fair **1 week in the fall, changes each year**
Volunteers are needed the week of the book fair to re-shelve books, tidy the library and assist in checking books in and out to students. Volunteers are also needed in 4-hour shifts for the annual Book Fair to help set up and work the sale.

Grandparents' Day **one school day, changes each year**
A coffee social and program in the gym for grandparents. There are three sub-committees for this event: (1) set-up, (2) the program and (3) clean up. Day of event is an 8:30 a.m. – 12:00 p.m. commitment as well as time spent planning and preparing for the event beforehand.

Pumpkin Festival **Last Sunday in October**
An afternoon of family fun in the gym and grounds of Christ the King. There are many sub-committees to volunteer: Wristband Sales, Raffle Tickets, T-shirt Orders, Bake Sale, Food and Beverage, Event Contests, Confetti Eggs and Candy Bags, Games, Prize Booth, Prize Tokens, Marketplace, Set Up, Recycling and Clean Up. Pumpkin Festival planning starts the second week of school.

Catholic Schools Week **one week in January/February each year**

An annual celebration of Catholic schools and their contributions to our community and nation. This year, the theme is *Catholic Schools: Learn. Serve. Lead. Succeed.* There are three sub-committees of volunteers who plan and implement the activities and events for the week: (1) School Picnic, (2) Pizza/Bingo Night and (3) Teacher Luncheon.

Teacher Appreciation Week

first week of May each year

This committee will organize a Teacher Appreciation lunch and other small gestures to show our appreciation for our teachers, such as collecting flowers from students and coordinating a yard sign set up. Volunteers are needed to plan and implement the ideas of the committee.

Field Day Snacks

one Friday in May each year

Field Day is held in late spring and is a day of fun and friendly competition for our students. Volunteers are needed to plan the snack pre-order program and set up and work the snack station on this day from 8:00 a.m. – 12:00 p.m.

Teacher Room Service

quarterly, usually the day grades are due

This committee spoils our teachers and staff once a quarter with their favorite snack. We send out a room service menu order form via Google Forms with a choice of drink and snack. We use answers from the teacher's Favorite Things Sheet handed out at the beginning of each school year to decide what drinks and snacks to offer. Snacks are prepackaged in a cute paper bag with teacher/staff name on it and left in the lounge for staff to pick up during their lunch break.