

SACRED HEART CATHOLIC SCHOOL
PARENT TEACHER ORGANIZATION
BY LAWS

ARTICLE I – NAME

The name of this organization shall be Sacred Heart Catholic School Parent Teacher Organization (PTO). All former Home and School Organization/Associations are hereby disbanded. These bylaws supersede any previously dated Home and School Organization/Association bylaws.

ARTICLE II – OBJECTIVE

The purpose of this organization shall be to: Foster productive cooperation between the school and parents by providing a forum to address school-wide issues of mutual concern; Provide for the support and formation of parents by continuing study of the importance and responsibility of being a Catholic school parent; Provide a network for actions on public policy issues which affects Catholic schools and Catholic school parents; Assist in providing for the material needs of the school in a manner consistent with stewardship.

ARTICLE III – MEMBERSHIP

All parents or legal guardians with children enrolled in Sacred Heart Catholic School and Sacred Heart may be participants in Sacred Heart PTO.

Sacred Heart Catholic School faculty are members of this organization. All Sacred Heart parishioners are welcome to participate in PTO.

ARTICLE IV – OFFICERS

The officers of the organization shall be President, Vice President (President-Elect), Secretary, and Treasurer.

The office of President will be filled by the Vice President. In the event the Vice President is not able to perform the duties of President, a new President will be nominated from the previous years' Executive Board members, after notification to or from the Vice President of inability to serve.

ARTICLE V – DUTIES OF OFFICERS

The President shall preside at all meetings of the organization and of the Executive Committee, perform such duties described in these by-laws or designated by the organization.

The Vice President should act as a ready aid to the President, perform duties assigned by the President and in the absence of the President, assume the responsibilities of the President.

The Secretary shall keep minutes of all meetings and other duties as required by the PTO Executive Committee.

The Treasurer shall receive all monies for the organization; keep accurate accounts of the monies and shall pay all bills. The Treasurer shall also be responsible for publishing the annual financial reports. The Treasurer shall arrange for an outside review of the organization's finances each year. The Principal and/or Pastor shall be a signature on all accounts. The Treasurer will only reimburse expenses accompanied by a PTO Check Request Form and a clean itemized receipt.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer of PTO, Principal, and Assistant Principal.

Matters of school administration and policy shall remain in the proper province of the Pastor of Sacred Heart Church and the Principal of Sacred Heart Catholic School.

ARTICLE VII – NOMINATIONS

Any member in good standing of the Sacred Heart Catholic School PTO is eligible for nomination. The Executive Committee will nominate next year's Executive Committee to be approved at or before the May PTO meeting.

No office shall be eligible to serve more than two consecutive elected terms in the same office.

Officers and committee chairs shall assume their duties June 1st.

In the event an officer cannot complete his/her term, with the exception of President and Vice President, the executive committee shall appoint a replacement for the remainder of the term.

ARTICLE VIII – MEETINGS

There will be a minimum of four At-Large meetings per school year.
The Executive Committee shall meet as needed.

Agenda items for At-Large meetings must be submitted in writing, to the President, or in his/her absence, the Vice President, five days prior to the meeting.

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The Executive Committee determines final agenda items.

Quorum for At-Large meetings shall be two-thirds of those present.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Authority of parliamentary procedure shall be established by Roberts' Rules of Order and by the Executive Committee prior to the beginning of the school term then in effect.

ARTICLE X – AMENDMENTS

These bylaws may be amended at an At-Large meeting by a two-thirds vote of the members present. Proposed amendments shall be published prior to vote.

ARTICLE XI - BYLAWS OPEN TO MEMBERSHIP

These Bylaws may be viewed by any member in good standing, upon request.

ARTICLE XII – DISSOLUTION OF ORGANIZATION

The organization shall be dissolved after two-thirds vote by membership or attendance at the At-Large meeting or special meeting called to dissolve or at the direction of the Pastor.

After all bills are paid, any remaining assets shall be given to the Principal or Pastor for final disposition.