

St. Augustine Cathedral School

PTO Bylaws

Bylaws adopted: October 2006

Amended: July 2016

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in **faith, knowledge and stewardship.**

ARTICLE I

Name

This organization shall be known as the St. Augustine Parent-Teacher Organization and more commonly referred to as the “PTO”.

ARTICLE II

Purpose

The purpose of this group shall be to strengthen and enhance the relationship between students, parents and school staff by supporting the mission of St. Augustine School by:

1. Enhancing the spiritual growth of all students, staff and families of St. Augustine School.
2. Offering support by distributing funds for student and teacher benefit.
3. Providing a means for the communication of ideas, needs and accomplishments of the school community.
4. Offering volunteer opportunities to encourage parent involvement.

ARTICLE III

Membership

Membership shall include all parents and guardians of current St. Augustine School students, current staff and St. Augustine Church Priests. There are no membership dues.

ARTICLE IV

Officers and their Election

Section 1. The Executive Committee shall consist of President, Vice President, Secretary and Treasurer.

Section 2. Notification will be distributed in the Monday Mailing informing families of the available positions for the coming year. Board members may also approach parents personally if they are thought to be a good fit for the position.

Section 3. Those wishing to hold a position will reply via the instructions and deadline in the email.

Section 4. Duties of the officers are to be explained in full by the Executive Committee to the nominees.

Section 5. If more than one nomination is received for the same position, the Executive Committee will vote by majority to elect the new officer. All nominees will be notified within 48 hours of the voting results.

Section 6. Officers shall be elected to serve a term of at least two but not more than three years, beginning July 1. Officers may seek reelection with a limit of two consecutive terms per position.

ARTICLE V

Duties of Officers

President: The President shall perform the following duties:

- Schedule and preside at all scheduled meetings of the group
- Plan the agenda for meetings, working with the Principal and members and committees
- Help set up various committees to run activities during the school year and work with committee heads
- Represent the group at special function, if required, or send a delegate

Vice President: The Vice President shall perform the following duties:

- Attend all meetings of the group
- Carry out all duties of the President in his/her absence
- The Vice President shall fill the un-expired term of the President in the event that the President shall vacate the office and a replacement is not appointed

Secretary: The Secretary shall perform the following duties:

- Attend all meetings of the group
- Take notes for all meetings held by PTO and/or Executive Committee
- Prepare minutes for meetings
- Write any correspondence necessary for the PTO group

Treasurer: The Treasurer shall perform the following duties:

- Attend all meetings of the group
- Tabulate funds from all PTO group sponsored events and prepare forms for deposits and disbursement.
- Obtain the signature of an additional Board member on receipts requiring reimbursement.
- The Treasurer shall report on the financial status of the organization at all PTO meetings
- Maintain a list of potential financial needs and/or activities usually supported each year, including the development of an annual budget.

Vacancies

Should a vacancy of an Executive Committee member occur, the President and/or the Board shall appoint a replacement.

ARTICLE VI

Meetings

- A simple majority of the members present at the meeting shall constitute a quorum.
- The group shall hold monthly meetings beginning in September and ending in May, or as needed to conduct business. The Executive Committee may meet during the summer to discuss the upcoming school budget and make decisions regarding the start up of school.
- A standing invitation is open to all organized groups within the St. Augustine Cathedral School (LAC, Teachers, etc.)
- The President or any two of the Executive Board members may call special meetings of the Board.

ARTICLE VII

Standing and Special Committees

All chairpersons of standing and special committees are asked to when possible:

- Attend any meeting when their project will be discussed or send a representative to report.
- Organize their committee to make plans for an event, assign tasks and report on the event, including being responsible for all publicity.
- If the event is a fundraiser that the PTO benefits from monies will be distributed based on PTO annual budget and/or fund requests.
- The PTO group will help to support and promote the activities of any committee within St. Augustine Cathedral School/CSGK as needed.

ARTICLE VIII

Finance

- The Executive Committee can approve funding of immediate needs for less than \$100.00. For funding of projects over \$100.00, approval shall be sought from the entire group either at a regularly scheduled meeting or at a special meeting called for that purpose.
- Members present at the meeting can approve items brought for consideration up to \$500.00. Requests of over \$500.00 shall be tabled until the next scheduled meeting or at a special meeting called by the chair.
- St. Augustine Cathedral School PTO fiscal year shall be July 1 through June 30 of each year.

ARTICLE IX

Amendments

These bylaws may be reviewed every year and revised as needed.

ARTICLE X

Parliamentary Authority

This group's decisions shall be governed by a ruling of the majority.