

BY-LAWS OF THE
PARENT TEACHER'S ORGANIZATION
CHRIST THE KING SCHOOL

ARTICLE I - NAME

The name of this organization shall be Christ the King School Parent Teacher's Organization.

ARTICLE II - PURPOSE AND FUNCTION

Section 1.

The purpose of the PTO Board is to recommend programs consistent with Diocesan and state guidelines that contribute to fulfillment of the purpose of the organization and commitment to Jesus Christ and the church. The Diocesan School Policies must be followed in developing the work of the organization.

Section 2.

The primary function of the PTO is:

1. Support and promote quality Catholic education;
2. Encourage Catholic standards of family life;
3. Share with teachers the values that parents are attempting to develop with their children at home; and
4. Provide a means by which parents may raise funds to help benefit the school.

Section 3.

The PTO Board shall be nominated by a nominating committee approved by the principal and affirmed by the membership. The committee chair shall be called upon at the February meeting. The nominating committee shall be formed each March. The proposed slate of officers shall be presented to the membership each April and voted on by the membership at the last meeting of the year in May.

Section 4.

If a conflict arises between the PTO Board and the School administration, the matter shall be referred to the Pastor for final resolution. The policies of the Diocese provide the parameters for resolution.

Section 5.

The PTO Board minutes will be presented at the following Board meeting for review and corrections. The minutes will be approved upon Board acceptance of the minutes.

Section 6.

All written communications of the organization need the approval of the Principal.

ARTICLE III - MEMBERSHIP

Section 1.

The active membership of the organization shall consist of all parents and guardians of students of Christ the King School. By contractual agreement, teachers are organization members. A teacher representative, appointed by the Principal, shall be asked to assume a voting position on the PTO Board. The office of Historian, a voting position; shall be appointed by the President.

The PTO Board shall consist of the approved slate of officers.

Section 2.

The regular term of membership is two (2) years. The terms shall be staggered as follows to provide continuity of the Board: The President, 2nd Vice-President, and Secretary shall be elected in the even numbered years. The 1st Vice-President and Treasurer shall be elected in the odd numbered years.

ARTICLE IV - RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

Section 1.

The officers and members of the PTO Board shall be the Principal, President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. The term of office shall be two (2) years. No person shall be eligible to succeed him or herself.

The Past President shall be an ex-officio member of the PTO Board for a period of one (1) year. This is a non-voting position.

Section 2.

The responsibilities of the officers are:

President: shall preside at all meetings of the organization and the PTO Board, appoint chairpersons of Standing Committees, and perform other duties as are incumbent upon this office. The President shall be an ex-officio member of all Standing Committees except for the Nominating Committee.

1st Vice-President: in the absence of the President, shall perform all of the duties of the President. The 1st Vice-President shall be responsible for administering the education programs for the Organization's meetings, shall act as Chair of the Public Relations

Standing Committee as well as act in a supportive capacity to the other elected members of the PTO Board. 1st Vice-President shall also act as Chair of the School Services Standing Committee, as well as discharge such duties as are incumbent upon this office.

2nd Vice-President: shall be the Chairperson of the Fund Raising Standing Committee. He or she will implement all fund raisers in accordance with the school and Diocesan policies, and the approval of the Principal.

Secretary: shall keep the record of membership. He/she will keep minutes for all the Organization and PTO Board meetings. He/she will present minutes for approval or correction at the next respective meeting. He or she shall also notify all members of Organization meetings and PTO Board meetings.

Treasurer: shall establish a budget and maintain the PTO operating fund, as directed by the PTO Board, in accordance with the "Catholic Diocese Financial Management System for Elementary Schools", a copy of which is attached as part of these by-laws. The Treasurer shall deposit all funds of the PTO into the PTO operating account and shall issue monthly financial reports pertaining to said account to the Principal, as well as the PTO Board, Parish Finance Council, School Finance Committee and the School Board.

Section 3.

The President or his/her designee with the concurrence of the Principal shall be a member of the Christ the King School Board. This representative acts as a liaison to ensure that PTO goals are established in accordance with the goals of the School Board.

Section 4.

If the office of the President becomes vacant before an appointed term has expired, the 1st Vice-President shall serve as Acting President for the remainder of the school year. If vacancies in any other of the aforesaid offices occur, the President, with the approval of the PTO Board, will appoint an interim officer.

ARTICLE V – MEETINGS

Section 1.

The regular meeting of the PTO shall be held in the months of September, November, February, April and May. Each regular meeting will have an agenda, the previous meetings minutes and treasurer's report. The treasurer's report will present an overall account summary of all PTO accounts (asset report) and a budget performance report

Section 2.

A written agenda committee reports, monthly financial statement and a copy of the minutes of the previous Board meeting will be made available to all Board members at least two (2) days prior to each regularly scheduled Board meeting. The Board will meet the 2nd Wednesday of every month except December and July. The PTO President has the option of rescheduling if a quorum is not present.

Section 3.

At the general meetings, fifteen members of the Organization including the PTO Board members present, shall constitute a quorum.

Five members shall constitute a quorum of the PTO Board.

Section 4.

The following shall be the recommended order of business:

1. Opening Prayer
2. Program
3. Business Meeting
 - a. Minutes of previous meeting
 - b. Treasurer's report
 - c. Report of officers
 - d. Standing Committee reports
 - e. Special Committee reports
 - f. Old Business
 - g. New Business
 - h. Announcements
4. Adjournment

ARTICLE VI - STANDING COMMITTEES

Section 1.

Standing committees of the PTO Board are:

1. Public Relations
2. Room Parents
3. Hospitality
4. Historian
5. Fund Raising

6. School Services
7. Clinic Volunteers
8. Cafeteria Volunteers
9. Playground Volunteers

Section 2.

The Chairpersons of the sub-committees shall be appointed by the PTO Board and shall sit as non-voting members of the PTO Board.

Section 3.

Ad hoc committees shall be appointed by the President; of the PTO Board. These committees shall be dissolved upon completion of their assignment. The assignment should meet the goals of the Organization.

Section 4.

The duties and responsibilities of both Standing and Ad hoc committees shall be determined by the PTO Board.

Section 5.

The Chairperson of each Standing Committee and each sub-committee shall report to the PTO Board at their monthly meeting and to the general meeting when appropriate. If monies are raised, the money and a written account shall be submitted to the Treasurer detailing income and expense, as outlined in the "Catholic Diocese Financial Management for Elementary Schools", a copy is available in the school office.

ARTICLE VII - FINANCE

Section 1.

It shall be the responsibility of the PTO Board to plan the fund-raisers of the Organization.

A budget of estimated revenues and expenses shall be prepared to insure that a plan is in place to meet the commitment of the Organization to the school.

Section 2.

The PTO board is authorized to execute the budget approved at the May general meeting. All other expenditures are presented to the general membership for approval.

ARTICLE VIII - DUES

The dues of the Organization shall be \$10.00 per family per year, which is collected with the Book fee. Teachers and Assistants are excluded from paying dues; but have all membership rights and privileges.

ARTICLE IX - BY-LAWS

A copy of these by-laws shall be provided each member of the PTO Board as well as each member of the PTO membership upon payment of dues.

ARTICLE X - AMENDMENTS

Section 1.

Members must be notified in writing at least two (2) days in advance of the general meeting at which the by-laws amendment is to be addressed. These amendments may be approved at the general meeting by a two-thirds vote of the members present and voting.

Section 2.

These by-laws and all subsequent amendments shall be recommended to the general membership by the PTO Board by a simple majority of the voting members at a meeting in which a quorum is present. They shall become effective upon approval at the general meeting by a two-thirds vote of the members present and voting.

FINANCIAL POLICY CHRIST THE KING SCHOOL PARENT TEACHER ORGANIZATION

1. REVENUE RECEIPTS

- 1) The Treasurer will establish and maintain the PTO Operating Fund and shall deposit excess funds in an interest account as directed by the PTO Board
- 2) All checks and monies received at all PTO sponsored functions will be turned over to the Treasurer immediately at the end of each function or as the Treasurer and the Committee Head have agreed upon with the approval of the PTO Board:
- 3) Within 30 days of the end of the fiscal year, all PTO funds in excess of the -next year's financial obligation plus twenty per cent will be deposited into the Christ the King School's savings account.

2. REVENUE EXPENDITURES

- 1) The Treasurer is authorized to expend approved funds in the Budget and will maintain records to insure that the budget items are not exceeded.
- 2) Persons authorized funds as approved in the Budget or by PTO Board approval shall be re-imbursed by the Treasurer upon receipt of a voucher signed by the individual and accompanied with statements identifying receipts.
- 3) The Treasurer will review all vouchers received for payment prior to any checks being issued.
- 4) All vouchers and receipts will be turned over to the Treasurer 10 days after the conclusion of the approved function.
- 5) Only the Principal, President and Treasurer are authorized to sign approved checks.

These by-laws were presented at the general meeting on April 26, 2006.