

# Cathedral Parish School Parent Teacher Organization By-Laws

## **ARTICLE I. Name**

The name of the organization shall be Cathedral Parish School Parent-Teacher Organization.

Hereafter called "CPS-PTO".

## **ARTICLE II. *Organizational Authority***

A. The CPS-PTO is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501(c) (3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code as it relates to Cathedral Parish School and the Cathedral Basilica of St. Augustine.

## **ARTICLE III. *Purpose***

The objectives of the CPS-PTO shall be:

1. To promote open communication among the parents, teachers and administration.
2. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
3. To promote good will and cooperation between and among parents, faculty, administration, School Board and the parishes of Cathedral Basilica, St. Anastasia, Our Lady of Good Counsel, San Sebastian, Corpus Christi, St. Monica and St. Ambrose.
4. To direct and coordinate parental support to Cathedral Parish School through assistance activities, social functions and fundraisers.

## **ARTICLE IV. *Membership and Fees***

- A. Membership shall consist of the parents and guardians of the students of Cathedral Parish School and the faculty of the School.
- B. The membership fees shall be determined by the PTO Board and the school principal annually prior to registration for the following school year or as needed.
- C. All teachers are given honorary (no dues) memberships to the CPS-PTO with the exception of teachers who have students currently enrolled at Cathedral Parish School.

## **ARTICLE V. *PTO Board***

The *PTO Board* shall consist of the four elected, voting officers of the CPS-PTO, two appointed, non-voting representatives and any ex-officio and ad hoc officers. The PTO Board shall conduct the CPS-PTO's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend disbursements of money collected from dues, fund raising events and contributions after notification of and discussion with the CPS-PTO members.

# Cathedral Parish School Parent Teacher Organization By-Laws

## **ARTICLE VI. *Officers and Duties***

The officers of the CPS-PTO shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

Non-voting, ex-officio members shall include but not be limited to the Faculty Representative and principal of Cathedral Parish School. Additional ex-officio members may be appointed by the president of the CPS-PTO.

The duties of the officers shall be defined as follows:

The President shall:

- a. Preside at and administer all regular, special and Board meetings.
- b. Call special meetings of the CPS-PTO Board.
- c. Serve as a member of the School Board and as the official spokesperson for the PTO.
- d. Perform such duties that are incumbent of this office.

The Vice President shall

- a. Assume the duties of the president in his/her absence.
- b. Perform additional duties designated by the President.
- c. Assist in the formation of all committees and serve as an ex-officio member.
- d. Perform additional duties designated by the President.

The Secretary shall:

- a. Record and make available to the members copies of the minutes of all executive committee and general meetings.
- b. Conduct the correspondence of the CPS-PTO.
- c. Maintain a current file of reports, records and correspondence of the CPS-PTO.
- d. Be responsible for recording and correcting as amended the Bylaws of the CPS-PTO.
- e. Publicize meetings and functions in the School.
- f. Perform additional duties designated by the President.

# Cathedral Parish School Parent Teacher Organization By-Laws

## **ARTICLE VI. *Officers and Duties (continued)***

The Treasurer shall:

- a. Collect and deposit all dues and other monies received through fund raising and contributions.
- b. Maintain records of all receipts and expenditures.
- c. Review and recommend payment of bills to the President.
- d. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
- e. Perform additional duties designated by the President.

The duties of the ex-officio members shall be defined as follows:

The Faculty Representative shall:

- a. Serve as liaison between the faculty and the CPS-PTO.
- b. Report CPS-PTO business at faculty meetings.

## **ARTICLE VII. *Election and Tenure of Officers***

All officers of the CPS-PTO shall be elected by the members at the general meeting in January. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.

Candidates shall be solicited from the membership during the first half of the school year. During the January meeting nominees shall be given an opportunity to present their qualifications to the membership in written or verbal form. The term for each office shall be two and one half years. New officers shall share their office with existing officers starting with the February meeting. Existing officers shall train new officers from February through June. New officers will fully assume their office at the July Board meeting. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.

The faculty representative will be appointed by the present board and principal.

## **ARTICLE VIII. *Meetings***

General membership meetings of the CPS-PTO shall hold a minimum of five (5) meetings, August through May, as determined by the president of the CPS-PTO and shall avoid conflict with school board and parish meetings. A special meeting of the CPS-PTO may be called at any time by the President, with no less than 48 hours advance notice to the membership.

# Cathedral Parish School Parent Teacher Organization By-Laws

## **ARTICLE IX. *Parliamentary Authority***

- A. The proceedings of the organization shall be governed according to the rules specified in Robert, Henry M., *Robert's Rules of Order*, Jove Reference, New York: The Berkley Publishing Group, 1977. The guide and commentary provided by Rachel Vixman in this text shall serve as a reference about the implementation of the rules of order. These rules of order shall apply to general and special meetings of the CPS-PTO and to the Board meetings.
- B. For the purposes of the CPS-PTO the parliamentary authority specified in paragraph A, shall be amended as follows:
  - Tallies of votes taken in general, special and Board meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is majority.

## **ARTICLE X. *Committee and Functions***

- A. All members of the CPS-PTO are eligible to be members of the committees. The CPS-PTO Board shall call for volunteers to be chairs for the committees no later than the April general membership meeting. The committee chair shall be responsible for seeking and maintaining volunteers for the committee. The committee chair may also work with the Volunteer Coordinator for committee volunteers.
- B. The committee chair shall be responsible for a monthly report to the Board members.
- C. The committees shall be solicited at the August Open House and as needed throughout the school year.

## **ARTICLE XI. *Amendments***

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. The president shall give written notice of the proposed amendment to all members of the CPS-PTO within 10 days following the meeting in which the resolution is adopted.

## **ARTICLE XII. *Date of commencement.***

These bylaws have been voted on and will go into effect on the date of \_\_\_\_\_ day of \_\_\_\_\_ month, 2007.