

Seton Catholic School
Parent Teacher Organization Constitution

ARTICLE I – NAME

Section 1. The name of this organization shall be Seton Catholic School Parent Teacher Organization (PTO).

ARTICLE II – OBJECT

Section 1. The object of this organization shall be:

- a. To provide a channel of communication between parents, educators, and children
- b. To provide opportunities for all families to better understand the Catholic philosophy of education.
- c. To acquaint the families of Seton with the financial commitment needed to support the school and the advantages of having such a school
- d. To study diocesan, national, state, and local policies that effect education and keep parents informed
- e. To enlist the commitment of the parents in accepting active roles related to their areas of skill or interest in order to further promote the educational process

ARTICLE III – MEMBERSHIP

Section 1. The membership shall include all parents or legal guardians of currently enrolled students and all teachers and staff members.

ARTICLE IV – VOTING PRIVILEGES

Section 1. The total number of votes shall include one vote per family and one vote per teacher and staff member.

ARTICLE V – OFFICERS

Section 1.

- a. The officers of this organization shall be President, Vice President, Secretary, and Treasurer.
- b. The term of office shall be for two years.
- c. New terms will begin August 1 of the year elected.

Section 2.

- a. The President shall preside at all meetings of the organization and of the Executive Board.

- b. The President shall perform all the duties pertaining to the office, shall appoint both permanent and special committees with Board approval and shall receive notices of all committee meetings.
- c. The President shall inform and work with the Fundraising Director of the Seton Catholic School Board in order to coordinate and/or eliminate duplication of fundraising programs.

Section 3.

- a. The Vice President shall perform the duties of the President in absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant.
- b. The Vice President shall also be an Ex-Officio member of all committees.
- c. The Vice President is responsible for finding at least one chairperson for each committee.
- d. If a chair position remains vacant, then that committee will be declared defunct until a chair is found.

Section 4.

- a. The Secretary shall keep a minute book showing a true and accurate record of all meetings of this organization and of the Executive Board.
- b. The Secretary shall perform such other duties as the President or the Executive Board shall designate.

Section 5.

- a. The Treasurer shall receive any monies, and shall make disbursements only as directed by the Executive Board and countersigned by the Principal.
- b. The Treasurer shall make a verbal financial report at each general meeting in addition to a written annual report which shall be examined and certified by an auditing committee of three members of the organization.
- c. All expenditures shall require invoices and or receipts and shall be turned in for reimbursement.

Section 6.

- a. The term for Treasurer and Secretary shall be 2 years.
- b. The Treasurer and Secretary shall be elected in alternate years.
- c. The Vice President shall be elected every year.
- d. After serving for one year as Vice President, this officer shall then become the President.
- e. After one year as President, this officer shall remain on the board for a third year as a voting advisor.

ARTICLE VI – EXECUTIVE BOARD

Section 1.

- a. The administrative body of this organization shall be known as the Executive Board.
- b. The Board shall consist of the school Principal, the organization's President, Vice President, Secretary, Treasurer, faculty representative, and immediate past President.

Section 2. All matters pertaining to the constitution shall be administered by The Executive Board.

Section 3. A quorum of The Executive Board shall be a majority of the members thereof.

Section 4. Meetings of the Executive Board shall be established at the beginning of each school year.

Section 5. The Executive Board shall have the right to determine if an additional year needs to be added to an officer's term.

Section 6. The Executive Board shall have the right to add or delete permanent and special committees, and shall appoint a temporary chairperson of said committees when needed.

Section 7. The Executive Board shall appoint a group to serve as a hospitality committee for parent teacher organization meetings.

Section 8. The Executive Board shall arrange and have charge of programs for the year.

ARTICLE VII – ELECTIONS

Section 1. Nomination Process

- a. Nomination for open office positions shall be submitted to the Executive Board.
- b. Candidates may present their qualifications at the nominating meeting and may speak for no more than 5 minutes. (see Article VIII. Section 4.)
- c. Nominations shall be closed at the end of the nomination meeting.

Section 2. Election Process

- a. No later than one week before the election meeting, the Executive Board shall provide election ballots to be picked up at the school.
- b. The number of ballots shall follow Article III Section 1.
- c. Ballots shall be returned and placed in a closed box no later than the start of the election meeting.
- d. Ballots shall be counted by the past president and either treasurer or secretary, whichever office is not up for election.

- e. Results will be declared at the end of the election meeting.

Section 3. Officer Replacement Process

- a. 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 at that meeting.
- b. Voting will take place by secret ballot by members present at this general meeting.
- c. The new officer's term will expire at the same time as the originally elected officer for which they are replacing.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

Section 1. There shall be at least one general meeting each academic semester.

Section 2. There may also be additional meeting during the school year as determined by the Executive Board.

Section 3. At a regularly called meeting of the membership, those present shall constitute a quorum.

Section 4. The nomination meeting shall take place no sooner than 2 weeks and no longer than 4 weeks before the election meeting.

Section 5. The election meeting shall take place at the last business meeting of the school year.

ARTICLE IX – PARLIAMENTARY PROCEDURE

Section 1. The rules contained in Robert's Rule of Order, Revised, shall govern this organization in all cases not otherwise covered by this Constitution and Bylaws, or Standing Rules.

ARTICLE X – AMENDMENTS

Section 1. Amendments to this Constitution shall be proposed at one membership meeting and voted on at the next.

Section 2. A two-thirds majority of the ballots submitted in favor of amending are needed for each proposed line item change.

Section 3. Ballots shall be available for pick up at the school no later than one week before the meeting during which amendments will be voted.

Section 4. All ballots must be submitted by the beginning of the voting meeting.

ARTICLE XI – COMMITTEES

Section 1. Committees shall include all those listed on the Volunteer Description that is sent to the parents in the fall of each school year. (see Article VI, Section 6)

Revision Approved at PTO General Meeting
November 8, 2007