

# **Constitution and By-Laws of St. Vincent de Paul Catholic Schools Parent-Teacher Organization**

## **Article I**

In general, this organization will strive to uphold the aims and ideals of Catholic Education at St. Vincent de Paul Catholic Schools and provide support for the school community. Specifically, this organization will strive to foster open communication between the community and the school faculty and promote other opportunities for members to become more involved in their children's Catholic Education.

Therefore, all funds raised by this organization shall be devoted to the various projects deemed necessary or beneficial to St. Vincent de Paul Catholic schools (by the PTO Board).

As a public face of the St. Vincent de Paul Catholic Schools and of the entire parish, the Pastor of St. Vincent de Paul parish, or a Priest appointed by him, shall be the spiritual moderator.

## **Article II**

The member shall include faculty, administrators, and all parents and legal guardians of students enrolled in St. Vincent de Paul Catholic Schools.

## **Article III**

Dues amounts for parents or legal guardians may be set annually by the Executive Committee at the second semester PTO meeting for the following year. Various requests throughout the year may be made by the PTO Board in support of various activities (i.e. volunteering time and talents or financial/food donations).

## **Article IV**

General Business Meetings shall be held once a semester, the purpose of which will be:

- To hear the ideas and concerns of the membership for the purpose of improving St. Vincent School as a function of the Parent Teacher Organization as well as fellowship and fundraising efforts
- To vote on major issues
- To review and update goals and priorities for the year
- To hear updates from the administration
- To accept nominations of Officers at the second semester meeting
- To hear reports of the standing committees
- To change, correct, and/or accept the financial report

Special meetings may be called by the Executive Committee as need may arise.

Those members present at a properly called General Business Meeting shall be designated as a quorum and shall be entitled to act on behalf of the organization. A majority of the quorum present at any meeting shall be required for any action to be taken by or on behalf of the organization.

The agenda will be published at least one week prior to the schedule meeting on the school website.

## Article V

The Co-Presidents shall:

- Be two in number, one a parent from the elementary school and one a parent from the Junior-Senior High School
- Be the designated representative of the organization to the St. Vincent de Paul School Board
- Preside at all meetings
- Enforce observance of By-Laws
- Appoint all committees and perform such duties as the office may require
- Take to the general membership for a vote any issue dealing with items not included in the original annual goals, objectives, or budget commitments
- Call special meetings as deemed necessary
- Meet with the other officers approximately 2 weeks prior to the Fall and Spring meetings
- Be a member of the Executive Committee

The Co-Vice Presidents shall:

- Be two in number, one a parent from the elementary school and one a parent from the Junior-Senior High School
- Act as Co-President in the event that one or both Co-Presidents is unable to fulfill his/her duties
- Shall become the Co-Presidents the following term
- Be a member of the Executive Committee

The Secretary shall:

- Keep the official minutes of all meetings and send a copy to the High School Business Teacher to put on the parish/school web page
- A copy of the prior meeting's minutes shall be brought to the St. Vincent Catholic Schools PTO meeting for approval
- Maintain correspondence and have charge of all documents and papers belonging to the organization
- Keep a roll of meeting attendance
- Keep a roll of all committee membership (fish fries, trunk-or-treat, etc)
- Be a member of the Executive Committee

The Treasurer shall:

- Receive and disburse monies belonging to the organization
- Make the Financial Report at regularly scheduled General Business meetings
- Maintain the banking of the organization, be in communication with the parish office to receive monthly bank statements, and to get Quick Reports for profit and loss, ledger reports.
- Initiate for the Executive Committee the annual budget
- Prepare written annual report for the preceding year for the presentation at the first General Business meeting of the school year
- Collect dues, if applicable
- Be a member of the Executive Committee

## Article VI

The Executive Committee shall be comprised of the Co-Presidents, Co-Vice Presidents, Secretary, Treasurer and shall have the purposes of:

- Planning the agenda of the organization
- Establishing annual goals and objectives

- Publishing minutes and financial reports
- Providing an annual financial review
- Establishing committees and leadership for standing committees
- Deciding matters of immediate concern between business meetings
- Approving or rejecting requests for dispersal of organization funds
- Calling an Emergency meeting, if needed

Notice of meetings shall be given at least seven days in advance unless in the event of an emergency. A majority of the members of the Executive committee shall constitute a quorum.

### **Article VII**

Nominations or volunteers for organization Officers shall be accepted after February 1 until March 1 by email to the SV PTO email address [pto@svdepail.org](mailto:pto@svdepail.org).

Voting will be done by ballots available at the May meeting. The Executive committee shall tabulate the ballots. Results are to be posted on school website and posted via Jupiter blast.

All Officers shall be elected for a term of two years. The Treasurer shall be elected in the odd year. The Secretary shall be elected in the even year. Each year, two Co-Vice Presidents shall be elected. The Co-Vice Presidents shall assume the position of Co-Presidents for the second year of her/his term.

In years of transition or vacancies, terms may be one or three years with consent of the elected Official.

Newly elected Officers shall be installed at an Executive Meeting tentatively scheduled in June.

No Parish or School Employee shall serve on the St. Vincent School Parent-Teacher Organization as an Officer as it presents a conflict of interest with regard to budgeting and policy. School and Parish personnel may serve as voting members of the SV PTO general membership.

A parent from each class shall serve as a liaison for the Executive Committee but shall work under the direction of the Executive Committee. The liaison position is a one-year term, but could be longer if no other person volunteers.

In the event that there are no nominations for Executive Committee members, or a member is unable to complete their term, the pastor or Head of Schools may appoint an individual to this position with the discretionary vote of the Executive Committee.

### **Article VIII**

The order of business for General Business meetings shall be as follows:

- Opening prayer, by the Spiritual Moderator
- Introduction of new members and of guests
- Approval of minutes and treasurer report as published
- Communications
- Committee reports
- Unfinished business
- New business
- Report by school personnel (administration, educators, and support staff)
- Adjournment
- Closing prayer

### **Article IX**

Amendments must be proposed and seconded to the general membership one meeting prior to the vote on such.

This Constitution and By-Laws may be amended by a vote of two-thirds of the full voting membership of the organization or board.

### **Article X**

It shall be the goal of the organization to raise funds each year through fundraising. The SV PTO shall raise funds from Lenten Fish Fries, Football 50/50 raffle as well as solicit donations for other SV PTO activities. Additional fundraisers must be presented and approved by the general membership and by the Parish Finance Committee.

Disbursement of funds raised shall be as follows:

- Retention of a minimum of \$5,000 for start up funds for the following year. New fiscal year starts on July 1st.
- Approximately \$3,000 for teacher and student incentives which will include:
  - Two teacher meals per year, one at the Fall Parent/Teacher Conference and during Catholic Schools Week in the spring
  - End of the year gifts for faculty
- Approximately \$2,000 for fellowship activities for students of St. Vincent de Paul Catholic Schools and members of the St. Vincent de Paul Catholic Schools PTO
- Remaining funds to be used for the improvement of education at St. Vincent de Paul Catholics Schools in technology, instruction or physical, emotional, or social learnings by requisition to the Executive Committee.

Funds distributed to all school personnel shall be done through the use of a requisition process. Items requiring disbursement of funds greater than \$300 shall require a vote of the Executive Committee for approval. Items requiring disbursement of the funds less than or equal to \$300 shall require an authorization of one of the two Co-Presidents for approval.