

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.

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 members 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 will be set annually by the Executive Committee at the second semester PTO meeting for the following year.

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 Schools 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 take action 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 scheduled meeting on school website.

Article V

The administration of St. Vincent De Paul Catholic Schools is the faculty representative.

The Co-Chairs 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
- Prepare and distribute meeting agenda at least two weeks prior to meetings to officers
- Be a member of the Executive Committee

The Executive Committee Members 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-Chair in the event that one or both Co-Chairs is unable to fulfill his/her duties
- Shall become the Co-Chairs the following the term
- Keep an updated list of all committees, their responsibilities, and their schedules
- Be a member of the Executive Committee

The Secretary shall:

- Keep the official minutes of all meetings
- 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
- Receive from the Treasurer the list of members who have paid their dues, if applicable
- Keep a roll of meeting attendance
- Keep a roll of all committee membership
- 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
- Initiate for the Executive Committee the annual budget
- Prepare written annual report for the preceding year for presentation at the first General Business meeting of the school year
- Collect dues if applicable
- Certify to the Secretary an accurate list of members
- Be a member of the Executive Committee

Article VI

The Executive Committee shall be comprised of the Co-Chairs, Executive Committee Members, Secretary, Treasurer and school administration, 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 for organization Officers shall be accepted after February 1. Nominations will be accepted until the March 1. Nominations will also be requested in the Parish Bulletin, on the school website and by a nomination form placed in the pews at church during one weekend in February.

Voting will be done by ballots available at the 3rd quarter Parent Teacher Conferences. The Executive Committee shall tabulate the ballots. Results are to be posted on school website and posted in the parish bulletin.

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 Executive Committee Members shall be elected. The Executive Committee Members shall assume the position of Co-Chairs for the second year of her/his term.

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

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

A parent from each class shall serve as a liaison for the Executive Committee with other parents for that class. These delegates shall not be a member of the Executive Committee, but shall work under the direction of the Executive Committee.

In the event that there are no nominations for Executive Committee members or a member is unable to complete their term, the pastor or school administration may appoint an individual to this position.

Article VIII

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

General Business:

- Opening Prayer, by the Spiritual Moderator
- Introduction of new members and of guests
- Approval of minutes and treasurer report as published
- Communications
- Report by school administration
- Committee reports
- Unfinished business
- New business
- 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.

Article X

It shall be the goal of the organization to raise funds each year through fundraising.

Disbursement of funds raised shall be as follows:

- Retention of \$5000 for start up funds for the following year.
- \$3000 for teacher and student incentives which will include:
 - Two teacher meals per year, one during Catholic Schools Week
 - Student Incentives, as requisitioned by administration
 - Christmas gift for teachers

- \$2000 for fellowship activities, at the rate of one per quarter, for students of St. Vincent de Paul Catholic Schools and members of St. Vincent de Paul Catholic Schools PTO.
- Remaining funds to be used for the improvement of education at St. Vincent de Paul Catholic Schools in technology, instruction, or physical, emotional or social learning.

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