

Trinity Catholic School

Parent Teacher Organization Bylaws

Article I – Name

The name of the organization shall be the Trinity Catholic Parent Teacher Organization under the umbrella of Trinity Catholic School 501C(3).

Article II – Purpose

The organization purpose, by reporting to the administration, is to support the education of children at Trinity Catholic School by fostering relationships among the school, parents, staff and community as well as raising funds to meet the school budget.

Article III – Members

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The administration and any teacher employed at the school may be a member.

Article IV – Offices and Elections

Section 1. Offices. The offices shall be a Chair, Vice Chair(s) Secretary and Finance Manager. All but the Finance Manager are elected positions.

a. Chair; The chair shall preside over meetings of the organization and executive board, serve as the primary contact for the administration, represent the organization at meetings outside the organization, serve as an ex officio non-voting member of Trinity Catholic School Board in accordance with it's bylaws, and coordinate the work of all the officers and committees so that the purpose of the organization is served. (See Article VI).

b. Vice Chair; There may be up to one Vice Chair per campus. The Vice-Chair shall assist the chair and carry out the duties in his or her absence or inability to serve. The Vice-Chair will also have the duties of room parent coordinator for the represented campus. If only one Vice-Chair is elected, he or she will represent the office for both campuses.

c. Secretary; The Secretary shall keep all records of the organization, take and record notes from meetings, prepare the agenda, handle correspondence and send notices of meetings to the membership. The Secretary also keeps a copy of the meeting notes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The Secretary will send approved meeting notes to the web master.

d. The Finance Manager; The Finance Manager is an employee of the school in the role of PTO Coordinator. They shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with school policy. They will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The Finance Manager will work with PTO committee event budgets.

Section 2. Nominations and Elections. Elections will be completed by the second to last meeting of the school year. The nominations will be for the three elected offices (Chair, Vice-Chair and Secretary) and confirmed by the current PTO officers. Voting shall be by ballots through family folders by specified date. In the instance that there is NOT one person willing or able to fulfill the responsibility of PTO Chair for the Trinity Catholic School, there will be an option to install Co-Chairs for the given year. A second nomination form will be sent out and the election process is followed.

Section 3. Eligibility. Members are eligible for office if they are members in good standing, meet the Diocesan volunteer requirements and are not employees of Trinity Catholic School.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. If there are no other nominations for an office, the person currently serving in that office may be asked to remain in office for not longer than one more year. Officers terms are from July 1st to June 30th.

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Section 5. Vacancies. If there is a vacancy in the office of Chair, one of the Vice-Chairs may become the chair. IN the event that both Vice-Chairs are willing to become the new chair, the PTO Executive Board will decide by vote which will be the new Chair. Then the election process takes place for a new Vice-Chair. If neither Vice-Chair wishes to take the Chair office, the election process begins for this office. If there is a vacancy in any other office, members will fill the vacancy through the election process. (See Article IV, Section 2).

Section 6. Removal from Office. In the event anyone feels an officer needs to be removed, they may submit a signed, written complaint to the PTO Executive Board or the school Administration. The PTO Executive Board will determine the outcome.

Article V – Meetings

The regular meeting of the organization shall be once each month during the school year at a time and place determined by the officers at least one month before the meeting. The Secretary will notify the members about the meeting in a flier sent home with the students at least one week prior to the meeting. Officers also met once a month and the PTO Executive Board meets as needed.

Article VI – Committees

Section 1. Membership. Committees may consist of members and board members, with the Chair acting as an ex officio member of all committees as needed.

Section 2. Committees. The PTO Executive Board may appoint committees as needed.

Article VII – PTO Executive Board

Section 1. Membership. The PTO Executive Board shall consist of the officers, the school administration, a teacher representative from each campus and the prior year's PTO Chair, if appropriate.

Section 2. Duties. The duties of the PTO Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, prepare and submit a calendar of events to the membership, address any grievances or complaints about officers, hold any succession elections for offices as needed, and vote on proposed amendments to these bylaws.

Section 3. Meetings. PTO Executive Board meetings shall be held monthly. Special meetings may be called by any two PTO Executive Board members, with 24 hours notice.

Section 4. Quorum. Half the number of PTO Executive Board members plus one constitutes a quorum.

Article VIII – Finances

Section 1. Budgets. A tentative budget per event will be drafted at the onset of planning for the event. Such event budgets will be approved by the PTO officers.

Section 2. Records. The Finance Manager shall keep accurate records of any disbursements and income.

Section 3. Statements. The Finance Manager shall prepare a financial statement for each monthly PTO meeting and school board meeting.

Section 4. Fiscal Year. The fiscal year shall coordinate with the school year.

Article IX – Standing Rules

Standing rules may be approved by the PTO Executive Board and the Secretary shall keep a record of the standing rules for future reference (i.e. Election process, PTO Bylaws).

Article X – Amendments

These bylaws may be amended by the following process. Anyone may suggest a change to the bylaws by bringing it in written form to a regular PTO monthly meeting. It shall be reviewed at that time and a notice will be sent out for an open discussion at the next monthly PTO meeting. The PTO Executive Board will review the meeting notes and vote on the amendment.

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Article XI – Approval

This document approved by the following on June 25, 2007 by the PTO Executive Board which in the 2006-2007 school year, the initial year of this organization, did not have teacher representatives.

Office/Name:

Co-Principal: Bonnie Marsh

Co-Principal: Donna Sawyer

PTO Chair: Madelyn Reed

PTO Vice-Chair: Anna Marie Lewis

PTO Secretary: Sonia Parisi

PTO Finance Manager: Heather Emery