

EPIPHANY CATHOLIC SCHOOL
PARENT-TEACHER ORGANIZATION (PTO)
BY-LAWS

ARTICLE I. DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of the Executive Board and the general membership, compile an agenda for all meetings, act on behalf of the PTO in urgent matters arising between Executive Board meetings, fill vacancies on the Board, with the approval of other Executive board members, between elections, appoint all Special Committee and Standing Committee Chairmen with approval of the Executive Board, be an ex-officio member of all committees with the exception of the Nominating Committee, which is governed by Article VI, Section 2 of the Constitution, receive notices of committee meetings, as well as all communications dispersed by the committees, represent the PTO to all other parish organizations, and receive and disburse funds in the absence of the Treasurer.

Section 2. The Vice President shall act as aide to the President and shall perform the duties of the President in his/her absence or upon his/her resignation. The Vice President will automatically be a candidate for President when the President's term of office is ended. The Vice President will chair any ad hoc committees at the discretion of the President.

Section 3. The Secretary shall keep a minute book showing a true and accurate record of all meetings of the PTO and the Executive Board. The Secretary shall record, post and report the minutes of all PTO meetings and place one copy in the minute book. In addition, one copy should be given to each member of the Executive Board as soon as possible after each meeting. The secretary will prepare and distribute notices and communications of the Executive Board, prepare and disseminate official correspondence of the PTO and the Executive Board, maintain a file of all such correspondence, and perform such other duties as the President of the Executive Board shall designate.

Section 4. The Treasurer shall prepare and present a written annual financial report to the general membership at its first meeting in the Fall. The Treasurer will update the Executive Board and the general membership on the PTO's financial status at the Executive Board and general membership meetings. The Treasurer will keep a full and accurate record of all receipts and disbursements of the PTO accounts, receive all monies, and make disbursements that come due in the ordinary course of PTO business. This shall be subject to the guidance and direction of the Executive Board. An audit of the PTO accounts shall be made the first week in May by two non-Executive Board PTO members appointed by the Principal of the school. Once the accounts have been audited, a letter will be signed by the Treasurer and the two non-Executive Board PTO members, confirming that the books are in order. The Treasurer will also perform other duties as the President or the Executive Board shall designate.

ARTICLE II. DUTIES OF OTHER OFFICERS

Section 1. The principal shall represent the administration at all Executive Board meetings by bring matters of administrative concern before the Executive Board, and then report back to the administration the details and results of these meetings.

Section 2. The Faculty Representative shall represent the faculty and staff at all Executive Board meetings by bringing matters of faculty and staff concern before the Executive Board, and then report back to the faculty and staff the details and results of these meetings.

ARTICLE III. EXECUTIVE BOARD

Section 1. The Executive Board shall carry out the objectives and policies of the PTO and propose new objectives and policies when necessary.

Section 2. Each Executive Board member shall have the responsibility of assuring that the activities of the Board are in accordance with the Constitution and By-laws of the PTO.

Section 3. The Executive Board will approve the plans, programs and actions of all committees. All committee matters requiring a vote of the Executive Board shall be submitted in writing to the President prior to an Executive Board meeting.

Section 4. A schedule for Executive Board Meetings shall be prepared and distributed to the members prior to October 1. Any PTO member who wishes to address the Board may place an item on the agenda by submitting it in writing to the President at least three (3) days prior to the meeting.

Section 5. Regular meetings of the Executive Board shall be held prior to each general meeting. Special meetings of the Executive Board may be called by the President, the Pastor or the Principal.

Section 6. The Executive Board will establish a budget for the expenditure of PTO funds. The Board will regulate its expenditures so that at the close of business of each school year, the balance will not exceed \$500.00.

ARTICLE IV. STANDING COMMITTEES

Section 1. Standing Committees shall be created by the Executive Board as may be considered essential to the functioning for the PTO. The Chair man of each Standing

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Committee shall be appointed by the President with the approval of the Executive Board. Their terms of office shall be for the duration of the school year in which they were appointed.

Section 2. Each committee chairperson shall be responsible for organizing their committee, appointing such deputies and establishing such subcommittees as they may deem necessary or desirable.

Section 3. Each committee chairperson shall present a proposed budget to the Executive Board. All committee chairs must work with the Treasurer to insure proper collection of and the disbursement of any monies, as deemed appropriate by the Executive Board.

ARTICLE V. AMENDMENTS

Amendments to these By-laws shall be proposed at one membership meeting and voted on at the next. A majority vote of the members present is necessary to amend.

ARTICLE VI. PROCEDURE

All meetings of the PTO and the Executive Board shall be conducted according to Robert's Rules of Order, Revised, when not inconsistent with this Constitution and By-laws.

Adopted: _____, 1997