

ST. CHARLES CATHOLIC SCHOOL

PARENT & TEACHER

ORGANIZATION

BY-LAWS

AMENDED July 30, 2018

St. Charles Parent & Teacher Organization By-Laws

Article I - Name

The name of this organization shall be changed from St. Charles Home and School Association of Greenville in the Diocese of Grand Rapids, State of Michigan to St. Charles Parent and Teacher Organization of Greenville in the Diocese of Grand Rapids, State of Michigan.

Article II – Objective

The objective of this organization is to support and enrich the Catholic education of St. Charles School children and to develop a closer relationship between parents and educators to secure for children the highest advantages in physical, mental, spiritual, and social education.

Article III – Policies

Section 1: This organization shall be a nonprofit organization that supports and respects the established school policies and practices as set forth by the Pastor, Principal, and St. Charles Board of Education. New policies shall be communicated to the membership at the meeting following adoption.

Section 2: In the event of dissolution of the organization, the assets shall revert to St. Charles Catholic School, and such assets distributed at the principal's discretion.

Article IV – Membership

Section 1: Any school child parent or legal guardian who subscribes to the purposes and basic policies of this organization shall be members of this organization, subject only to compliance with the provisions of the by-laws. In addition, non-parent/guardian adults may be suggested for membership to the officers, and the president shall issue an invitation. The invitation and acceptance of a new member will be noted in the meeting minutes recorded by the secretary. Membership in this organization shall be available without regard to race, gender, creed, or national origin.

Section 2: Members in good standing are members who attend at least 50% of the meetings in the current and/or prior year. New members must attend at least 50% of the meetings from the time of registration. Members in good standing shall be eligible to serve in any of its elective or appointed positions. Members of the organization shall be eligible to participate in its business meetings.

Section 3: The membership year shall be from the first day of July to the last day of June the following year.

Section 4: The voting membership shall consist of the members in good standing.

Section 5: Membership at monthly meetings to include at least one teacher representative.

Article V – Officers and Elections

Section 1: The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Principal, and a Teacher Representative (the teacher may vary each month).

Section 2: The terms of office shall be as follows: President – 1 year, Vice President – 1 year, Secretary – 1 year, Treasurer – 1 year; and Principal – ex officio member.

Section 3: When the President ends their term, the Vice President has the option to accept the presidency for the following school year. If the option is declined, the President office is open to new nominations.

Section 4: Elections for new officers shall be completed by May.

- A. Elections will be made by a majority vote of members in good standing. If a member in good standing cannot attend an election, the member may see the president for an absentee vote. The President, Vice President, and one other officer will determine if the member is in good standing and consider placing the members vote in their absence. Any absentee votes placed by the president will be noted in the minutes.
- B. Officers shall assume their duties on the first day of July and shall remain in office until their successor assumes the office.
- C. Should a vacancy occur in any office, but President, the President shall appoint an officer for the remainder of the term. In the case of a vacancy occurring in the office of President, the Vice President will move into the President role, and appoint a successor to the office of Vice President. If the Vice President should unexpectedly fill a vacant role of Presidency, they will continue in that office the following school year as stated in Section 3 above.
- D. Nomination ballots will be distributed at the February PTO meeting, as well as via Friday Folders by the Secretary. A notice on the ballot should state only members that are in good standing may nominate, and any nominees must also be in good standing. Ballots must be returned to school, attention Secretary, by the beginning of March, the due date to be stated on the form each year. The officers will create a ballot including all nominations. The voting ballot will be distributed via email and Friday Folders to all PTO members before the end of March.
- E. Nominated individuals will be contacted by an officer. Only those who signify their consent to serve shall be considered on the ballot. If two members in good standing are nominated to the same office, both names shall be listed on the voting ballot.

- F. Election will be held at the April PTO meeting. As stated in Article IV, Section 4, good standing members will place their votes, the President will place the absentee ballots, and new officers will be announced to all members after the meeting, via email.

Article VI – Duties of Officers

Section 1: The President shall:

- A. Preside at all meetings of the organizations and officers.
- B. Appoint necessary committees and be an advisory member on them.
- C. Set agendas, produce a periodic newsletter, and submit a monthly report to the St Charles Board of Education.

Section 2: The Vice President shall:

- A. Act as aide to the President and perform the duties of the President in the absence or disability of the President.
- B. Become President the following year if they choose to take the position.

Section 3: The Secretary shall:

- A. Keep an accurate record of all meetings of the organization.
- B. Conduct the correspondence delegated to him/her, including publicity, thank-you notes to any guest speaker the association sponsors, and record the organization's events.
- C. Take roll, read summary of previous meeting minutes, and read any correspondence received.
- D. Have custody of all papers belonging to the organization, but not otherwise under charge of any other official.
- E. Prepare and distribute notices to every student in the school informing them of the St. Charles PTO sponsored events and meetings, unless otherwise covered by a committee.

Section 4: The Treasurer shall:

- A. Have custody of all funds of the organization and be responsible for the receipts and disbursements of the organization.
- B. Present a financial statement at each meeting including the balance and the monthly financial activity.

Section 5: The Teacher Representative

Is a liaison between the teachers and the organization. They shall convey any need and suggest any activities they feel are pertinent.

Section 6: The Principal

Is a liaison between the Board of Education or the Pastor, and the organization.

Section 7:

All officers shall deliver to their successor all official material no later than ten days following the expiration of their term of office.

Article VII – Meetings

Section 1: The members shall meet once per month on a designated day and time, which will be determined by them. At least four (4) meetings must be held during the school year. If the meeting date or time must be changed, the officers will communicate this through at least one media platform.

Section 2: Notice of meetings shall be communicated by the Secretary via multiple media platforms (i.e. email, Friday folders, etc).

Section 3: Special meetings may be called as needed by the President, or two other officers. No business shall be transacted except that for which the meeting is called unless a quorum of at least three PTO officers is present.

Section 4: Any officer expecting to be absent from a meeting shall notify the President or Secretary by noon of the meeting day.

Article VIII – Committees

Section 1:

- A. Officers may create such standing committees as it deems necessary to promote the purposes of the organization.
- B. The term of each chairman shall be one year, unless no other member wishes to be chairman for said standing committee.
- C. The Chairman of all standing committees shall inform the officers of their plans and no committee work shall be undertaken without the approval of the officers.

Section 2: Standing Committees

Standing committees are created for Sections 3 and the following.

Section 3: Room Parents

Two room parents per classroom will help communicate the teachers' needs to other classroom parents. They will plan and find helpers for holiday parties according to the teachers' wishes. The Principal is to elicit volunteers for these positions.

Section 4: Taco/Pizza Fundraisers

A pizza fundraiser (most Fridays) and a taco fundraiser (most Tuesdays) are provided throughout the school year. Volunteer duties include setting up tables and plates, handing out pizza that is delivered from a local pizzeria, and preparing taco meat, procuring taco ingredients, and putting together tacos. Volunteers will also collect the student's pizza and taco coupons and turn them into the school office for delivery to the PTO Treasurer for tabulation. Volunteers will also clean up as needed following the lunches.

Section 5: Thanksgiving Luncheon

Volunteer duties include providing hot lunch in November for the students, staff, and participating parents, grandparents, etc. Creation of menus and sign-up sheets for students to bring home for parents willing to donate food items, as well as setting prices and purchasing food. Set up and clean up. Get additional volunteers as needed.

Section 6: Staff Luncheons

Volunteer duties include providing a meal(s) during Parent-Teacher Conferences and for Teacher Appreciation Week in May. Get volunteers to prepare and bring in food, set up and clean up as needed. Coordinate volunteers to watch over classrooms, playground, or answer phones while staff eats.

Section 7: Annual Candy Bar Sale

Two people co-chair this event. Order candy bars and arrange for their delivery, distribute candy bars to parents, collect money, motivate sales, deliver proceeds to treasurer.

Section 8: Parent Enrichment Programs

Arrange for speaker, contractor and confirm dates. Advertise parent enrichment night to families and introduce speaker on night of presentation. Arrange for refreshments for the evening. Treasurer to compensate the speaker when necessary. Write a thank you note to speaker after the program is completed.

Section 9: After-School Enrichment Programs

Coordinate for the provision of after-school enrichment programs in leisure arts/hobbies. Arrange for instructors for the programs and additional helpers or supervision, as needed. Coordinate advertising and registration for activity.

Section 10: Catholic Schools Week Open House

Ask parents for cookie donations and find helpers for serving refreshments after Masses. Arrange a serving table across from the Principal's office and set out refreshments and clean up afterward.

Section 11: Catholic Schools Week Breakfast or Lunch

Volunteer duties include creating a menu, procuring items, and providing a meal to students, staff, area officials, and volunteers. Arrange for decorations, set up event, and clean up. Arrange for volunteers as needed.

Section 12: Assemblies

Work with teachers to incorporate assemblies into the school year. Assemblies must be age appropriate and agreed upon by the principal. Check with the school principal and/or secretary to schedule a date and time. Contact the parish office to have the necessary room available and set up. Try to offer a variety of assemblies based upon the current and past years.

Section 13: Grade 8 Graduation Party Coordinator

Create menu (usually appetizers, cake, punch, and coffee) and supervise the set-up, serving, and clean up after the event. Find volunteers and coordinate and communicate all plans with the eighth grade teacher.

Section 14: Friend in Need

Volunteer to organize meals if a parent of a St. Charles School child is ill, post-surgery, delivering a child, or deceased. Teachers will relay the request from the family to the volunteer. Organization is then needed to create a spreadsheet of the meals needed and arrange transportation of the meals to the family.

Article IX – Parliamentary Authority

ROBERT’S RULES OF ORDER NEWLY REVISED shall govern the organization in all cases in which they are applicable and not inconsistent with these by-laws and any special rule of order the organization may adopt.

Article X – Amendment of By-laws

These by-laws can be amended at any regular meeting of the organization by a majority vote of attending members in good standing, provided the amendment has been submitted in writing at the previous regular meeting.