

# Saint Malachy Parish School

## Constitution and Bylaws of the St. Malachy School PTO

### Constitution

#### Article I - Name

Section 1. The name of this organization shall be St. Malachy PTO.

#### Article II - Mission

Section 1. The PTO shall help parents, teachers, and interested supporters acquire a better appreciation of the objectives and goals of Catholic education.

Section 2. The PTO shall promote a clearer understanding of the mutual educational responsibilities of parents and teachers.

Section 3. The PTO shall promote open communication in general between home, school, and the parish community at large.

Section 4. The PTO shall provide support for the development of enrichment activities for parents, teachers, and students.

Section 5. The PTO shall assist with the financial support for the ongoing educational, moral, and physical needs of our students and school community as approved by the PTO board.

#### Article III - Respect for School Policies

Section 1. This organization shall respect and not seek to direct or control the administrative or teaching activities of the school.

#### Article IV - Membership

Section 1. Membership shall consist of all parents and guardians of all children of St. Malachy School, school principal, faculty, Pastor and Associate Pastor.

#### Article V - Officers and the Election of Officers

Section 1. The elected officers shall be president, vice-president, secretary, and treasurer.

Section 2. These officers shall be elected and installed at the last spring meeting, their effective term beginning July 1.

Section 3. The term of office shall be one year. No officer shall hold the same office for more than three consecutive terms.

## **Article VI - Executive Committee and PTO Board**

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Principal, and Pastor (ex-officio).

Section 2. The Executive Committee shall meet on a regular basis or at the call of the President.

Section 3. The PTO Board shall consist of the President, Vice President, Secretary, Treasurer, Principal, Pastor (ex-officio), and all committee chairs.

Section 4. The Board shall have the full responsibility for the organization's business affairs and have all the power of the organization in the intervals between general meetings.

Section 1. This Board shall meet at a regular basis; or at the call of the President or at the request of any three members of said Board.

## **Article VII - Amendments to Constitution**

Section 1. This constitution may be amended at a scheduled general meeting by a majority vote of the members present provided such amendments have been recommended for approval by the Board.

# Saint Malachy Parish School

## Bylaws

### Article I - Duties of the Officers

- Section 1. The President shall preside at all meetings of the organization, of the Executive Committee, and of all Board meetings and shall be a member ex-officio of all committees except the nominating committee.
- Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer; shall organize all general PTO meetings; shall be responsible for the nomination committee; shall appoint chairs of all committees with the majority approval of the Board; and shall chair the Appropriations Committee.
- Section 3. The Secretary shall keep an accurate, typed record of all meetings of the organization, distributing them to the appropriate people including the PTO Board, Board of Total Catholic Education and Parish Council; and shall publish PTO updates in appropriate newsletters as needed.
- Section 4. The Treasurer shall maintain an accurate record of our finances; shall be responsible for all deposits and checks written; and submit a monthly report to PTO board.

### Article II -Voting

- Section 1. To have an official Board meeting where proposals can be made and action voted upon, there must be present at this meeting a quorum of Board members. (As defined in St. Malachy Constitution, Article VI, Section 3.)
- Section 2. For any proposals or action to be taken and approved, it requires an affirmative vote of a majority of the members entitled to vote.
- Section 3. Members entitled to vote at Board meetings shall consist of Board members and all standing and special committee members (as defined in Article IV under By-laws.) A member may have only one vote even if serving on multiple committees.

### Article III - Meetings

- Section 1. The general meetings of this organization shall be in fall, winter, and spring, and shall be open to all members of the organization.
- Section 2. Special meetings shall be held on call of the President.
- Section 3. Any twenty members, by signed petition, may request the President to call a special meeting, indicating in the petition the reason therefore. On receipt of such a petition the President shall call a special meeting within thirty days.

#### **Article IV - Committees**

- Section 1. The standing committees shall be Fund raising, Appropriations, Volunteers, Special Projects, Enrichment, Communication/Newsletter, Public Relations and Teacher's Committee.
- Section 2. Standing and special committees shall be created by the Board, as may be required to promote the objectives and interests and of this organization.
- Section 3. The chairs of the standing and special committees shall present plan of work to the Board and no committee work shall be undertaken without the approval of the same.
- Section 4. Committee Chairs shall be selected by the nominating committee and approved by the Board.
- Section 5. A Committee Chair may retain the position for two years, and then shall mentor an incoming Committee Chair for a third year. If the position remains open and without volunteers after the second year, the sitting chairperson holds the option of retaining the duties and title of Committee Chair for his or her committee on a yearly basis, and the position shall be open to volunteers each year henceforth.
- Section 6. A committee may have one Chairperson or Chairpersons. Committees may have up to three members, including chairpersons.

#### **Article V - Nominations and Elections**

- Section 1. The Members of the nominating committee shall be nominated and approved at the winter meeting. This committee shall consist of the Vice President, one faculty member, and a member-at-large.
- Section 2. The nominating committee shall give its report to the Board prior to the spring meeting, a slate of potential candidates for each office to be filled. Candidates may also be nominated from the floor. The consent of each candidate shall be obtained before his/her name is placed in nomination.
- Section 3. This nominating committee shall conduct the annual elections, counting ballots and report the result to the organization.
- Section 4. Officers shall be elected at the spring meeting by a majority vote of members present.
- Section 5. A vacancy occurring on the Board shall be filled by a majority vote.
- Section 6. All candidates for officers must be members of the PTO.

#### **Article VI - Amendments to Bylaws**

- Section 1. These bylaws may be amended or repealed at any regular Board meeting by a majority vote of the members present provided notice has been given in writing at the previous regular meeting, or by a unanimous vote without previous notice.