

Immaculate Conception Catholic School  
North Little Rock, Arkansas

PARENT-TEACHER ORGANIZATION CONSTITUTION

Article I – Name

This organization shall be known as Immaculate Conception Catholic School Parent-Teacher Organization, and abbreviated as IC PTO.

Article II – Mission and Purpose

IC PTO MISSION STATEMENT

*Uniting family and faculty to provide a Catholic educational experience which ensures all students have the opportunity to achieve their highest spiritual and academic potential.*

Section 1. The PTO shall have as its goal the development and organization of parent involvement services for IC School. The PTO shall work with the school administration to define and name areas where such services are needed.

Section 2. The PTO is empowered to organize and sponsor fund raising activities and all monies gained from such activities shall be used for the betterment of the school.

Section 3. This organization shall promote and encourage a strong relationship between parents and teachers, and the exchange of ideas among parents, teachers, and the school administration.

Article III – Membership

Membership shall be open to all parents/guardians of students enrolled in Immaculate Conception Catholic School and to the faculty of the school.

Article IV – Board

Section 1. The PTO Board shall consist of the Officers, Advisors, and Members-At-Large, as defined, below.

Section 2. The Officers shall be the President, Vice-President, Treasurer, Vice-Treasurer, and Secretary, and shall be voting members of the PTO Board.

Section 3. The Advisors shall be the Principal, Assistant Principal, Director of Advancement, Teacher Representative and School Office Representative. While members of the PTO Board, they shall be non-voting entities. (See endnote.)

Section 4. There shall be a maximum of four (4) Members-At-Large, and they shall be voting members of the PTO Board.

Article V – Executive Committee

The Executive Committee is comprised of the Officers plus the Pastor and Principal. A Past President may be an advisor to this committee, as well as the Associate Pastor, Assistant Principal and a Parish Office Representative. All matters pertaining to policy and administration shall be vested in the Executive Committee. Meetings of the Executive Committee shall be called by the President or Principal, as needed, for matters above the typical scope of the PTO Board. Members of the Executive Committee shall be voting members for such matters, while any advisors to the Executive Committee shall be non-voting entities, with the following exceptions: the Associate Pastor may represent the Pastor, if unavailable, as a voting committee member; and likewise the Assistant Principal, the Principal.

**Article VI – General Membership Meeting**

There shall be at least two (2) general membership meetings held each school year, typically in August and April of each school year.

**PARENT-TEACHER ORGANIZATION BYLAWS****Article I – DUTIES OF THE OFFICERS AND MEMBERS-AT-LARGE****Section 1 – PRESIDENT**

The President shall preside at all meetings of this organization. He/she shall perform all the duties pertaining to the office, shall appoint special committees as needed, and shall work cooperatively with the Pastor, the Principal and the Executive Committee. The President is a non-voting advisor to the school board and shall attend school board meetings, as needed. He/she shall review and approve, with signature, all financial transactions.

**Section 2 – VICE-PRESIDENT**

The Vice-President shall perform all the duties of the President in his/her absence, and shall assume the duties of President until the next annual election if the office becomes vacant.

**Section 3 – TREASURER**

The Treasurer shall receive all dues and other monies, and shall make disbursements only as decided by the Board and as outlined in Article VII. He/she shall make an oral financial report at each General Meeting, in addition to a written report, which shall be examined and certified by the Board, yearly. All monies shall be deposited into the parish checking account. A line item for income and expenses shall be assigned to the PTO account on the ledger of the parish account.

**Section 4 – VICE-TREASURER**

The Vice-Treasurer shall perform all the duties of the Treasurer in his/her absence, and shall assume the duties of the Treasurer until the next annual election if the office becomes vacant.

**Section 5 – SECRETARY**

The Secretary shall keep the minutes of all Board meetings and shall present them for Board approval, by vote, at the following meetings. The Secretary is responsible for maintaining a filing system containing all previous years' minutes, budgets and various other documents seen fit to keep.

**Section 6 – MEMBERS-AT-LARGE**

While not considered Officers, the Members-At-Large are voting members of the Board, and shall assist in organizing events and be the point persons for certain activities as the Board sees fit.

**Article II – ELECTION OF THE OFFICERS**

Nominations of candidates shall be made by the general membership, and the resulting candidate list shall be approved by the Executive Committee. The Board shall report the slate of nominations only after the individuals have agreed to serve if elected. The general election will fill the positions of Vice-President, Vice-Treasurer, Secretary, and four (4) Members-At-Large. Voting shall be held in the spring semester of each school year by secret ballot to be tabulated by a specified date. A simple majority vote is needed for a person to be elected as an Officer. The ballot category for Members-At-Large shall be treated as a single pool of candidates, from which the four (4) persons receiving the most votes will be elected.

**Article III – OFFICER AND MEMBER-AT-LARGE TERMS OF SERVICE**

The elected Secretary and Members-At-Large shall serve a one-year term of service, and shall not serve more than two (2) consecutive terms in the same office. The elected Vice-President shall serve a two-year term, the second year in the office of President. Likewise, the elected Vice-Treasurer will become the Treasurer in the second year of a two-year term of service. The Vice-President/President and the Vice-Treasurer/Treasurer shall not serve more than two (2) consecutive

two-year terms in these same offices.

#### Article IV – OFFICER AND MEMBER-AT-LARGE VACANCIES

If a vacancy in President or Treasurer occurs, their duties shall be performed as specified in Article I of the Bylaws.

If a vacancy occurs in the Vice-President or Vice-Treasurer offices, the Executive Committee shall convene to determine if a special election should be held to fill the void. (The time of year with respect to the next general election may be a determining factor for such a decision.) Since the offices of President and Treasurer require training as Vice-President and Vice-Treasurer, respectively, the Executive Committee can appoint a current President or Treasurer to a second term, in the case of an unexpected Vice-President or Vice-Treasurer vacancy (such as if it is deemed by the Executive Committee as too late in the school year to hold a special election for the vacant Vice-President or Vice-Treasurer). In such a scenario, a three-year term as Vice-President/President/President or Vice-Treasurer/Treasurer/Treasurer shall be treated as having served two (2) consecutive terms of service, and therefore, the person would be ineligible for election to the same office for an additional consecutive term.

If a vacancy occurs in the office of Secretary, the Executive Committee shall convene to determine if a special election should be held to fill the void. (The time of year with respect to the next general election may be a determining factor for such a decision.) If a special election is not held, a Member-At-Large or other Board member may assume secretarial duties in the interim, as determined by the Board.

If a Member-At-Large vacancy occurs, a special election can be held, as deemed necessary by the Board.

#### Article V – REMOVAL OF OFFICERS

An officer can be removed from office by a two-thirds vote of the Executive Committee for failure to perform the duties of his/her office.

#### Article VI. ORDER OF BUSINESS FOR GENERAL MEETINGS

Call to order

Prayer

Minutes of the previous meeting (Optional, depending on frequency of General Meetings)

Treasurer's report

Committee reports

Unfinished business

New Business

Pastor's remarks

Principal's report

Program (if any scheduled)

Adjournment

#### Article VII – STANDING RULES: FINANCES

1. All PTO funds go through the organization account held by the Parish Office. The Treasurer or Vice-Treasurer shall deposit all funds. Payments shall be distributed by the Parish Office upon receipt of a Purchase Order that shall be signed by the President, Treasurer, and Principal. In the absence of the President the Vice President may sign, in the absence of the Treasurer the Vice Treasurer may sign, and in the absence of the Principal the Assistant Principal may sign.
2. A budget will be determined prior to the beginning of each fiscal year, which begins July 1<sup>st</sup>. The budget shall be approved at the first General Meeting of the school year. All expenditures within the realm of the approved budget are authorized expenditures.
3. All expenditures not provided for in the approved yearly budget over \$5,000 shall be approved by the general membership. Expenditures up to \$5,000 not provided for in the approved yearly budget may be approved by the Board without vote of general membership. Any expenditure voted by the general membership must have had prior approval of Executive Committee.
4. All cash deposits and multiple check deposits must be counted by the Treasurer and the school's Finance Manager.
5. Receipts must be kept for auditing purposes.

6. A cursory financial review shall be conducted by the beginning of the next school year and presented to the PTO membership and School Board. If accounting discrepancies are discovered, a detailed audit shall be conducted and discrepancies shall be resolved. The President shall review the audit, confirm any discrepancies have been resolved, and finalize with signature.
7. A written report will be given at each Board meeting and shall include the current balance and all activity since the last Board meeting.
8. A copy of the Treasurer's Report shall be given to the Pastor annually.

#### Article VIII – STANDING RULES: GENERAL

1. The PTO will assess a fee, on a per student basis, annually, to be paid no later than final registration in August. The current fee is \$25 per student. The Executive Committee shall review the reasonableness of the fee on an annual basis. Any revision to the fee must obtain Executive Committee consensus and be voted upon.
2. Any fund-raising activities undertaken by the PTO that involves student participation must be approved by the school board on an annual basis.
3. Special Committees: Special committees may be formed and approved by the Board, for example, such as to execute specific annual PTO events. Consenting chairpersons shall be appointed by the Board by two-thirds majority vote to serve as point persons for the committees. At the beginning of each fiscal year (July 1<sup>st</sup>) the Board shall invite the chairpersons to renew their commitment to the position. A chairperson who fails to adequately perform the duties and responsibilities of the position may be removed at any time by a two-thirds majority vote by the Board.

#### Article IX – PARLIAMENTARY PROCEDURE

The rules contained in ROBERT'S RULES OF ORDER, REVISED shall govern this organization in all cases not otherwise covered by this constitution and by bylaws.

#### Article X – AMENDMENTS

The Constitution and Bylaws of this organization may be amended at any General Meeting by a two-thirds vote of the members present and the approval of the Executive Committee. The Bylaws should be reviewed by the Board at the beginning of every school year (August). Any needed amendments shall be approved during the first General PTO meeting.

Endnote – pertaining to Article IV, Section 3, of the PTO Constitution – Explanation of Teacher Representative and School Office Representative appointments to the role of Advisors: One Teacher Representative and one School Office Representative are appointed to be an advisor of the PTO Board by the Principal. At the beginning of each fiscal year (July 1<sup>st</sup>) the Principal invites these persons to renew their commitment to these roles. If a person resigns from the position, the Principal appoints a successor to fill the vacant role.