

**By-Laws
St. Jude Parent Teacher Organization**

ARTICLE I – NAME

Section 1. The name of this association shall be St. Jude Parent Teacher Organization (St. Jude PTO).

ARTICLE II – OBJECTIVES

Section 1. The objectives of the St. Jude PTO shall be:

- (a) To strive to improve and promote the high standards of a Catholic education.
- (b) To establish a close working relationship between parents and faculty.
- (c) To provide opportunities for suggestions from parents and leaders.
- (d) To provide funding for the betterment of the school as detailed by the budget or as deemed necessary by the members.

ARTICLE III – POLICIES

Section 1.

- (a) St Jude PTO budget is to be an operating guide for the organization and must be approved by majority vote by the members before being submitted to the Parish Finance Committee.
- (b) Capital expenditures under \$500.00 may be approved by the Executive Committee, School Commission and the principal without the majority approval of the members. All members of the Executive Committee shall have the right to vote on expenditures presented under \$500.00. Capital expenditures over \$500.00 must be presented for approval by the voting majority of members present. The expenditure must be communicated to the members by Homework Watcher prior to the vote.
- (c) Executive Officers and the ex-officio members may vote by proxy.
- (d) Non-budgeted operating expenses must be presented for majority approval of the members. The expense(s) must be communicated to the members by Homework Watcher prior to the meeting.
- (e) Expenditures required during non-operating school months must be presented for approval by the voting majority at the last PTO meeting of the school year.
- (f) All voting decision on expenditure items taken during regular PTO meetings, as well as by the Executive Committee, shall be documented and communicated in the PTO minutes.

Section 2. Members have the right to vote on any issue not governed by Article III, Section 1.

- (a) Members must be present to vote

Section 3. Members shall seek neither to direct the administrative activities of the school nor direct its policies.

Section 4. The St. Jude Catholic School Parent Teacher Organization, which is independent of any other parent teacher organization, may cooperate with other organizations.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Any person who is a parent or guardian of a child in the St. Jude Catholic School, a member of the faculty, or an interested member of the parish, and willing to uphold these policies and to subscribe to these by-laws, may become a member.

Section 2. Rights of the members shall include the right to:

- (a) attend meetings
- (b) vote
- (c) debate
- (d) make motions
- (e) hold office
- (f) nominate

Section 3. Duties of the members

- (a) attend meetings
- (b) obey the rules
- (c) further the objectives of the organization

ARTICLE V – ELECTION OF THE OFFICERS

Section 1.

- (a) The officers to be elected are the Vice President, Secretary, and Treasurer.
- (b) The Vice President shall serve a two-year term, the first being as Vice President to allow time to understand and prepare for the duties of the President the following year.
- (c) The Treasurer shall serve a two-year term, the first to allow time to fully understand the duties of Treasurer.
- (d) Officers shall be elected by ballot annually in the spring.
- (e) Officers shall assume their official duties on July 1 and shall serve a term of one year, or a term as stated in Section 1 (b)(c).

Section 2.

- (a) The consent of each candidate must be obtained before her/his name is submitted for nomination. Additional nominations may be made from the floor the first five (5) minutes of the regular PTO meeting, provided the consent of each candidate has been obtained before her/his name is submitted for nomination.
- (b) Only one vote per faculty and family with children attending St. Jude School.

Section 3.

- (a) No member shall hold more than one executive office during any one term.
- (b) No member shall hold any one office for more than three consecutive terms.

Section 4.

- (a) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote by all members attending the regular meeting.
- (b) In case a vacancy occurs in the office of the President, the Vice President shall assume the office of the President, and her/his office shall be filled pursuant to the manner prescribed by this selection.

Section 5. Installation of officers will be made at the last meeting of the school year.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization, and shall perform such other duties as may be prescribed in these by-laws or assigned to her/him by the organization; and shall coordinate the work of the officers and committees. The Standing and Special Committee chairs shall report any business to the President.

Section 2. The Vice President shall act as an assistant to the President and shall perform the duties of the President in the absence of that officer.

Section 3. The Secretary shall keep a correct record of all meetings of the organization and of the Executive Committee and shall perform such other duties as may be delegated to her/him. The Secretary shall handle all correspondence pertaining to the organization, and shall ensure that minutes of the organization and Executive Committee meetings, be presented for approval by the voting majority of the members present and be posted to the school website.

Section 4.

- (a) The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized by the organization. The Treasurer shall present a financial statement at every meeting of the members and at other times when requested by the Executive Committee.
- (b) The President-elect and Treasurer shall submit a final treasurer's report reconciled against the bank reconciliation maintained in the Parish Center. The report should be signed off by the Treasurer and the President-elect confirming the bank reconciliation agrees with the ending balance. A copy of the treasurer's report should be give to the Treasurer-elect for her/his files.

ARTICLE VII – MEETINGS

- Section 1. A regular meeting of this organization shall be held a minimum of three times per school year. Meeting dates and hours for the ensuing school year shall be designated by the Executive Committee at the first meeting of said committee. The last meeting of the school year shall be the annual meeting at which the annual report shall be received. Such other meetings may be held as the organization may from time to time provide. Special meetings may be called by the Executive Committee, five days notice having been given.
- (a) No meeting shall be held when school is cancelled.
- Section 2. The members at any regular or special meeting shall constitute a quorum, for voting purposes, when required. A simple voting majority of the quorum shall decide an issue except where otherwise provided in the by-laws.
- Section 3. The last fifteen (15) minutes of each regularly scheduled PTO meeting shall be dedicated to new business.

ARTICLE VIII – EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the noted officers of the St. Jude PTO, a faculty representative, and the principal of the school or a representative appointed by her/him.
- Section 2. The duties of the Executive Committee shall be:
- (a) To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization.
 - (b) To create standing committees.
 - (c) To approve the plans of work of the standing committees.
 - (d) To approve routine bills within the limits of the monies available, within the guidelines set forth in Article 3.
- Section 3. Regular meetings of the Executive Committee may occur prior to the regularly scheduled PTO meeting each month. Special meetings of the Executive Committee may be called by the president or by a majority of the members of the committee.
- Section 4. Executive Committee members absent four (4) or more regularly scheduled PTO meetings shall relinquish her/his position in office.

ARTICLE IX – STANDING AND SPECIAL COMMITTEES

- Section 1. The standing committees shall consist of the following: Fundraising, Hospitality, Mentor Program, Room Parents, Special Programs, Breakfast with Santa, Market Day, Marketing, Bingo, Skating Parties Library Book Sale, Emergency Phone Tree, School Directory, Science Fair, May Day, Spirit Wear, Transportation, and Yearbook. Any other committees may be created by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairperson of the standing committees shall be appointed by the officer-elect of the St. Jude PTO. There is no term limit.
- Section 2. The chairperson of each standing committee, when required by the Executive Committee, shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.
- Section 3. When a chair becomes vacant, the Executive Committee shall appoint member to fill the unexpired term.
- Section 4. The power to form special/ad hoc committees and appoint their members rests with the Executive Committee or majority vote of the group. Since a special committee is created and appointed for a specific purpose, it automatically ceases when its work is completed and its final report is received.
- Section 5. The chairperson of each standing committee shall solicit members of the organization to compose its committee from the most recently published volunteer list.
- Section 6. No member shall chair more than one (1) Standing and/or Special Committee, unless otherwise provided in the by-laws.

ARTICLE X – PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the “Robert’s Rule of Order” shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these by-laws.
- Section 2. The Vice President shall act as the overseer of the “Robert’s Rule of Order.”

ARTICLE XI – AMENDMENTS

- Section 1. These by-laws may be amended at any regular meeting of the organization by the majority vote of the members present and voting, provided notice of the proposed amendment shall have been given no less than thirty days

prior to the said regular meeting.