



## Constitution and By-Laws Saint Rita School Parent and Teacher Organization

### *The Constitution:*

#### **Article I, Name**

The name of this organization shall be the Saint Rita Parent and Teacher Organization, referred to in this document as the PTO.

#### **Article II, Purpose**

The purpose of the PTO shall be:

1. To unify the Saint Rita School community for the enrichment of the students' education and spiritual growth.
2. To stimulate support and cooperation among parents, faculty and parishioners
3. To promote the ideals of Saint Rita School and Catholic education

#### **Article III, Membership**

1. The membership of the PTO shall consist of parents and guardians of Saint Rita School students, the faculty, the principal of Saint Rita School and the pastor.

#### **Article IV, Voting Rights**

1. All members shall be eligible to vote as defined in the By-Laws.

#### **Article V, Dues**

1. Dues shall be assessed each year as proposed by the president and approved by the Executive Board prior to "Back to School Night".

## **Article VI, Responsibilities and Functions**

1. The PTO shall be responsible for the implementation of its purposes as defined in Article II. It may establish standing or ad-hoc committees as defined in the By-Laws.

## **Article VII, Meetings**

1. The PTO shall meet in general membership at least four times a year. At the Spring meeting, PTO board members will present for approval the proposed budget for the coming school year.
2. The PTO shall also meet in general membership at the call of the president or on the demand of a majority of its Executive Board, in addition to the meetings called for in Article VII, Section 1.
3. Meetings and all actions of the PTO shall be governed by the provisions of *Roberts Rules of Order; Newly Revised* to the extent that those provisions are not inconsistent with this Constitution and By-Laws.

## **Article VIII, Officers**

1. The Officers of the PTO shall be elected by the membership.
2. Officers shall be elected for a term of two years as defined in the By-Laws and are eligible for re-election (or re-appointment as described in Section IV of the By-Laws), except that no officer may hold the same office for more than two consecutive terms as defined in the By-Laws. (see Section II, no. 7 of the By-Laws)
3. The Officers shall perform such duties as defined for their positions in the By-Laws or in *Robert's Rules of Order; Newly Revised*.

## **Article IX, Amendments**

1. Amendments to this Constitution may be proposed by a two-thirds (2/3) vote of the PTO membership in attendance at a general meeting, or by presentation of a petition to the Executive Board containing the signatures of at least 20% of the eligible voters.
2. Proposed amendments to the By-Laws may be approved by a majority vote of the Executive Board.

## *The By-Laws*

### **Section I, Composition of the PTO:**

1. The PTO shall consist of each family of a student enrolled in Saint Rita School, the faculty and principal and the pastor.

### **Section II, Officers:**

1. The Officers shall be a President, Vice President, Secretary and Treasurer.
2. Officers shall be elected by the PTO membership at the general meeting each May as described in Section VI of these By-Laws.
3. Offices shall serve a term of two years, or until their successor is elected.
4. Officers may resign their positions. Resignations become effective upon receipt of a written notice by the Executive Board. The president may appoint someone to fill the vacancy created by resignation.
5. Officers are eligible for re-elections except that no officer may hold the same office for more than two consecutive terms. Service of a partial term does not count as a full term.
6. The president shall appoint all committee chairpersons.

### **Section III, Meetings:**

1. All PTO meetings, including Board meetings, are open to all eligible members.
2. The Board may hold a closed meeting only when it is necessary to ensure privacy and confidentiality. Such a meeting will only be closed for that portion of the meeting requiring privacy.
3. Regular meeting day and time will be announced to the school community at the beginning of each school year. Any change requires at least one week's notice to the membership.

### **Section IV, Executive Board**

1. The Executive Board shall consist, as a minimum, of the elected officers, a faculty representative, the pastor, and the immediate past president. The principal serves as an "ex officio" member and does not vote as a member of the Board. All

- resolutions passed by the Board are submitted to the principal, the “ex officio” member, for approval.
2. The Executive Board must have a quorum of one more than half of its membership, including either the president or vice-president, in order to meet.
  3. The Executive Board shall have full responsibility for the business affairs of the PTO, shall have control over the assets of the PTO, and shall have the power to expend the monies of the PTO.
  4. The Executive Board shall audit the funds of the organization annually and shall serve as the budget committee with the president as chair. The Executive Board shall have the authority to expend up to \$250 per single item without going to the membership.
  5. The Executive Board meetings are open to the membership. Any officer may call a meeting of the Executive Board provided the meeting is held in compliance with Section III, no. 3 of these By-Laws. A minimum of three non-board members must be present to have a vote on an expenditure of funds in excess of \$250.

#### **Section V, Committees:**

1. The president shall appoint any and all committees deemed necessary to the proper functioning of the PTO.
2. Committees shall exist only for the purposes expressed in their formation and shall be dissolved at the conclusion of their assigned task.
3. Committee Chairs are urged to attend the PTO membership meetings and report on the status of their committees. In their absence, the president will report on the status of these committees.

#### **Section VI, Elections:**

1. The president shall appoint a Nominating Committee of at least two members by March 15 to solicit candidates for the election in May as well as new volunteers to serve as committee chairs.
2. Officer nominations will be announced at least one week prior to the Annual meeting.

#### **Section VII, Voting:**

1. All dues paying families are entitled to one vote on all issues that require a vote at PTO meetings.
2. All dues paying families are entitled to one vote in general elections.