

St. Joseph Consolidated School PTO Bylaws

Mission Statement:

The mission of the SJCS PTO is to foster a relationship between parents and faculty for the enrichment of our children's educational experience and to enhance the educational environment through volunteer and financial resources.

Article I: NAME

The name of this organization shall be the Parent Teacher Organization of St. Joseph Consolidated School, Hamilton, Ohio.

Article II: OBJECTIVES

The objectives of this organization shall be:

- 1.) To promote communication between the school administration, staff, parents, and students.
- 2.) To organize fundraising efforts to support additional programs, equipment, and services for students, teachers, and classrooms not covered in the school budget.
- 3.) To recruit volunteers and coordinate volunteer efforts to staff PTO functions and assist with school programs.
- 4.) To help develop an appreciation and understanding of a Catholic education.

Article III: OFFICERS

Section 1: The elected officers shall be president, vice president, secretary, treasurer, PTO representative to School Board, and five board members, each board member must be a guardian of a student at St. Joseph Consolidated School for the current school year. In addition, there will be a St. Joseph School teacher representative who is elected by the teachers and shall serve a two year term per their bylaws.

Section 2: All officers shall be elected for a term of two years.

Odd Year Openings:

President, treasurer, Board member position #1, Board member position #3 and Board member position #5.

Even Year Openings:

Vice President, secretary, school board representative, Board member position #2 and Board member position #4

Section 3: Voting for elections will be carried out at the final PTO meeting of every school year. Eligibility to run for a PTO office is qualified by having a student(s) enrolled in the following school year and having said student(s) length of time left to attend the school no shorter than the two year term of office. Votes are cast by anyone attending the meeting. Should a tie result the outgoing board will break the tie by 2/3rds decision. Officers shall be installed at the final meeting of the school year.

Section 4: Vacancies in office shall be filled by the executive board.

Section 5: The executive board has the authority to extend a members term by one year if there is no willing party to fulfill the position.

Article IV: OFFICER DUTIES

President: Shall preside at the meetings of this organization and of its' executive board; cosign with the treasurer for the payment of bills; and perform such duties as are incumbent on this office; oversee PTO sponsored events.

Vice President: In the absence of the president, shall perform all the duties of the president and such duties as are assigned to the office.

Secretary: Shall keep the minutes of all organization meetings and meetings of the executive board; shall keep a list of all members of the organization; and perform other duties that are assigned to this office.

Treasurer: Shall receive all dues and other monies of the association; shall keep an accurate account of same; and shall pay bills only upon approval.

*Resignation from the board must be in writing and received by the secretary.

Article V: MEMBERSHIP

Each SJCS family is a member of the PTO and is requested to pay the membership fee at the beginning of the school year. Membership fees shall be determined by the executive board at the beginning of each school year and the executive board has the option to waive the fee for that school year.

Article VI: MEETINGS

Section 1: Meetings of the PTO board shall be held during the months of August, October, January, March, and May or according to calendar needs unless otherwise decided by the executive board. The President holds the power to cancel a scheduled meeting if it not need at the time. Full PTO meetings with parent attendance are to be held in September, November, February, and April. President shall set dates for both board and full meetings at the beginning of each school year.

Section 2: Reports from officers and committee chairpersons shall be read at each meeting.

Section 3: The Executive Board shall meet at the call of the President.

Section 4: All fund requests shall be made at the PTO board meetings or email request to all board members if time allotment is not conducive to the request.

These Bylaws may be amended at any regular or special meeting called for by a two-thirds vote of the members present and entitled to vote.

Article VII: PTO BOARD/EXECUTIVE BOARD

Section 1: The PTO Board shall consist of the President, Vice President, Secretary, Treasurer, Principal, School Board Rep, Teacher Rep, and the #1,#2,#3, #4 and #5 board member positions. These persons shall have full responsibility for the organization's business affairs, including the approval of committee appointments, and requests for funds as well as a review of their reports.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.

Section 3: Normal expenditures shall be voted on by the PTO Board. Expenses incurred between meetings will be handled as follows: The President can approve up to \$100.00, expenses over that amount can be approved with a majority vote by the PTO Board. The Board

reserves the right to deny any request due to inability to pay said request because of budget constraints or request that were not filed through the proper channels. PTO funds/donation requests should be distributed according to our Mission Statement

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Article VIII: RULES OF ORDER

All meetings of this organization shall be conducted according to St Joseph's Consolidated School guidelines.