



PARENT TEACHER ORGANIZATION BY-LAWS

October 25, 2019

ARTICLE I: NAME

The name of the organization shall be the Cathedral Parish School's Parent Teacher Organization. Hereafter called "the PTO."

ARTICLE II: ORGANIZATION AUTHORITY

- A. The PTO is an Independent organization.
- B. This PTO is organized exclusively for charitable, educational purposes within the meaning of Selection 501(c) (3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

ARTICLE III: PURPOSE

A. The objectives of the PTO shall be:

- 1. To promote open communication among the parents, teachers and administration.
- 2. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- 3. To promote good will and cooperation between and among parents, faculty, administration School Board and the parish of Cathedral Parish School.
- 4. To direct and coordinate parental support to Cathedral Parish School through activities, social functions and PTA Legacy fundraising.
- 5. To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents.

ARTICLE IV: MEMBERSHIP

- A. Membership shall consist of the parents and guardians of the students of Cathedral Parish School.
- B. Faculty and staff are given honorary membership to the PTO.

ARTICLE V: PTO BOARD

A. The PTO Board shall consist of the following representation recruited on a volunteer basis:

- 1. President
- 2. Vice-President,
- 3. Volunteer Liaison
- 4. Treasurer
- 5. Secretary
- 6. Legacy Campaign Member(s)

B. Ex-officio members include

- 1. The Pastor
- 2. The School Principal
- C. The duties of the officers shall be defined as follows:

1. The President shall:

- a. Preside at and administer all regular, special and executive committee meetings.
- b. Call special meetings of the PTO's Board.
- c. Serve as an ex-officio member of the School Board and as the official spokesperson of the PTA.
- d. Serve as an ex-officio member of all PTO committees.
- e. Perform such duties as are incumbent of this office.

2. The Vice President shall:

- a. Assume the duties of the President in his/her absence.
- b. Perform additional duties designated by the President.

- c. Assist in the formation of all committees and serve as an ex-officio member.
- d. Assure that committees meet their goals and report their result and recommendations to the PTO.

3. The Secretary shall:

- a. Record and make available to the members copies of the minutes of all Executive Committee and general meetings.
- b. Conduct the correspondence of the PTO.
- c. Prepare power point Agenda in consult with the Board for General Meetings.
- d. Maintain a current file of reports, records, and correspondence of the PTO.
- e. Be responsible for recording and correcting as amended the By-Laws of the PTO.
- f. Publicize meetings and functions in the School and the Parish Newsletter.
- g. Perform additional duties designated by the President.

4. The Treasurer shall:

- a. Collect all monies received through fundraising, activities and contributions and work in concert with the school's bookkeeper when making deposits and when making payments for expenses.
- b. Review monthly reports provided by the Parish Bookkeeper with the President and Board Members.
- c. Be appointed to all committees as an ex-officio member to coordinate and to help prepare fundraising reports.
- d. Perform other duties designated by the President

5. Volunteer Liaison shall:

- a. Work with the School's bookkeeper to ensure volunteers have been cleared through fingerprinting and have completed Protecting God's Children
- b. Assist families when recording their 25 volunteer hours during the school year.

6. Legacy Program Board Chairman(s) shall:

- a. Create Legacy donation program for the purpose of cultivating donations.
- b. Advertise and Market the Legacy Campaign Program.
- c. Determination of in-kind donations and benefits thereof.
- d. Work in concert with school and parish bookkeeper to keep track of monetary donations and Legacy expenses.
- e. Review Annual accounting reports with the President and the Board.
- f. Work with the school principal and PTO Board members to provide recommendations for monetary distributions received by the Legacy Program.
- g. Submit recommendations to the Pastor and School Board for approval of Legacy Campaign monetary expenditures.

ARTICLE VI: TENURE OF OFFICERS

- A. Current Board members will advertise board openings in the month of March.
- B. If all Board positions cannot be filled, present Board members may take on the responsibilities of missing Board members.
- C. The term of office shall be 3 years with the option to renew for another three years.
- D. If an officer is unable to complete the term of office, a renewed search will be initiated for the board member's replacement.
- E. Members may renew their Board position following the fifth year of service.

D. The PTO Board shall:

1. Conduct the PTO's business affairs;
2. Provide general meeting programs of interest;
3. Form committees as deemed necessary and appropriate;
4. Review all committee recommendations and report on their final disposition;

5. Review and recommend disbursements of money collected from PTO and Legacy fundraising efforts in consultation with the Principal, Pastor and members of the Cathedral Parish School Board.

ARTICLE VII: MEETINGS

- A. General membership meetings shall be scheduled with the school's principal annually.
- B. A special meeting of the PTO may be called at any time by the President, with no less than 48 hours advance notice to the membership.

ARTICLE VIII: AMENDMENTS

Amendments to these by-laws can be proposed by a majority vote of the members at any regular meeting of the board. Within 10 days following the meeting in which the resolution is adopted, the President shall give written notice of the proposed amendment to all the members of the PTO. There will be an annual review of the amendments and by-laws.

ARTICLE IX: DATE OF COMMENCEMENT

These by-laws will go into effect on the date of October 25, 2019.

PTO President, Signature

Meridith P. Beach

Pastor, Signature

Thomas Phillips

School Principal, Signature

Katherine E. Boen