



BYLAWS

Owensboro Catholic Elementary Schools Parent-Teacher Organization

ARTICLE I- Name:

The name of this organization shall be the Owensboro Catholic Elementary Schools Parent-Teacher Organization, in the Diocese of Owensboro, State of Kentucky.

ARTICLE II- Purpose:

- Section 1: This organization shall be non-commercial and non-partisan.
- Section 2: This organization shall not seek to direct the administration activities of the school or to control its policies.
- Section 3: The organization shall promote communication among parents/guardians, teachers, and administration.
- Section 4: The organization shall provide parents/guardians and teachers with information to aid in all aspects of students' education, growth, and development.
- Section 5: The organization shall promote good will and cooperation between and among parents/guardians, teachers, administration, and the parishes involved.
- Section 6: The organization shall encourage awareness of political issues affecting Catholic education.
- Section 7: The organization shall direct and coordinate parent/guardian support to the school through specific assistance activities, social functions, and fund raisers. It is not the intent that these funds should be used on an ongoing basis for funding large capital expenditures or maintenance. Decisions regarding major allocation of funds raised by the organization will require a two-thirds vote of the members present at a regularly scheduled general meeting.

ARTICLE III- Membership:

The membership of this organization shall consist of the parents/guardians of students attending this school, its principals, teachers, and staff, as well as pastors of parishes that are part of Owensboro Catholic Schools. Dues are not required for membership.

ARTICLE IV- Officers and Duties:

- Section 1: Offices
The nine officers of this organization shall be president, vice-president at large, vice president K-3, vice president 4-6, secretary, treasurer, spiritual support director, teacher representative K-3, and teacher representative 4-6. These officers shall hold office for a term of one year. No officer may hold the same office for more than two consecutive terms. It is recommended that the president have prior service in another office.
- Section 2: President
- a. Shall preside at all meetings
 - b. Shall be a member ex-officio of all committees except the nominating committee
 - c. Shall delegate responsibilities and encourage cooperation and participation among members
 - d. Shall perform all other duties usually pertaining to the office
- Section 3: Vice-President at Large
- a. Shall act as aide to the president in the planning and decision-making process outside of the regular meetings
 - b. Shall perform the duties of the president in the absence of that officer
 - c. Shall also be responsible for performing other duties as delegated by the president
- Section 4: Vice-President K-3
- a. Shall be program chair for organizational meetings held at the K-3 campus
 - b. Shall act as communication liaison on issues concerning student activities and functions at the K-3 campus
 - c. Shall also be responsible for performing other duties as delegated by the president
- Section 5: Vice-President 4-6
- a. Shall be program chair for organizational meetings held at the 4-6 campus
 - b. Shall act as communication liaison on issues concerning student activities and functions at the 4-6 campus
 - c. Shall also be responsible for performing other duties as delegated by the president
- Section 6: Secretary
- a. Shall keep a correct record of all meetings of the organization and of the executive board
 - b. Shall present the minutes at each organization meeting and make copies available at each campus for organization members
 - c. Shall keep on file a copy of the bylaws and a list of all standing committee members and ad hoc committee members

- d. Shall also be responsible for performing other duties as delegated by the president

Section 7: Treasurer

- a. Shall receive all moneys of the organization
- b. Shall keep an accurate record of receipts and expenditures
- c. Shall pay out local funds only when authorized by the executive board and/or the organization
- d. Shall present a statement of account to the membership at every meeting
- e. Shall also be responsible for performing other duties as delegated by the president
- f. The treasurer's accounts shall be examined annually by an auditing committee of not less than two members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at the executive board meeting in March. The treasurer's records must be audited by the May executive board meeting.

Section 8: Spiritual Support Director

- a. Shall be responsible for the spiritual well-being of the organization
- b. Shall conduct the prayer at all organization functions
- c. Shall coordinate the functions of the parish representatives
- d. Shall also be responsible for performing other duties as delegated by the president

Section 9: Teacher Representative K-3

- a. Shall represent teachers from the K-3 campus at the executive board meetings
- b. Shall communicate relevant organization actions to teachers at the K-3 campus
- c. Shall find a substitute if unable to attend executive board meetings

Section 10: Teacher Representative 4-6

- a. Shall represent teachers from the 4-6 campus at the executive board meetings
- b. Shall communicate relevant organization actions to teachers at the 4-6 campus
- c. Shall find a substitute if unable to attend executive board meetings

Section 11: Volunteer Coordinators K-3

- a. Shall organize volunteer information according to proposed activities
- b. Shall organize the cafeteria worker schedule at K-3
- c. Shall delegate tasks to activity leaders and help recruit new parent volunteers
- d. Shall work in cooperation with the Volunteer Coordinator at 4-6

- e. Shall also be responsible for performing other duties as delegated by the president

Section 12: Volunteer Coordinator 4-6

- a. Shall organize volunteer information according to proposed activities
- b. Shall organize the cafeteria worker schedule at 4-6
- c. Shall delegate tasks to activity leaders and help recruit new parent volunteers
- d. Shall work in cooperation with the Volunteer Coordinator at K-3
- e. Shall also be responsible for performing other duties as delegated by the president

ARTICLE V- Election of Officers:

Section 1- Nominations

- a. The executive board shall appoint a **nominating committee** in March to solicit names of school parents/guardians to serve as officers of the organization.
- b. Solicitations shall come from homeroom parents/guardians, teachers, staff, administration, and from the organization-at-large. Nominations can be returned to school in care of the nominating committee.
- c. The nominating committee shall contact prospective nominees for willingness to serve, office preference, and standard biography.
- d. The nominating committee shall seek persons willing to be a candidate for office. At least one candidate is needed per office. A brief biography shall be prepared.
- e. The nominating committee shall compile a list of candidates for office and present it to the executive board. The list of candidates shall also be distributed to teachers, staff, and administration by in-school communication.
- f. Additional nominations may be made from the floor at the last general association meeting provided the consent of the nominee has been obtained.

Section 2-Elections

- a. Officers shall be elected by popular vote at the last general organization meeting of the year.
- b. Election shall be by ballot when there is more than one nominee for office; by voice if there is only one.
- c. A runoff election at the same meeting shall be coordinated by the nominating committee if there is a tie for office.
- d. Officers shall be installed with a brief ceremony at an executive board meeting following the last general organization meeting.
- e. By a two-thirds decision of the executive board, any elected officer missing two unexcused meetings (general or executive board) will be terminated.

- f. Any vacancies that occur during any term of office shall be filled by vote of the executive board.

ARTICLE VI-Executive Board:

- Section 1: The executive board shall consist of the nine officers of the organization. Principals of both campuses shall be considered honorary members of the board. Chairpersons or their representatives from standing committees and ad hoc committees are also considered honorary members. Honorary members are not required, but encouraged to attend. Honorary members are non-voting members of the executive board.
- Section 2: The president of the organization shall serve as president of the executive board. The secretary of the organization shall serve as the secretary of the executive board.
- Section 3: The officers of the organization shall be voting members of the executive board.
- Section 4: Regular meetings of the executive board shall be held prior to each general organization meeting or as deemed necessary. A quorum of voting members must be present when approving new business or changing old business. A quorum shall consist of a simple majority of the executive board.
- Section 5: The duties of the executive board shall be:
- 1) To transact necessary business in intervals between general membership meetings and such other business as may be referred to it by the organization
 - 2) To approve the plans of work of standing and ad hoc committees
 - 3) To appoint an auditing committee as per bylaws
 - 4) To present a report at the regular meetings of membership
 - 5) To fill any vacancies during the year on the executive board

ARTICLE VII-General Membership Meetings:

- Section 1: Regular meetings shall be held four times per school year. Dates will be published at the start of the school year. At least seven days' notice shall be given of change of date. Specially scheduled meetings may be called by the executive board provided several days' notice of such a meeting has been given.
- Section 2: The privileges of holding office, making motions, debating, and voting shall be limited to members of the organization.
- Section 3: A quorum shall consist of the members present provided that seven days notice of the meeting has been given. All PTO meetings will be posted in the school newsletter.

- Section 4: The format of the meeting will be as follows:
- President will call meeting to order.
 - Meeting will open with a prayer.
 - Program will be presented.
 - Business meeting will be conducted.
 - Meeting will close with a prayer.

Section 5: To have an item put on the agenda, any member should notify the president in writing at least 3 days before the scheduled general meeting.

ARTICLE VIII- Standing/Ad Hoc Committees:

- Section 1: Committees shall be created to carry on a particular function that is required to promote the objectives and interests of the organization. Committees shall carry out their responsibilities as assigned by the executive board.
- Section 2: Committee chairpersons (and co-chairs, as needed) shall be appointed by the executive board. Chairperson terms shall be for one year, and a chairperson may be appointed to successive one-year terms. A member of the executive board will be assigned to stay in contact with the chairman of each committee.
- Section 3: Committees shall be established and dissolved by the executive board. The tenure of service on committees shall be as needed, or as provided by the executive board when formed.
- Section 4: Each standing or ad hoc committee shall have at least a chairperson and a secretary. The secretary is responsible for recording minutes of the meetings and giving those minutes to the executive board.

ARTICLE IX-Amendments:

- Section 1: Amendments to these bylaws can be proposed by any member at any regular meeting.
- Section 2: The executive board may appoint an ad hoc committee to evaluate the proposed amendment. Recommendations from the ad hoc committee shall be given to the executive board. If revisions are required, it is the responsibility of the ad hoc committee to prepare the revisions and present proposed amendments to the general membership.
- Section 3: A member may request to have a bylaws item put on the agenda for amendment by notifying the president 3 days before the scheduled meeting. Bylaws may be amended by a two-thirds vote of the members present and voting at the next regularly scheduled or specifically called

meeting following the proposal, provided adequate notice is given of the meeting.