

BYLAWS OF THE SAINT JOHN PAUL II PARENT TEACHER ORGANIZATION

ARTICLE I: NAME AND AUTHORITY

The name of this organization is the Saint John Paul II Parent-Teacher Organization (SJP II PTO). The SJP II PTO is organized under the authority of the Reverend Michael Allison as President of the Kennedy Catholic Family of Schools.

ARTICLE II: MISSION STATEMENT AND PURPOSE

SECTION 1: MISSION STATEMENT

The PTO's mission is to establish a close relationship between home and school by advancing opportunities for all parents to become involved in the SJP II School Community.

The PTO sponsors assistance to teachers in the classroom setting, raises funds for supplemental educational materials and experiences that are outside the school's operating budget, supports school and family social interaction, and provides a non-biased public forum for sharing information on issues that impact our children.

It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

SECTION 2: PURPOSE

The PTO shall be noncommercial, nonpartisan and non-profit.

The PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for a purpose not appropriately related to the promotion and purposes of this PTO.

All funds earned through the PTO by fundraising, donations or grant writing shall be used to enrich, support or promote the academic, social or emotional well being of SJP II students and staff.

ARTICLE III: MEMBERSHIP

Section 1: Membership

The membership of the PTO shall consist of all interested parents/guardians of SJP II students, and all educators and staff of SJP II who subscribe to the objectives and policies of the PTO upon receipt of dues. Membership in the PTO is available to anyone without regard to race, color, religion, or national origin.

Section 2: Dues

The amount of dues shall be fixed annually by the Executive Committee.

Section 3: Voting Rights

Each member who has paid dues is eligible to vote and/or hold office. Only one vote is permitted per family.

ARTICLE IV: COMMITTEES

Section 1: Executive Committee

The Executive Committee is the President, Vice President, Secretary, Treasurer, and Teacher Representative. The Principle of the school shall serve as a non-voting member of the Executive Committee.

Section 2: Standing and Special Committees

The Executive Committee shall create committees as are deemed necessary to promote the mission and carry on the work of the SJP II PTO. Each chairperson or representative of each committee shall be responsible for carrying out PTO duties as from time to time may be assigned to it by the PTO.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1: General Powers

The business and affairs of the PTO shall be managed by the Executive Committee or appointed designee.

Section 2: Number

The number of Officers of the PTO shall be Five (5). The Officers of the PTO shall consist of a President, Vice President, Secretary, Treasurer, and Teacher Representative. A person may not hold more than one office at a time.

Section 3: Nomination and Election

Officers shall be nominated at the March PTO meeting. Any member of the SJP II PTO is eligible to be nominated for office and self-nominations are encouraged.

Officer shall be elected at the regularly scheduled April meeting for the following school year term. Members shall elect officers by majority vote.

Section 4: Term of Office

Each officer shall hold office for the term for which he/she was elected and until his/her successor is elected. The officers shall be elected for a one (1) year term and shall be eligible for reelection; however, no person may hold the same office for more than two consecutive years provided that in the event that an office remains unfilled at the conclusion of elections, the Principal may request that an officer remain in his/her position for the following school year.

Section 5: Removal

Officers can be removed for cause by a vote of 2/3 of those present at a regular meeting where notice of the removal has been provided.

Section 6: Vacancies

In the event of a vacancy in any office because of death, resignation, removal, disqualification or otherwise, the Executive Committee shall appoint a PTO member to fill the vacancy for the unexpired portion of the term.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1: President

The primary duty of the President shall be to oversee the business and affairs of the PTO and to coordinate PTO activities with the other officers, special committees/chairpersons, and the Principal of SJP II. The President will set the agenda and preside over all regular and special meetings; serve as the liaison to the Principal; and serve as the primary contact of the PTO. The President shall in general perform all duties incident to the office of the Presidency and such other duties as from time to time may be assigned to him/her by a vote of the members. The President shall be elected by the members.

Section 2: Vice President

The Vice President shall assume the duties of the President in case of vacancy from any cause in that office and shall assume the duties of President for such period(s) as that officer for any reason may be unable to perform his/her official duties. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall attend all meetings of the PTO and the Executive Committee and serve as liaison to all standing committees. The Vice President shall in general perform all duties incident to the office of the Vice Presidency and such other duties as from time to time may be assigned to him/her by the President or by vote of the members. The Vice President shall be elected by the members.

Section 3: Secretary

The Secretary shall attend all meeting of the PTO and Executive Committee; keep the minutes of all regular and special meetings; post a summary of each meeting on the SJP II website and print the summary, upon request, for all parents/guardians and staff; insure that all notices are duly given in accordance with the provisions of these Bylaws including notifying members of upcoming meetings; be custodian of the records of the PTO, including the Bylaws, agendas, meeting attendance records, meeting minutes and correspondence; maintain a current list of members of the PTO and their contact information; conduct PTO related correspondence as requested by the President and, in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by vote of the members. The Secretary shall be elected by the members.

Section 4: Treasurer

The Treasurer shall attend all meetings of the PTO and Executive Committee; have charge and custody of and be responsible for all monies of the PTO; receive and give receipts for monies due and payable to the PTO; and deposit all such monies in the name of the PTO. He/She shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized by the PTO; prepare and present an annual budget to the membership for their approval at a designated meeting; present a financial statement at each business meeting of the PTO and at other times when requested by the organization; make an annual financial report to the PTO which includes gross receipts and disbursements for the year. The Treasurer shall in general perform all duties incident to the Office of the Treasurer and such other duties as from time to time may be assigned to him/her by the President or by vote of the members. The Treasurer shall be elected by the members.

Section 5: Teacher Representative

The Teacher Representative shall attend all meetings of the PTO and Executive Committee. He/She shall voice all concerns of the faculty and staff of SJP II and bring requests on their behalf. The Teacher Representative shall keep accurate records of the PTO meetings and make them available to the faculty and staff. The Teacher Representative shall in general perform all duties incident to the Office of the Teacher Representative and such duties as from time to time may be assigned to him/her by the President or by vote of the members. The Teacher Representative shall be selected by the faculty and staff of SJP II.

Section 6: All Officers

On the expiration of his/her term or in the case of resignation, all Officers shall turn over to their successor, without delay, all records, books, and other materials pertaining to the office or position.

ARTICLE VIII: MEETINGS

Section 1: Regular Meetings

Meetings of the members shall be held nine times a year. The meetings shall be held in September, October, November, December, January, February, March, April, and May of each year. However, the President may suspend meetings in the event there is no business to conduct. The most convenient times and days for meetings shall be determined at the beginning of each school year and modified as necessary. Meetings will be governed by Roberts Rules of Order provided that such rules do not conflict with these Bylaws. If there is a conflict, these Bylaws supersede Roberts Rules of Order.

Section 2: Special Meetings

Special meeting of the members may be called at the discretion of the President and any two other officers. Special meetings will be utilized to conduct business of the PTO that must be addressed prior to the next regularly scheduled meeting.

Section 3: Notice of Meetings

A notice will be sent out to all parents/guardians stating the place, day and hour of the meeting. The notice will be given in the most efficient and least expensive manner not less than seven days before the date of the meeting, or an annual schedule of the year's PTO meeting dates will be distributed near the beginning of each school year.

Section 4: Quorum of Members

A quorum shall consist of three (3) members of the Executive Committee. A quorum is required for all financial votes and changes to the bylaws.

Section 5: Conduct of Meetings

A standard agenda will be used for the conduct of all meetings. Special committees with business should contact the President at least seven days prior to the meeting to be included on the agenda. Other members with significant business to address are also encouraged to contact the President at least seven days prior to the meeting for inclusion on the agenda. Members may voice concerns and comments at any meeting during the Open Forum section.

Meetings will be a maximum of 90 minutes. Any extensions of this time limit must be approved by a vote of the Executive Committee.

Section 6: Executive Committee Meetings

The Executive Committee shall meet from time to time as requested by the President or Principal.

ARTICLE IX: AMENDMENTS

Amendments to the Bylaws may be proposed by any PTO member and passed by a 2/3 vote of members present at the meeting where voting takes place. Amendment must be proposed in writing and read aloud at two consecutive meetings. A vote will be taken at the meeting following the meeting where the Amendment was proposed.

ARTICLE X: DISSOLUTION

The SJP II PTO may be dissolved by a 2/3 vote of members present at a regular or special meeting called for such purpose with 14 days prior notice. Upon, dissolution, all remaining PTO funds will revert to the school.