

HOLY SPIRIT CATHOLIC SCHOOL  
BYLAWS  
PARENT TEACHER ORGANIZATION

Article I – Name

The name of the organization shall be the Holy Spirit School Parent-Teacher Organization of Tuscaloosa, Alabama (hereafter called “the PTO”). The PTO unit shall be organized under the permission of the Holy Spirit Catholic School.

Article II – Purpose

The objectives of the PTO shall be:

1. To promote open communication among the parents, teachers and administration.
2. To promote good will and cooperation between and among parents, faculty, administration, School Advisory Board and the parishes of Holy Spirit and St. Francis of Assisi.
3. To direct and coordinate parental support to Holy Spirit School through assistance activities, social functions and fundraisers.

Article III – Membership and Dues

- A. Membership shall consist of the parents and guardians of the students of Holy Spirit Catholic School and the faculty of the School.
- B. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- C. The membership dues shall be determined annually by the executive committee of the PTO prior to registration for the following school year or as needed.

Article IV – Executive Committee

The executive committee shall consist of the four voting officers and any ex-officio members. The executive committee shall conduct the business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and reports on their final disposition; review and recommend disbursements of money collected from fundraising events and contributions.

## Article V – Officers and Duties

A. The officers of the Organization shall consist of:

- 1.) President
- 2.) Vice-President
- 3.) Secretary
- 4.) Treasurer

Non-voting, ex-officio members shall include, but not be limited to, the school principals and the room parent coordinators. Additional ex-officio members may be appointed by the PTO president.

B. The duties of the officers shall be defined as follows:

The President shall:

- 1.) Preside at and administer all regular, special and executive committee meetings.
- 2.) Call special meetings of the PTO's executive committee.
- 3.) Serve as a non-voting member of the School Advisory Board.
- 4.) Have co-signature authority with the School Principals for payment of all bills.
- 5.) Serve as an ex-officio member of all committees.
- 6.) Perform such duties as are incumbent of this office.

The Vice-President shall:

- 1.) Assume the duties of the president in his/her absence.
- 2.) Assist in the formation of all committees and serve as an ex-officio member.
- 3.) Assure that committees meet their goals and report their results and recommendations.
- 4.) Perform additional duties designated by the president of the PTO.

The Secretary shall:

- 1.) Record and make available to the executive committee copies of the minutes of all executive committee meetings.
- 2.) Record and post on the school's website the minutes of all general meetings.
- 3.) Conduct all correspondence
- 4.) Maintain a current file of reports, records and correspondence.
- 5.) Be responsible for recording and correcting as amended the Bylaws of the PTO.
- 6.) Publicize meetings and functions in newsletters, flyers and on the website.
- 7.) Perform additional duties designated by the president of the PTO.

The Treasurer shall:

- 1.) Collect and deposit all monies received from dues, fundraising and contributions.
- 2.) Maintain records of all receipts and expenditures.
- 3.) Review and recommend payment of bills to the Principal of the Elementary School.
- 4.) Have co-signature authority with the Elementary School Principal for payment of all bills.
- 5.) Provide a written monthly financial report at the executive meetings and at the general meetings.
- 6.) Perform additional duties designated by the president of the PTO.

The Room Parent Coordinators shall:

- 1.) Serve as a liaison between the PTO and room parents.
- 2.) Provide manuals with room parent responsibilities.

#### Article VI – Appointment and Tenure of Officers

- A. All officers of the PTO, shall be nominated by the members of the PTO. Descriptions of each office and a nomination form will be sent home to each family during the month of February. After reviewing all returned forms, the Nominating Committee shall nominate an eligible person for each office to the Executive Committee. Only those persons who have indicated their consent to serve, if appointed, shall be nominated to such office. The President has the sole authority for the appointment of officers for the PTO.
- B. The Nominating Committee shall consist of at least three members, but no more than five, and always an odd number. Current officers may not serve on the Nominating Committee if their names have been submitted for an office for the upcoming year. The executive committee, in conjunction with the Elementary School Principal, shall determine members of the Nominating Committee.
- C. The term for each office shall be one year and new officers shall assume their office at the close of the final meeting of the school year. If an officer is unable to complete the term of office, the Nominating Committee will reconvene to make recommendations to the Elementary School Principal for a new appointment.
- D. A person shall not be eligible to serve more than two consecutive terms in the same office.
- E. Induction of new officers will occur at the beginning of the school year at Mass.

## Article VII – Meetings

- A. At least two regular meetings of this Organization shall be held during the school year. Dates of meetings shall be determined by the executive committee and publicized prior to the beginning of the school year. A special meeting of the PTO may be called at any time by the president or by a majority of the executive committee, with no less than 48 hours advance notice to the membership.
- B. Executive committee meetings shall be held monthly. Dates of meetings and goals for the upcoming school year shall be determined by the executive committee at the first executive committee meeting held with the school Principals, usually in June.
- C. The transaction of business at any meeting of the PTO shall be determined by a majority vote (one more than half the number present).

## Article VIII - Committees and Functions

- A. All members of the PTO are eligible to be the chair of a committee. The president of the PTO shall call for volunteers interested in serving as chair for the various committees in the July mail-out. After reviewing all volunteers, the executive committee shall nominate an eligible person to chair each committee and submit them to the School Principal. Only those persons who have indicated their consent to serve if appointed shall be nominated to chair such a committee.
- B. Committee Chairs shall:
  - 1.) Be responsible for seeking assistance from volunteers from the PTO's membership.
  - 2.) Promote good will and positive support for the school at all times.
  - 3.) Keep records of all activities and submit them to the president of the PTO at the end of each school year.
  - 4.) Remain in close contact with the president and/or vice-president of the PTO.
  - 5.) Adhere to budget as prescribed by the executive committee.
- C. The term of service for committee chairs shall be two years with no limitation on years of service.
- D. Ad hoc Committees shall be formed for special needs (such as the Nominating Committee) as they arise and will be disbanded when the need has been fulfilled. The creation of such ad hoc committees shall rest solely with the executive committee, in conjunction with the School Principals.

#### Article X – Expenditures

All major purchases for the school must be approved by the Elementary School Principal.

#### Article XI – Amendments

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution was adopted, the president of the Organization shall give written notice of the proposed amendment to all the members of the Organization. Final approval of the amendment shall be made by a  $2/3$  majority of the members at the next regular meeting.