

# **Constitution of Saint James Parent Teacher Organization**

## **ARTICLE I**            **NAME**

The name of this organization shall be the St. James Parent--Teacher Organization.

## **ARTICLE II**            **OBJECT**

The object of this organization shall be to encourage interest in education; to promote the welfare of the children; to bring about a close cooperation among parents, teachers, and administrators; and to give financial aid to provide educational materials and facilities when possible; to take any and all appropriate action to accomplish the above stated object.

## **ARTICLE III**            **MEMBERSHIP and DUES**

Section 1            Any person interested in the object of this organization may become a member.

Section 2            The annual dues for each family shall be determined by the Board of Directors, payable in the first school quarter.

Section 3            Members of the faculty and administration are automatically members.

## **ARTICLE IV**            **OFFICERS and ELECTIONS**

### Section 1            Officers

a.    The officers of the organization shall consist of the pastor as Honorary President, and the Principal of the school as Director, and the officers which shall be a President, Vice President, Secretary, Treasurer, and a number of Trustees as determined by the Board of Directors. The officers and trustees shall constitute the Board of Directors.

b. Following the election of new Board members, the Board of Directors shall meet to select its officers:

1. The Vice President assumes the office of President, for a one-year extension of that person's two-year Board term.

2. The Treasurer is elected from Trustees who have completed one year on the Board, to serve a two-year term as Treasurer.

3. A new Vice President is elected from among those Trustees who have completed one year on the Board.

4. A new Secretary is elected from among all Trustees.

### Section 2            Elections

- a. A nominating committee consisting of the President, a second year trustee, a first year trustee, and two general members (appointed by the President) shall consult with the Board of Directors and report the candidates for election to the Board.
- b. Half of the Board of Directors shall be elected each year, each member to serve a two (2) year term. No trustee may serve more than two (2) consecutive terms for a total of four (4) consecutive years. A one-year extension may be granted to the President and Treasurer.
- c. Board members shall be elected by members of the PTO. Secret ballots will be distributed and counted by members of the Nominating Committee. All ballots must be signed for verification. Results shall be announced promptly after the election.
- d. The Nominating Committee shall, with Board approval, fill vacancies on the Board of Directors that occur between elections.
- e. Two votes per family shall be allowed for each office.
- f. No PTO Board member may serve, simultaneously, as an elected Board member of any other St. James Parish organization.

Section 3      Duties

- a. Our pastor, the Honorary President, shall watch over the spiritual welfare of the members. All the activities of the organization shall be under his guidance and direction.
- b. The Director (Principal) shall work in a consulting capacity.
- c. The President
  1. Shall preside at all meetings.
  2. Shall be in full charge of the affairs of the organization.
  3. Shall sign all documents on behalf of the organization.
  4. Shall appoint all ad-hoc committees, subject to the approval of the Board of Directors.
  5. Shall monitor the budget.
  6. Shall assist the Treasurer with presentation of the annual budget.
  7. Shall chair annual audit.
  8. Shall attend Education Commission meetings.
  9. Shall perform such duties as that office may require.
  10. Shall chair the Nominating Committee.
- d. The Vice President
  1. Shall perform all the duties of the President in such absence or in case of death.
  2. Shall assist the President in any capacity that is required.
  3. Shall manage standing committees.
  4. Shall maintain and review budget with President.
  5. Shall assist President and Treasurer with presentation of annual budget.
- e. The Secretary
  1. Shall keep accurate records of all meetings of the organization.
  2. Shall conduct the correspondence of the organization.
  3. Shall see that the minutes and correspondence are properly filed and preserved.
- f. The Treasurer

1. Shall prepare a statement of receipts and disbursements and submit same at each meeting.
2. Shall receive and safely keep records of all funds of this organization and look after the proper disbursement of funds.
3. Shall work in conjunction with the President and Vice President in preparation of the annual budget.

g. Trustees

1. Shall be responsible for budgetary items of committees and activities which the Trustee chairs.
2. Trustees shall recruit standing committee coordinators as needed.

h. Two members of the teaching staff shall serve as Faculty Representatives, in a non-voting, consulting capacity.

Section 4 Duties of Board of Directors

- a. The Board of Directors shall have power and authority over the organization between meetings.
- b. Board of Directors shall not modify or reverse any action approved by the vote of the general membership.
- c. The Board of Directors shall meet monthly.

Section 5 Standing Committees

- a. A standing committee serves in a specific capacity, managing an individual PTO function.
- b. Standing committee coordinators are not members of the Board of Directors.

**ARTICLE V MEETINGS**

Section 1 At least two general meetings of the St. James PTO shall be held each year. Additional meetings may be called by the President, Principal or majority of the Board of Directors, giving at least ten (10) days notice of the time.

Section 2 Special meetings may be called by the President, Principal or majority of the Board of Directors.

**ARTICLE VI BUDGETARY ITEMS**

Section 1 Unbudgeted expenditures of up to \$250.00 may be approved by the President. Unbudgeted expenditures of more than \$250.00 but less than \$1,500.00 may be approved by a majority vote of the Board of Directors present at meeting. Where the requested expenditure exceeds \$1,500.00, the request must then be submitted to the Principal or Pastor.

Section 2 Trustees shall be responsible for the published price of a PTO sponsored event and may participate fully in the event. Any personal expenses incurred by a trustee planning a PTO sponsored event may be reimbursed with approval of the President.

**ARTICLE VII AMENDMENTS**

These articles may be amended at any general meeting by a majority vote, provided the proposed amendment has been given in writing to the membership at least one (1) week prior to the meeting.

**ARTICLE VIII      DISSOLUTION**

In the event of the dissolution of the Organization, its assets shall be given to St. James School.

**OBJECTIVES:**

- 🐾 **To encourage interest in education**
- 🐾 **To promote the welfare of the children**
- 🐾 **To bring about a close cooperation among parents, teachers and administrators**
- 🐾 **To give financial aid**
- 🐾 **To provide educational materials and facilities when possible**

**Any person interested in joining St. James PTO may become a board member. The PTO Board consists of fifteen members who serve a two-year term. Seven new members are elected each spring.**