

*CONSTITUTION & BY-LAWS  
SAINT MARY PARENT-TEACHER  
ORGANIZATION*

CONSTITUTION

- Article #1      NAME: This organization shall be known as Saint Mary Parent-Teacher Organization.
- Article #2      OBJECT: The object of Saint Mary Parent-Teacher Organization shall be to bring Priests, Teachers, and Parents into closer contact with one another; to encourage the efforts of the Teachers; to improve conditions and surroundings of the child; and in general, to interest public sentiment in the welfare of Saint Mary School.
- Article #3      MEMBERSHIP: Any parent or guardian of a Saint Mary School child or anyone interested in the welfare of Saint Mary School children is a member of Saint Mary Parent-Teacher Organization.
- Article #4      OFFICERS: A President, Vice-President(s), Secretary, and Treasurer shall be the Elected Officers (Board) of the organization and shall serve for a term of one year. Upon completion of his/her term, the President shall serve as Immediate Past President.
- Article #5      ELECTIONS: Elections of Officers shall be held at the April meeting. Nominations of Officers shall be held at the March meeting.
- Article #6      TERMS OF OFFICE: No officer may serve more than three consecutive terms in the same office.
- Article #7      DUTIES OF OFFICERS: The President, and in his/her absence, the Vice President(s) shall preside at all meetings of the Organization, and will attend quarterly School Advisory Council meetings.

The Officers shall supervise and coordinate with the chairpersons of the various committees of the Parent-Teacher Organization.

The Secretary shall keep a record of the meetings and procedures of the Organization. Minutes shall be emailed to the executive officers for approval and upon approval shall be posted online within 7 school days. In consultation with the Executive Board, the Secretary shall conduct all correspondence of the Organization.

The Treasurer shall keep and render monthly an accurate account of the receipts and disbursements. All disbursements shall be made by check signed by the Principal, in accordance with Diocesan regulations.

- Article #8      COMMITTEES: There shall be an Executive Committee consisting of the elected officers (board), Immediate Past President, one parent representative from each class, and chairpersons of the various committees of the Organization. The Executive Committee shall form plans and discuss all matters pertaining to the interest of the Organization and present the same for approval at the regular monthly meetings. The Executive Committee shall act on special business requiring attention between the regular meetings. Three members of the Executive Committee shall constitute a quorum present at a regular monthly meeting, with at least one of those members being an elected officer. Special business action between monthly meetings shall require a vote of one-third of the Executive Committee.
- Article #9      AMENDMENTS: Amendments to the Constitution may be made at any Executive Committee meeting by a two-thirds vote of the members present.
- Article #10     PARLIAMENTARY AUTHORITY: Parliamentary Authority shall be given at all meetings in accord with “Robert’s Rules of Order” – revised edition.
- Article #11     This Organization shall, at no time, undertake to make changes in the managements or regulations of Saint Mary School without the consent and approval of the Pastor and Principal.
- Article #12     There shall remain in the Organization treasury an amount not less than \$1000. (One-Thousand dollars) at the end of each organizational year.

## BY-LAWS

1. The Terms of Office shall begin following the April election. Prior to the end of the school year, the past and present Board shall meet to exchange information concerning the transition of the board.
2. The first meeting of Saint Mary Parent-Teacher Organization shall be within the first month of the new school year. Regular meetings will be held monthly and at other times specified by the Executive Committee. The Executive Committee will meet monthly on the first Tuesday. The dates for the meetings will be established at the First Executive Committee meeting.
3. The Executive Committee may change the date of the Regular Meetings. A one-week notice shall be given when a meeting date is changed.
4. Special meetings may be called by the consensus of the board with three days notice.
5. The Executive Committee shall render assistance to the Board as requested by them in the general direction of the work of the Organization.
6. The President, with the advice of the Executive Committee, shall appoint all committees. The committees will include but not be limited to the following: Hospitality, Open House Dinners, Catholic School Week, Field Day, Teacher Appreciation, T-Shirts, and Fundraising.
7. At the Meeting, a quorum shall be constituted if three members of the Executive Committee are present. Business transactions at the Regular Meeting shall require the approval of fifty percent (50%) plus one of the members present. A Special Meeting shall require the same quorum and voting approval.
9. Nonattendance of an officer for any two consecutive meetings, without good and sufficient reason, or for four consecutive meetings with excuse, shall be equivalent to resignation, and the Board shall fill the vacancy.
10. In the event of death, resignation, or transfer of an officer or officers, the Board shall appoint a successor or successors.
11. The President shall be an ex-officio member of all committees.

12. The Principal of the school shall be the Honorary President.

13. The Constitution and By-Laws shall be distributed and addressed at the first Meeting of the school year.

14. The By-Laws may be amended at a Meeting by a two-thirds vote of the members present.