

CONSTITUTION

ST. ANDREWS/ST. ELIZABETH ANN SETON PARENT TEACHER ORGANIZATION

ARTICLE I –NAME

The name of the association shall be the St. Andrew-St. Elizabeth Ann Seton Parent/Teacher Organization.

ARTICLE II-PURPOSE

In the interest of spiritual, intellectual and physical growth for the students at SASEAS School, the PTO commits to enhancing the roles of parents and teachers in the education of the students by increasing their knowledge of education and its processes. The PTO shall provide an opportunity for parents and teachers to work together for the good of the students and the school in an environment marked by mutual respect of all parties.

In helping to create an optimal environment for children's academic growth and faith formation, the SASEAS PTO shall support and promote the school's mission.

ARTICLE III-RESPECT FOR SCHOOL POLICIES

The St. Andrew-St. Elizabeth Ann Seton Parent/Teacher Organization shall respect the established school policies and practices as set forth by the pastors, the school principal, the Joint School Board, and the Parish Councils.

ARTICLE IV – OBJECTIVES, AUTHORITY AND RESPONSIBILITIES

1. Support and enrich SASEAS School by providing educational, cultural and recreational resources and experiences for the students and their families.
2. Raise and spend money in support of its purpose and provide financial support in ways that will **supplement**, but not substitute for, the Parish's responsibilities for the maintenance and operations of the school and for the materials and supplies necessary for the teaching of the children.
3. Serve as a forum for the discussion of issues related to SASEAS School that are of interest and concern to the membership of the PTO.
4. Encourage parents to become involved in the PTO on some level, which is so important to the success of the school.
5. Foster a Catholic education that enhances relationships between school families, faculty, and administration.
6. Act as the main resource for the school's volunteer force.
7. Evaluate and approve funding requests that support the mission of the PTO.
8. The PTO does not make decisions regarding facility needs but can appropriate funds when requested by the parish or principal.
9. The PTO has no authority for the administration of the school.

10. The SASEAS School Principal, serving as the Chief Administrator of the school, has final responsibility and authority over all PTO activities and expenditures.

ARTICLE V-MEMBERSHIP

Section 1. Members shall consist of fathers, mothers and guardians of the pupils of St. Andrew- St. Elizabeth Ann Seton School, members of the faculty, the pastors and the principal.

Section 2. The privilege of holding office, making motions, debating, and voting shall be limited to the members.

ARTICLE VI-OFFICERS

Section 1. The elected officers shall be the President, Vice-Presidents, Secretary, Treasurer, and Members-At-Large. Nominations shall be open to one parent or to both parents, running as a couple, to fill a single office.

Section 2. One Vice-President and three Members-At-Large shall be elected from each campus (St. Andrew and St. Elizabeth Ann Seton). The officers must have a child attending the campus he/she represents. At the option of the Executive Committee, one additional Member-At-Large from each campus may be appointed by the Executive Committee if the need arises.

Section 3. Officers shall be elected at the annual meeting, which shall be the final meeting of the year, and shall assume their official duties at the next regular meeting.

Section 4. The term of office shall be no more than two years. No officer shall hold the same position for more than three consecutive years unless board approval has been granted. No officer shall serve on the Executive Committee for more than four consecutive years.

ARTICLE VII – DUTIES OF THE OFFICERS

Section 1. Duties of the President

- a. Attends and presides at monthly PTO meetings
- b. Creates and distributes the agenda for each meeting
- c. Serves as the main contact for SASEAS School on matters pertaining to the PTO or impacting the PTO's mission
- d. Functions as a liaison to the school, consulting with the principal on issues of mutual concern and appraises the principal of PTO activities
- e. If necessary, attends other pertinent school meetings where PTO representation is needed
- f. Serves as signatory on PTO checks
- g. May be a member of all committees except nominating committee
- h. Solicits or appoints chairpersons as necessary for PTO sponsored activities

Section 2. Duties of the Vice Presidents:

- a. Attends monthly PTO meetings
- b. Acts as an aide to the President
- c. Performs the duties of the President in their absence
- d. Assumes other responsibilities as assigned by the Board
- e. Coordinates/advises the Room Parents

Section 3. Duties of the Secretary:

- a. Attends monthly PTO meetings
- b. Records, copies and distributes the minutes of all general and Executive Board meetings
- c. Maintains a current copy of the PTO Constitution and Bylaws, meeting minutes, and volunteer listings
- d. Coordinates all PTO correspondence (web site information, minutes, flyers etc.)
- e. Notifies members of their appointment to committees via volunteer sign ups sheets

Section 4. Duties of the Treasurer:

- a. Attends monthly PTO meetings
- b. Serves as signatory on PTO checks
- c. Pays bills upon presentation for items included in the PTO's budget or for other Board approved expenditures
- d. Maintains an up to date record of income and expenditures
- e. Deposits all PTO funds to the designated bank account
- f. Distributes monthly financial report at all Executive Board meetings
- g. Adheres to and implements all financial procedures established by the PTO
- h. Presents budget in MAY for upcoming school year for Board approval at the next regular June meeting
- i. Prepares and submits semi annual financial report per the Archdiocese guidelines
- j. Abides by the controls and rules established by the Finance Committee

Section 5. Duties of Member at Large:

- a. Attends monthly PTO meetings
- b. Reviews monthly financial reports
- c. Authority to make motions, debate and vote on issues presented to the PTO Board
- d. Serves on designated committees and performs duties as assigned

Section 6. Duties of SASEAS PTO Teacher Representative:

Each Teacher Representative (one from each campus) shall:

- a. Attend monthly meetings of the PTO as a representative of the faculty and staff
- b. Serve as a liaison between faculty, staff and the PTO
- c. Report school activities to the PTO and inform PTO of requests and concerns from faculty and staff

- d. Communicate ideas and questions to teachers and staff, verbally or in written form, as presented by the PTO

ARTICLE VIII-EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice-Presidents, Secretary, and the Treasurer. These persons shall have the responsibility for the Association's business affairs, including the approval of committee appointments, review of reports and other administrative details.

Section 2. Meetings of the Executive Committee shall be held as needed throughout the year, the times to be fixed by the President.

Section 3. An Officer may be removed from their positions by two-thirds vote of the Executive Committee.

ARTICLE IX-MEETINGS

Dates and numbers of meetings shall be at the discretion of the Executive Committee.

ARTICLE X-COMMITTEES

Section 1. The President with approval of the Executive Committee may appoint committees, in keeping with the Association's objectives.

Section 2. The Chairperson(s) of the Committee shall report their findings and recommendations to the Executive Committee and, if approved, report them to the general membership.

Section 3. The Chairperson(s) of each Committee shall determine the number and recruit the members of that committee.

Section 4. All Committees shall meet as often as necessary to carry out their work.

Section 5. The following subcommittees are deemed necessary to promote the effectiveness of the PTO:

- a. Fundraising Committee
 - 1. Evaluate new ideas for fundraising and timing for each
- b. Governance Committee
 - 1. Assess the effectiveness of the PTO and its mission
 - 2. Promote and provide education about the PTO to Board members
 - 3. Identify, nominate and orient new Board members
 - 4. Oversee the nomination and election of new officers
 - 5. Solicit nominations in March, present nominations to the board in April in order to elect members at the annual meeting (May)

- c. Communications Committee
 1. Responsible for communication between the PTO, parents and teachers
 2. Create and evaluate teacher appreciation ideas
 3. Serve as the main contact for new ideas or proposals from school staff or parents. Proposals can then be submitted to Program committee
 4. Help promote a positive image of the PTO and its mission
 5. Assist with newsletter and web site ideas
 6. Encourage volunteerism and organize volunteers by areas of interest
 7. Assist SASEAS School with its public relations initiatives by having one (1) representative serve on the SASEAS Public Relations committee

- d. Program Committee
 1. Responsible for providing educational, cultural, and recreational experiences for the students and their families
 2. Evaluate the time and resources available for new projects or ideas
 3. Determines appropriate activities to be sponsored by the PTO (School House Symphony, speakers for general meetings and other activities deemed appropriate)
 4. Identify strengths and weaknesses of current programs and possible changes for the future

- e. Finance Committee
 1. Assist the Treasurer in analyzing and implementing the PTO budget.
 2. Develop forms, policies and procedures for handling financial transactions
 3. Develop and implement guidelines and procedures for allocating funds to promote the PTO's objectives
 4. Assess and make recommendations for how the Board can allocate its funds to best meet the PTO's mission

ARTICLE XI-NOMINATIONS

Section 1. The members of the Nominating committee shall be approved by the Executive committee and shall be announced by the President at the meeting in March. The committee will consist of no more than three members and include one member from the Governance committee.

Section 2. The Nominating Committee shall publish its report at the meeting prior to the annual meeting, presenting the name of one or more candidates for each office. Nominations may also be offered from the floor.

ARTICLE XII-SPIRITUAL ADVISOR

The pastors of St. Andrew and St. Elizabeth Ann Seton shall serve as spiritual advisors.

ARTICLE XIII-ANNUAL MEETING

The regular May meeting of the Association shall be designated as the Annual Meeting.

ARTICLE XIV-AMENDMENTS

This Constitution may be amended at any regular meeting by a two-thirds vote of the members present, provided such amendments have been presented in writing to the Association prior to the meeting, or by unanimous vote without previous notice.

Amended September 2005
Amended March 2006
Amended September 2009