

## BY LAWS

### ST. ANDREW/SAINT ELIZABETH ANN SETON PARENT TEACHER ORGANIZATION

#### ARTICLE I. OFFICERS

**Section 1.** The President shall preside at the meetings of this Association, appoint the chairperson(s) of the committees with the approval of the Executive Committee, and perform such duties as are incumbent of this office. The President is a member of all committees except the Nominating Committee. The President shall not act as chair for any committee.

**Section 2.** There shall be two Vice Presidents – one representing each campus of the school. The Vice Presidents, in the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office.

**Section 3.** The Secretary shall keep the minutes of all Association meetings and meetings of the Executive Committee, shall keep a list of all members of the Association, shall notify members of their appointment on committees, and discharge such duties as are incumbent upon this office.

**Section 4.** The Treasurer shall receive all monies of the Association, shall keep an accurate record of same, and shall pay bills as approved by the Executive Committee. The Treasurer without further voting may pay all expenses incurred through the projects accepted by the Association. The Treasurer shall present a statement of account at every meeting and at other times when requested by the Executive Committee.

**Section 5.** There shall be six elected Members-At-Large – three representing each campus of the school, with the option of the Executive Committee to appoint up to two Additional Members-At-Large, one representing each campus, as the need exists. They shall perform such duties as assigned to this office.

**Section 6.** The election shall be by secret ballot or by voice vote when only one member is nominated for an office in accordance with parliamentary procedure.

**Section 7.** If a member finds that they will be unable to fulfill their position, they will notify the PTO Board as such, so that the Board can decide whether to replace the member with a current or alternate board member. A member that misses three consecutive meetings and has no communication with the Board is considered “inactive” and can be replaced by any current or alternate board member.

**Section 8.** A vacancy in office shall be filled by a person appointed by the Executive Committee. Such appointment shall hold for the remainder of the current school year.

## **Article II. RULES OF ORDER**

**Section 1.** All meetings of the Association shall be conducted according to Robert's Rules of Order, revised, when not inconsistent with this Constitution and Bylaws.

**Section 2.** Any suggestions made at a regular meeting concerning a modification of established policies and practices of the school shall be referred to the Education Commission.

## **ARTICLE III. AMENDMENTS**

The Bylaws of the Association may be amended at any regular meeting by the same procedure used in amending the Constitution.

REVISED  
MARCH 1985  
FEBRUARY 1992  
FEBRUARY 1997  
NOVEMBER 1999  
JULY 2001