

# **St. Cecilia Parent Teacher Organization Bylaws**

**Updated September 2022**

## **Article I: Title**

The name of the organization shall be The St. Cecilia Parent Teacher Organization (hereinafter referred to as the SCPTO), a Catholic Elementary School, and a mission of St. Cecilia Roman Catholic Parish within the Diocese of Covington, Kentucky.

## **Article II: Purpose**

The purpose of the SCPTO is to support the school's mission to love and serve God through Catholic Education. The SCPTO accomplishes this by:

1. Promoting open communication between the pastor, the principal, the faculty, and parents/guardians of the students.
2. Providing financial and volunteer support through materials, opportunities, and programs for the school, faculty, and student needs.
3. Supporting the immediate and long term goals that meet the needs of the school, students, and staff as established by the pastor, principal, and Board of Total Catholic Education (BOTCE).

## **Article III: Membership and Dues**

1. Membership in the organization shall be made available to any parent or guardian whose children are currently enrolled at St. Cecilia School grades Preschool through 8th grade, the principal, and teachers.
2. All members are encouraged to attend and participate in the SCPTO meetings, participate in SCPTO sponsored activities, and chair SCPTO committees.
3. The SCPTO will collect dues for membership in September, but persons may be admitted to membership at any time. Dues will be required for each individual that wishes to be a voting member.
4. Each voting member of SCPTO shall pay annual dues of \$10.00 to the organization. The amount of the dues will be reviewed annually by the Executive Board.
5. All due paying members including executive board will vote on all issues anonymously. The majority will rule on all issues. In the event of a tie, the pastor will decide on the issue.
6. The principal, pastor, and faculty will be regular members of the organization. In order to be a voting member, dues must be paid.
7. All dues shall be deposited to the treasury of the SCPTO until such time as they are spent on approved budgeted items.

## **Article IV: Officers**

The officers of the SCPTO are responsible for the management of the affairs of the organization. The organization shall consist of a President, a President Elect, Secretary, and Treasurer.

1. **Eligibility:** Each board member must have a child that is currently enrolled at St. Cecilia School. More than one family member may not serve as an executive officer during the same term. Example: Husband and wife may not serve together on the executive board.
2. **Terms:** The President Elect will assume the role of President following one term as President Elect. The term for President is one year after which the member may run for any other open office. The term of office for Treasurer and Secretary is two years. Term limit for all executive board positions will be two years per paying member.
3. **Duties:**
  - a. **President:** The President shall be the principal executive officer of the organization and subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all the activities of the organization. The President shall be a member of the Executive Board and when present shall preside over all meetings of the Executive Board and all meetings of membership. The President shall vote only in the case of a tie in the vote of the Executive Board or membership. The President shall select and appoint the chairpersons of all committees and shall be an ex-officio member of all committees of the organization.
  - b. **President Elect:** The President Elect shall be a member of the Executive Board and in the absence of the President, shall perform the duties of the President. The President Elect shall perform such other duties as are assigned by the President or the Executive Board. The President Elect, after having served one year, shall automatically become President of the Organization. The term for the President is one year after which the member may run for any other open office.
  - c. **Secretary:** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of proceedings of the membership and Executive Board. The Secretary shall receive from the Treasurer the list of individuals that have paid their dues and prepare the official list of eligible voting members. The Secretary shall see that notices are duly given in accordance with these bylaws, and other duties as may be assigned by the President or Executive Board. The selection for secretary and treasurer will occur in opposite years.
  - d. **Treasurer:** The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the organization within the guidelines of the parish and the Diocese. The Treasurer shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board, or membership in accordance with the budget adopted by the membership. The Treasurer shall

collect all membership dues as are published by the organization and shall certify to the Secretary an accurate list of voting members. The term of office for treasurer is two years. The selection for secretary and treasurer will occur in opposite years.

- e. **Teacher Representative:** The Teacher Representative will serve on the Executive Board with the Officers. The Teacher Representative will be the voice of the faculty and staff of St. Cecilia School, maintaining the best interests of those involved. The principal will appoint a different teacher representative at the maximum of two consecutive terms during the May meeting of the SCPTO for the following school year.

## **Article V: Coordinating and Special Committees**

1. **Committees:** There will exist four Coordinating Committees consisting of an Executive Board chairperson and members heading up the activities that fall under that committee's review. The four committees will be: Fundraising, Communication/Social Media, Programs, and Student & Teacher Appreciation.
  - a. **Purpose of Committees:** The purpose of the Fundraising Committee is to identify funding opportunities for financial gain of the SCPTO. The purpose of the Communication/Social Media Committee is to promote the SCPTO within the school, seek to increase membership, and communicate activities. The purpose of the Program Committee is to maintain involvement of the parents, teachers, and staff with the SCPTO by hosting events, activities, speakers, etc. The purpose of the Student & Teacher Appreciation Committee is to coordinate events showing appreciation of our staff and students such as luncheons, Christmas brunch, Catholic Schools Week, etc.
  - b. The Coordinating Committee Chairperson and/or member heading up the activity will be responsible for reporting to the SCPTO membership during meetings.
  - c. Coordinating Committees will meet as needed throughout the school year.
  - d. Coordinating Committees may be made up of any member in good standing
2. **Special Committees:** Special Committees may be created and dissolved by the Executive Board to address specific issues or topics that may arise throughout the year.

## **Article VI: Executive Board**

1. The Executive Board shall consist of the officers of the organization, teacher representative, the principal and the pastor.
2. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the board at its first meeting of the new school year. A simple majority of members of the board will constitute a quorum. The President or a majority of the members of the Board may call special meetings of the Executive Board.
3. The duties of the Executive Board shall be:
  - a. To prepare the agenda for the general membership SCPTO meeting
  - b. To transact necessary business in the intervals between SCPTO meetings
  - c. To create, revise, or dissolve special committees

- d. To prepare and submit to the organization for adoption a budget for the school year.
- e. To approve routine bills within the limits of budget.
- f. To accept or deny requests made to the organization for funding of projects or materials.

4. **Vacancies:** To fill a vacancy of the Executive Board during the term, the pastor and principal will work in conjunction with each other to appoint a member to the position.

## **Article VII: Meetings**

- 1. At least 4 general membership meetings of this organization shall be held during the school year.
- 2. Scheduled meeting dates will be published at the beginning of the school year, announced prior to the meeting date, and posted on the website.
- 3. At least 7 days notice will be given of a change of date or the calling of a special general membership meeting.
- 4. Those in attendance at the meeting will constitute a quorum.

## **Article VIII: Finances**

- 1. **Budget:** The Executive Board shall present to the membership at the last general membership meeting of the year a budget of anticipated revenue and expenses for the upcoming school year. This Budget will be used to guide the activities of the Executive Board during the upcoming school year. The membership must ratify any budget before it can be enacted.
- 2. **Obligations:** The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization within the guidelines established by the Parish.
- 3. **Loans:** No loans shall be made by the organization to its officers or members.
- 4. **Commercial Paper:** The Pastor and the Treasurer of the organization must sign all checks, drafts, or other orders for payment of money on behalf of the organization.
- 5. **Deposits:** The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits over \$100 made within a maximum of one business day of receipt. Approved disbursements should be made within a maximum of 30 days from receipt of the invoice.
- 6. **Financial Report:** The Treasurer shall present a financial report that includes all transactions - debits/credits as well as financial requests at each General Membership Meeting. The Treasurer shall prepare a final report at the close of the year. The Executive Board shall have the report and the accounts examined annually by an auditor or an informal audit committee approved by the membership, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The fiscal year of the SCPTO shall begin July 1st and end on the following June 30th.

7. **Expenditures:** Expenditures must be pre-approved by the SCPTO. All expenses and reimbursement must be documented as to the person receiving the funds, and the reason for the disbursement. Original receipts must be submitted to the SCPTO Treasurer within 30 days of the purchase. Requests not encumbered in time, or not at all, will be dissolved.
  - a. Non-budgeted Emergency Expenditures that are less than \$100 must have approval by three or four members of the Executive Board.
  - b. Non-budgeted Emergency Expenditures for over \$100 must have unanimous approval of the Executive Board and the pastor and reported to the membership at the next scheduled meeting
  - c. A SCPTO Funds Request Form is available to request funds from the SCPTO. The form must be filled out and submitted to the Executive Board for approval. Two weeks will be the turnaround time for approval/denial of request. Requests over \$500 outside the approved budget require a general membership vote if approved by the Executive Board.
  - d. A SCPTO Reimbursement Form must be submitted to document all expenditures paid to individuals or committees within St. Cecilia School. Receipts must accompany the reimbursement form. Reimbursements must be requested within 30 days of the purchase.
8. **Dissolution:** IN the event of dissolution of the SCTPO, after reconciling the expenditures, any remaining funds are to be distributed to St. Cecilia School. IN the event of the school concurrently dissolving the funds are to be distributed to St. Cecilia Catholic Church.

#### **Article IX: Selection of Officers**

1. The Executive Board shall be responsible for compiling a list of names of members who would be interested in being in the selection process beginning in March of each year for each of the officer positions filled. If members do not come forward, the Executive Board can recruit someone to fill the needed position.
2. Those whose names are on the list will be asked to attend a meeting to review the duties of the position and to prayerfully decide if this is a calling they could accept.
3. At the May SCPTO meeting, the names of those who have accepted the calling will be placed in a basket for the position they are willing to serve. After a short prayer the Pastor or other appointed person will select by lot an individual for each open position.
4. Those selected will begin serving the respective term after the completion of the June Executive Board meeting. Old members and new members will meet at the June Executive Board meeting to transition.

#### **Article X: Vacancies**

1. To fill a vacancy, the Pastor and the principal will work in conjunction with each other to appoint a member to the position.

## **Article XI: Amendments**

1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by two thirds vote of the Executive Board.