

# **Holy Spirit Episcopal School**

## **PARENT – TEACHER ORGANIZATION BY-LAWS**

### **ARTICLE I**

#### **Name**

The name of the organization shall be the Parent – Teacher Organization of Holy Spirit Episcopal School (PTO).

### **ARTICLE II**

#### **Purposes**

The purpose of the Parent – Teacher Organization of Holy Spirit Episcopal School shall be:

1. To represent the interest of the organization in supporting and promoting the goals and policies of Holy Spirit Episcopal School.
2. To promote the welfare of children and youth in the home, school, community, and place of worship.
3. To bring into closer relationships the home and school, that parents and teachers may cooperate in the education of children and youth.
4. To unite educators and the general public in an effort for children and youth to have the highest advantages in physical, mental, social, and spiritual education.

### **ARTICLE III**

#### **Basic Policies**

The following are the basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Purposes of this organization as described in Article II.
3. The organization shall work with the school to provide quality education for all children and youth.

4. The PTO bank account shall be carried on the books of the Holy Spirit Episcopal School as required for SAES accreditation. Accounts will be closed on June 30<sup>th</sup> and no expenses will be carried forward. Expenses should be claimed 4 weeks after the event they occurred for. All expenses must be submitted prior to June 15<sup>th</sup> for the current school year.

#### **ARTICLE IV Membership and Dues**

1. All parents of children enrolled in Holy Spirit Episcopal School and all teachers at Holy Spirit Episcopal School may become members by paying their dues.
2. The organization shall conduct an annual enrollment of members. However, persons may be admitted to membership at any time.
3. Yearly membership dues, as established by the Board of Directors, shall be collected from each family desiring membership in this organization. These membership dues are not tax deductible.
4. Only current PTO members shall be eligible to serve in any elective or appointive positions.

#### **ARTICLE V Board of Directors**

Six (6) officers shall comprise the Executive Board, with the addition of up to ten (10) General Board Members. The total will comprise the Board of Directors. The composition of the said board shall be as follows:

1. Executive Board Officers:
  - a. The officers of the Executive Board shall be the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, 3<sup>rd</sup> Vice-President, Secretary, and Treasurer. The offices may be held by father and/or mother, wife and/or husband.
2. Each proposed Executive Board officer shall have met the following criteria:
  - a. Been an active volunteer, in some capacity, at Holy Spirit Episcopal School for at least one year.
  - b. Be a current member of the PTO of Holy Spirit Episcopal School.
  - c. Must be able to fulfill the time requirements necessary to successfully complete the duties of each office.

- d. Officers shall assume their official duties July 1<sup>st</sup> coinciding with the fiscal year of the school and shall serve for a term of one year.
3. General Board Members:
  - a. The General Board Members will be determined by the incoming President and the Nominating Committee based on the projects, activities, and the needs of the school.
  - b. The responsibilities of General Board Members shall be outlined in job descriptions and distributed at the first Board of Directors Meeting in July.
4. The term for the Executive Board Members and General Board Members shall be one year. A person shall not be eligible to serve more than two consecutive terms in the same office.
5. Vacancies: In the event an officer must vacate his/her position during the year, the position shall be filled for the remainder of the year by a person appointed by a unanimous decision of the Board of Directors.
6. The Board of Directors shall discharge all normal duties associated with the business of the organization.
7. The President shall determine the time suitable for conducting Board of Director Meetings.
8. A majority of the Board of Directors shall constitute a quorum.

## **ARTICLE VI**

### **Duties of Executive Board**

#### **1. President:**

- a. The President shall preside at all Board of Directors and General Membership Meetings.
- b. The President shall be an ex-officio member of all committees.
- c. The President shall serve as an advisor to the PTO Board of Directors the year following his/her term as President.
- d. The President shall perform all duties usually pertaining to the office.

#### **2. 1<sup>st</sup> Vice-President:**

- a. The 1<sup>st</sup> Vice-President shall act as an aid to the President.
- b. The 1<sup>st</sup> Vice-President shall attend all meetings of the Board of Directors and General Membership Meetings.
- c. In the absence of the President, the 1<sup>st</sup> Vice-President shall preside at Board of Directors and General Membership Meetings.
- d. The 1<sup>st</sup> Vice-President shall serve as coordinating officer for committees as determined by the President.

**3. 2<sup>nd</sup> Vice-President:**

- a. In the absence of the President and the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice-President shall preside at General Membership Meetings.
- b. The 2<sup>nd</sup> Vice-President shall serve as coordinating officer for committees as determined by the President.

**4. 3<sup>rd</sup> Vice-President:**

- a. The 3<sup>rd</sup> Vice-President shall serve as the coordinating officer for committees as determined by the President.

**5. Secretary:**

- a. The Secretary shall record the minutes of the Board of Directors Meetings and General Membership Meetings.
- b. The Secretary shall notify members of all General Membership Meetings.
- c. The Secretary is tasked to guard the bylaws.
- d. The Secretary shall carry on all authorized correspondence.

**6. Treasurer:**

- a. The Treasurer shall receive all funds of the organization and deliver funds to the business manager of the school for deposit.
- b. The Treasurer shall keep a full and accurate account of receipts and expenditures.
- c. The Treasurer shall deliver to the school business manager all requests for expenditures each month.
- d. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the PTO Board of Directors.
- e. The outgoing Treasurer shall present a full financial report to the new Board of Directors prior to assuming office.
- f. The Treasurer shall submit the annual budget to the Board of Directors for approval.
- g. The Treasurer shall sign all check requests less than \$500.
- h. The Treasurer must request the signature of the President if the request exceeds \$500.

**Article VII**

**Nominations, Campaigns and Elections of the New Board of Directors  
Nominations**

- 1. The current Board of Directors shall act as the Nominating Committee after consultation with Head of School. Beginning with the January General Membership Meeting of the PTO, the Nominating Committee shall be tasked with actively soliciting (via meetings, phone calls, etc.) all interested members to serve on the Board of Directors. Current PTO members may either (1) self-nominate or (2) be nominated by a current PTO member.
- 2. Only those persons who have signified their consent to serve if elected shall be nominated for such office.
- 3. The Nominating Committee shall meet with interested parties to thoroughly explain all duties and responsibilities of each position. The Nominating Committee shall then select the members best qualified to fulfill each available position for the Executive

Board and for General Board Members which, working together, will comprise the PTO Board of Directors.

4. The Nominating Committee shall create a proposed slate of the Board of Directors. The slate shall be published at least (15) days prior to the May Annual Meeting, allowing for other nominations to be presented and considered by the Nominating Committee.

**Campaigns:**

1. In the event that more than one qualified candidate seeks to fulfill a position on the Board of Directors, the following campaign guidelines must be adhered to:
  - a. Candidates are allowed to approach members to seek their votes. However, candidates are strictly forbidden from soliciting votes via Friday folders, church bulletins, carpool lines, posters/signage at school or church or from purchasing coffees, lunches or dinners with the expressed unwritten goal of soliciting votes from members.

**The Election:**

1. The Nominating Committee shall present a slate of nominees for all offices to be filled and report the slate of nominees to the PTO members at the General Membership Meeting in May.
2. Following the report from the Board of Directors, a proposed slate of officers shall be presented and put up for a vote before PTO membership. A simple majority rules.

**ARTICLE VIII  
Committees**

1. Only members of the PTO shall be eligible to serve in any elective or appointive positions.
2. The term of each committee position shall be one year or until the selection of the successor by the PTO Board of Directors.
3. The chairman of each committee shall present a plan of proposed activities for the year to the PTO Board of Directors for approval. No work shall be undertaken without the consent of the PTO Board of Directors.
4. The President shall serve as an ex-officio member of all committees.
5. No chairman shall serve in the same office for more than two consecutive years, unless approved by each member of the PTO Board of Directors.

**ARTICLE IX**  
**Meetings**

1. The PTO Board of Directors shall meet monthly. Each year there shall be a minimum of two (2) General Membership Meetings of the PTO. One shall be at the beginning of the school year and one in May (Annual Meeting).
2. All meetings shall be held at Holy Spirit Episcopal School.
3. Given seven (7) days notice, special meetings of the organization may be called by the President or by a majority of the Board of Directors.
4. The election of officers shall take place at the last General Membership Meeting of the school year.
5. A majority of the members present shall constitute a quorum for the transaction of business at any General Membership Meeting of the organization.

**ARTICLE X**  
**Parliamentary Authority**

*Robert's Rules of Order*, (Newly Revised), shall govern the PTO for all matters of procedure not specifically covered by these by-laws. As long as a majority of officers agree on a decision needing a vote, it may be so moved.

**ARTICLE XI**  
**Amendments**

1. The by-laws of the Holy Spirit Parent-Teacher Organization shall be subject to review and revision. The Board of Directors shall give notice of said proposed amendments to the general members of PTO at least five (5) days prior to a General Membership Meeting being held for the purpose of approving amendments to the by-laws.
2. Provided that notice of the proposed amendment(s) shall have been given at least five (5) days prior to the meeting, these by-laws may be amended at any General Membership Meeting of the Organization by two-thirds (2/3) vote of the members present and voting