# CONSTITUTION AND BY-LAWS ST. ELIZABETH ANN SETON PARENT TEACHER ORGANIZATION EDMOND, OKLAHOMA 


#### Abstract

ARTICLE I - NAME Section 1. The name of this organization is the St. Elizabeth Ann Seton - Parent Teacher Organization, hereafter referred to as the SEAS- PTO. The SEAS-PTO is formed as a parent teacher organization affiliated with St. Elizabeth Ann Seton Catholic School under the authority of the Archdiocese of Oklahoma City, and the School Advisory Council of St. John the Baptist Catholic Church, Edmond, Oklahoma.


## ARTICLE II - PURPOSE

Section 1. The purpose of this organization shall be:

1. To encourage the cooperation of all members with the administrators and teachers of St. Elizabeth Ann Seton School in furthering the Catholic education of students.
2. To promote the welfare of students in home, school, church, and the community.
3. To bring into closer relation the home and school, in order that all members may cooperate intelligently in the educational process of the school.
4. To develop such united efforts to secure for students the highest advantages in physical, mental, social and spiritual education.
5. To sponsor assistance to teachers in classroom settings, hold fund-raisers for supplemental educational materials and experiences, and provides a non-biased forum for sharing information on issues that impact our children.

## ARTICLE III - CLASSES OF MEMBERSHIP

Section 1. Active Members - Each family with one or more students enrolled at St. Elizabeth Ann Seton Catholic School shall be a voting member of the SEAS - PTO and shall pay the required annual dues.

Section 2. Associate Members - Shall be comprised of any approved professional or business person of the community who desires to be associated with the PTO and assist in forwarding the aims of the organization. An Associate member shall not be eligible to vote nor be elected to an office of the PTO. Associate members may attend PTO social events and enjoy other privileges as approved by the membership of the PTO. Teachers and administrative staff shall automatically be considered Associate Members of the SEAS - PTO. Associate members shall not pay dues.

Section 3. Honorary Members - Shall be comprised of individuals recognized by the PTO for exceptional service or contribution to Saint Elizabeth Ann Seton School. Honorary membership shall be renewed or forfeited on an annual basis at the last meeting before the end of the school year. The Executive Board shall make recommendations on the renewal of each Honorary membership. An

Honorary member is not entitled to the privileges of an Active, or Associate member. Honorary members may be invited to PTO social events.

## Section 4. Voting -

1. One representative (a parent, guardian or other adult standing in loco parentis) from each member family shall have one official vote in organizational decisions requiring a vote of the general membership.
2. Associate and Honorary members shall not vote.
3. Proxy or absentee voting will not be accepted.

Section 5. Enrollment- The organization shall conduct an annual enrollment of members prior to the beginning of each school year. However, persons may be admitted to membership at any time.

## ARTICLE IV - OFFICERS AND THEIR ELECTION

## Section 1. Officers

1. The officers of this organization shall consist of the President, Vice President, Treasurer, Secretary and Historian.
2. Officers shall assume their official duties at the meeting following their election and shall serve for a term of one year or until the election of their successors. If the office is vacant, the newly elected Officer shall assume his/her duties immediately.
3. Vice President will assume President role after year served as Vice President.
4. President will assume Historian role after year served as President.

## Section 2. Representatives-at-Large

The Executive Committee shall select three representatives-at-large by majority vote. In the event of a tie, the President's vote will be the tiebreaker.

## Section 3. Special Program Coordinators

The Executive Committee shall appoint the following Special Program Coordinators who will report to the Program Committee:

1. Homeroom Parent Coordinator: Acts as a liaison between homeroom parents and PTO Executive Committee. Recruits and communicates with homeroom parents and facilitates a meeting outlining expectations at the beginning of the school year. Communicates with teachers and school administration to ensure the PTO is providing needed support in line with its mission.
2. Watch D.O.G.S. Coordinator: Organizes a kick-off party at the beginning of the school year, secures shirts, and recruits new volunteers for this program. Provides or promotes faith formation opportunities for SEAS dads.
3. SEAS Moms Faith Group Coordinator: Organizes the SEAS Moms Faith Group Bible studies and other planned activities. Provides or promotes faith formation opportunities for SEAS moms.

## Section 3. Nominations

The Vice President shall appoint and chair a nominating committee to solicit candidates for elective office. In April of each year, this committee shall solicit nominees to be presented as a slate of candidates for officers to the organization at its final meeting of the school year. Nominations may also be accepted from the floor at the general membership meeting.

## Section 4. Eligibility -

1. Members are eligible for office if they are members in good standing before the nominating committee presents its slate.
2. It shall be the duty of each Executive Committee member to be present at no less than every third (3rd) regular meeting of the PTO, unless prevented by sickness, vacation, or official duties of the PTO. Failure to attend every third (3rd) regular meeting, as prescribed, shall be grounds for removal from office.
3. All officers, representatives-at-large, and special program coordinators serve at the leisure of the Executive Committee and school administration. Failure to perform duties as prescribed or to maintain appropriate standards of conduct are grounds for removal at the discretion of the President or Principal.

## Section 5. Elections

1. At the last general membership meeting of the school year, the membership shall vote by secret ballot with a simple majority of those members present necessary to win.
2. In the event of only one eligible nominee for an office, the election may be called by an acclamation of the membership.

Section 6. Vacancies - Vacancies among officers and representatives-at-large may be filled by appointment by the President and ratified by a majority vote of the Executive Committee. In the event of a vacancy in the Presidency of the organization, the Vice President will assume the Presidency. If the Vice President is unwilling or unable to do so, the Principal shall appoint a replacement to serve the remainder of the term.

## ARTICLE V - MEETINGS

Section 1. General Meetings - General meetings of the organization shall be held at least two times per year unless otherwise provided by the Executive Committee.

Section 2. Special Meetings - Special meetings may be called by the Executive Committee when appropriate. The membership shall be notified at least four (4) days prior to the meeting date. The notice shall include the date, time, place and general purpose of the meeting.

Section 3. Quorum - Members in attendance at any general membership meeting of this organization shall constitute a quorum for the purpose of transacting business.

## ARTICLE VI - AMENDMENTS

## Section 1. Amendments

1. This constitution and/or by-laws may be amended at any regularly scheduled general membership meeting of the organization by a simple majority vote of the members present.
2. Notice of a proposed amendment/change shall be given at the previous meeting.
3. Proposed changes shall be made available for any member to review prior to voting.
4. Any amendment to the constitution shall be subject to and become effective immediately upon approval.

## BY-LAWS

## ARTICLE I - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the organization, the school administrator or a representative appointed by him/her, and up to three at-large representatives, appointed by the President and approved by a majority vote of the Executive Committee.

## ARTICLE II - DUTIES OF OFFICERS

Section 1. President- The President shall:

1. Preside at all meetings of the organization and of the Executive Committee
2. Be an ex-officio member of all committees except the nominating committee.
3. Perform other duties as may be prescribed in this constitution and/or by-laws or assigned him/her by the Executive Committee.
4. Coordinate the work of officers and committees of the SEAS-PTO to ensure that the purpose of the organization is met.
5. Meet with the School administrator at least once annually to ensure organizational alignment of goals \& objectives.
6. Prepare and present a set of annual goals and objectives at the first regular meeting of the school year.
7. Prepare and deliver a summary report of the year's activities at the last regular membership meeting of the school year.
8. Appoint up to three at-large representatives to the Executive Committee.
9. Succeed Historian after year served as President.

Section 2. Vice President- The Vice President shall:

1. Assist the President in attending to the duties of the President and in his/her absence or disability, assume and perform those duties.
2. Succeed to the Presidency in the event the President cannot fulfill the duties of the office.
3. Serve as Chair of the nominating committee.
4. Update the PTO page on the school website.
5. Succeed the President after year served as Vice President.

Section 3. Treasurer- The Treasurer shall:

1. Present a proposed budget to the Executive Committee and Principal annually.
2. Ensure purchase orders/check request are in accordance with the approved budget prior to spending.
3. Review monthly receipts and expenses provided by the Accounting department for accuracy.
4. Periodically present a financial report to PTO regarding fundraising efforts and events.
5. Prepare and submit necessary financial documents as required.

Section 4. Secretary- The Secretary shall keep a record of each meeting of the organization and each Executive Committee meeting, and make those minutes available to the membership.

Section 5. Historian- The Historian advises the Executive Committee, answers questions, and acts as a reference.

## ARTICLE III - DUES

Section 1. Each member of this organization shall pay annual dues as determined by the Executive Committee.

## ARTICLE IV - STANDING COMMITTEES

Section 1. Committees- The authority to form standing committees and to appoint their members rests within the organization and is administered by the Executive Committee. The following standing committees shall report to the Executive Committee:

1. Fundraising Committee
2. Events Committee
3. Program Committee

Section 2. Term of Office - The term of office of all standing committees shall be for one year.

## Section 3. Duties of Standing Committees

1. Fundraising Committee: Chaired by an at-large member of the Executive Committee and is responsible for overseeing all events where funds are raised. Under this committee will be chairs for fundraisers such as: auction, golf tournament, trivia night, run for fun, sporting clay tournament, and school supplies.
2. Events Committee: Chaired by an at-large member of the Executive Committee and is responsible for overseeing all events where funds are not raised. Under this committee will be chairs for events such as: fall festival, Catholic Schools Week, grandparents day, teacher appreciation week, and Veteran's Day.
3. Program Committee: Chaired by an at-large member of the Executive Committee and is responsible for overseeing all program coordinators. Under this committee will be coordinators for programs such as: homeroom parents, Watch D.O.G.S., and SEAS Moms Faith Group.

## ARTICLE V- SPECIAL COMMITTEES

Section 1 - Other special committees shall be created from time to time by the Executive Committee as may be required to work on special projects or promote the purposes and interests of the organization, such as tabling at new parent orientation and parent universities. The chairman of such a committee shall be appointed by the President. When a special committee is created for a special purpose, it automatically ceases when its work is completed and its final report received.


#### Abstract

ARTICLE VI - FISCAL YEAR Section 1. The fiscal year of this organization shall begin on July 1st, and end the following June 30th.


## ARTICLE VII - PARLIAMENTARIAN AUTHORITY

Section 1. The President shall preside over all Executive Committee and General Membership meetings and shall conduct meetings in an orderly fashion, encouraging positive interaction, the use of an agenda, providing reasonable opportunities for feedback and idea sharing.
Motions and voting on organizational business shall be conducted according to Robert's Rules of Order-Newly Revised edition as appropriate.

