

Nativity School

**PARENT-TEACHER
ORGANIZATION**

BYLAWS

March 1, 2010

P.T.O. ASSOCIATION

The Nativity P.T.O. Association is an organization dedicated to School and Parish in the pursuit of quality, faith-centered education.

Goals of the P.T.O are: Communication between home and school and volunteer service to the school.

P.T.O. is primarily a fund-raising organization.

NATIVITY SCHOOL P.T.O. BYLAWS

The bylaws of an association defines the primary characteristics of the organization, prescribes how it functions and includes rules so important that the cannot be changed without previous notice and the vote of a specified large majority.

ARTICLE I - NAME

The name of this organization shall be Nativity School Parent-Teacher Association.

ARTICLE II - OBJECTIVES

Section 1. The object of this association shall be the advancement of Catholic education and the welfare of all the children of this Parish School.

Section 2. It shall further be to act n the promotion of parent-school communication, to facilitate parent networking and to provide educational opportunities for its members in the areas of faith, education, and civic affairs.

Section 3. Finally, it shall attempt to enhance the parents' and teachers' roles in the education of the child by increasing their mutual understanding of children, and also by providing an opportunity for parents and teachers to work together for the good of he child and to grow in mutual respect and concern.

ARTICLE III - AUTHORITY

Section 1. The Pastor and Principal have the responsibility for the Parish School. This Association functions in cooperation with them.

Section 2. The appointment of all volunteers relating to the supervision of the children (i.e. playground, lunch program, room mothers, classroom assistants) are the sole responsibility of the Principal.

ARTICLE IV - MEMBERSHIP

The membership shall be open to Parents/Guardians and Teachers of Nativity School. The Pastor and Principal are members of the Nativity School Parent-Teacher Organization.

ARTICLE V - OFFICERS

Section 1. The officers of this association shall be a President, a Vice-President, Secretary, and a Treasurer. The term of office shall be for one year, and no person shall be eligible to hold the same office for more than two consecutive terms.

Section 2. The **President** shall preside at all meetings of the association and of the Executive Board. He/She shall perform all the duties pertaining to the office, shall appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings.

- Section 3. The **Vice-President** shall perform the duties of the President in his/her absence, shall assume the duties of the office until the next annual election if the office of the President becomes vacant, and shall perform such other duties as the President or Executive Board shall designate.
- Section 4. The **Secretary** shall keep a minute book of all meetings of this association and of the Executive Board, handle correspondence, and send meetings notices. He/She shall perform such other duties as the President or the Executive Board shall designate.
- Section 5. The **Treasurer** shall receive all monies, and shall make disbursements only as directed by the Pastor and Principal and signed by the Pastor.
NOTE: The Pastor must be the registered signature with the bank).

ARTICLE VI - EXECUTIVE BOARD

- Section 1. The administration body of this association shall be known as the Executive board. The Board shall consist of the Pastor or his representative, the association's President, Vice-President, Secretary, and Treasurer, a faculty representative (appointed by the Principal), a School Board liaison representative, the school Principal, and the chairpersons of any permanent committees.
- Section 2. All matters of programming and administration shall be vested in this Board.
- Section 3. A quorum of the Executive Board shall be a majority of the members.
- Section 4. Meetings of the Executive Board shall be held once a month on the first Tuesday of the month from 6:00 p.m. to 7:00 p.m. in the School library.
- Section 5. The Executive Board shall have the right to fill any vacancies among the officers of the association, subject to subsequent approval of the membership.
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- Section 7. No fund-raising activities shall be undertaken without the consent and approval of the pastor and principal and the resulting monies shall be expended only upon their approval.

ARTICLE VII - ELECTIONS

- Section 1. Nominations for officers shall be made by a nominating committee of three members selected by the Executive Board at least two months previous to the election meeting. Only one member of the nominating committee shall report at this meeting the names of the candidates for each office to be filled.
- Section 2. Voting shall be by secret ballot by the general membership attending the election meeting.
- Section 3. All nominations must be approved by the Pastor.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

- Section 1. The Election Meeting shall take place at the last business meeting of the organizational year.
- Section 2. There shall also be meetings during the year at such times as the President and Executive Board shall decide.
- Section 3. At a regularly called meeting of the membership, those present shall constitute a quorum.
- Section 4. There shall be four regularly scheduled meetings a year.
- Section 5. The teachers shall attend these meetings at the discretion of the Principal.

ARTICLE IX - PARLIAMENTARY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this association in all cases not otherwise covered by these Bylaws.

ARTICLE X - AMENDMENTS

Amendments to the Bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.