

**St. Cecilia Parent-Teacher Organization
Constitution and Bylaws**

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 or guardians of the students.
2. Providing financial and volunteer support through materials, opportunities, and programs for the school, faculty and students needs.
3. Supporting immediate and long term goals that meet the needs of the school, students and the 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 individual with an interest in the welfare of St. Cecilia School and supporting the mission of the school.
2. The SCPTO will collect dues for membership, as established by the Executive Board, in September and October.
3. The amount of the dues will be reviewed annually by the Executive Board of the organization.
4. Annual payment of dues is required to be considered a voting member.

**St. Cecilia Parent-Teacher Organization
Standard Operating Procedure**

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 purposes for which the SCPTO is formed are stated in the Bylaws.

Article III: Membership and Dues

1. Membership in the organization shall be made available to any parent or guardian whose children are enrolled at St. Cecilia School for the current school year, the Principal, or any teacher currently employed at the School with an interest in the welfare of St. Cecilia School. All members are encouraged to attend and participate in the SCPTO meetings, participate in SCPTO sponsored activities, and chair SCPTO committees.
2. The SCPTO will collect dues for membership in September and October, but persons may be admitted to membership at anytime.
3. Each member of SCPTO shall pay annual dues of \$10.00 per family to the organization.
4. The principal, pastor and faculty will be regular members of the organization. In order to be a voting member, dues must be paid. 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

1. This organization shall consist of a President, President Elect, Secretary and Treasurer. Each must have a child currently enrolled at St. Cecilia School.
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 the Treasurer and Secretary is one year. Both may succeed themselves after serving one term.
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 at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in the vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all-Coordinating and Special 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.
 - c. Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board. The Secretary shall receive from the Treasurer the list of families 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,

Article IV: Officers

The officers of the SCPTO are responsible for the management of the affairs of the organization. The officers shall be composed of the following:

1. 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 at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in the vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all-Coordinating and Special Committees and shall be an ex-officio member of all committees of the organization.
2. 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 President is one year after which the member may run for any other open office.
3. Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board. The Secretary shall receive from the Treasurer the list of families 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, in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

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.

4. Officers will be chosen by the selection process and may succeed themselves only once in the same office with the exception of the President and President-elect.

5. A teacher representative will serve on the Executive Board with the Officers. They will be chosen by a selection process and may succeed themselves only once in the same capacity.

6. An officer of the SCPTO shall be present at all BOTCE meetings as a non-voting member of the Board.

Article V. Coordinating and Special Committees

1. Coordinating Committee

a. There will exist, five Coordinating Committees consisting of an appointed chairperson and those members heading up the activities that fall under that committee's review.

b. The five coordinating committees will be:

i. Fundraising

and, in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. The term of office for secretary is two years and the member may succeed themselves once.

4. 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 and the member may succeed themselves once.

5. The selection for secretary and treasurer will occur in opposite years.

6. Teacher Representative: The Teacher Representative shall be a member of the Executive Board. The Teacher Representative will be the vice of the faculty and staff of St. Cecilia School, maintaining the best interests of those involved.

Article V. Coordinating and Special Committees

1. Coordinating Committee

a. There will exist, five Coordinating Committees consisting of an appointed chairperson and those members heading up the activities that fall under that committee's review.

b. The five coordinating committees will be:

i. Fundraising: The purpose of the Fundraising Committee is to identify funding opportunities for financial gain of the SCPTO. Examples may include product surveys, Market Day, Stagette. All fundraising activities must be approved

<ul style="list-style-type: none"> ii. Health and Safety iii. Communication iv. Programs v. Student and Teacher Appreciation c. The SCTPO officers will serve as ex-officio members of the Coordinating Committees. d. The Coordination Committee Chairpersons will be responsible for reporting to the SCPTO membership on a monthly basis the status of activities in their areas; assisting in the recruitment of members to head such activities; and developing recommendations on how to improve each of the areas. 	<p>through the Principal, Pastor, and other governing committees of St. Cecilia Church.</p> <ul style="list-style-type: none"> ii. Health and Safety: The purpose of the Health and Safety Committee is to provide for the welfare of faculty, staff, and students. This committee will promote wellness in cooperation with the area Health Department (such as flu shots for faculty and staff, wellness screenings for the students, checking first aid kits and AED machine periodically). iii. Communication: The purpose of the Communication Committee is to promote the SCPTO within the school, seek to increase membership, and communicate activities within the Parish. iv. Programs: The purpose of the Programs Committee is to maintain involvement of the parents, teachers, and staff with the SCPTO. This will be achieved through hosting family events, sponsoring student events and field trips, arranging for outside speakers, or recognizing student and faculty achievement. v. Student and Teacher Appreciation: The purpose of the program is to coordinate events, such as the faculty back to school luncheon, faculty Christmas brunch, Teacher Appreciation Week, and help showing appreciation during Catholic School's week. c. The SCTPO officers will serve as ex-officio members of the Coordinating Committees. d. The Coordination Committee Chairpersons will be responsible for reporting to the SCPTO membership on a monthly basis the status of activities in their areas; assisting in the recruitment of members to head such activities; and developing recommendations on how to improve each of the areas. e. At the March meeting the President will present nominations to head up each of the Coordinating Committees. f. The chair of each coordinating committee must be approved by a simple majority of the membership at the meeting. g. Coordinating Committees should meet on a monthly basis during the school year. h. Coordinating Committees may be made up of any member in good standing.
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2. Special Committees

- a. 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 representatives, the chairpersons of the Coordinating Committees and the Pastor and the Principal.
- 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.

Article VII. Meetings

- 1. At least 4 general membership meetings of this organization shall be held during the school year.

i.Coordinating Committee chairpersons and members will serve one-year terms. They are welcome to serve more than one year.

2. Special Committees

- a. Special Committees may be created and dissolved by the Executive Board to address specific issues or topics that may arise throughout the year.
- b. Any dues paying member of the SCPTO may serve as chairperson or member on one of these committees.

Article VI. Executive Board

- 1. The Executive Board shall consist of the officers of the organization, teacher representatives, the chairpersons of the Coordinating Committees and the Pastor and the Principal.
- 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 quarterly agenda for the general membership SCPTO meeting.
 - b. To transact necessary business in the intervals between SCTPO meetings and such other business as may be referred to it by the organization.
 - c. To create, revise, or dissolve special committees.
 - d. To select an auditor or auditing committee approved by a simple majority the membership present at a regular meeting to audit the Treasurer’s accounts.
 - e. To prepare and submit to the organization for adoption a budget for the school year.
 - f. To approve routine bills within the limits of the budget.
 - g. To fill all vacancies in office with approval of a simple majority of the membership present at a regular meeting.
 - h. To accept or deny requests made to the organization for funding of projects or materials.

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 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.

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.
5. During each general membership meeting for the school year, all due paying members in attendance will be put into a drawing to win one \$500 scholarship to be used for the current or following St. Cecilia school year. The drawing will take place at the end of each meeting. Should two family members be in attendance (example-husband and wife), the family name will only be entered into the drawing once at the meeting. Each family name can only win once per school calendar year. If a family name is drawn and they only have an 8th grader and they want to apply it to the following year, the family can decide to take the money to use at a Catholic High School or can give it back to the school to be used by another family.

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 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.

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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 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 should be

<p>6. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting on the organization and 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 that fact at the end of the report. The fiscal year of the PTO shall begin July 1st and end on the following June 30th.</p> <p>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 purchase. Requests not encumbered in time, or not at all, will be dissolved.</p>	<p>made within a maximum of one business day of receipt. Approved disbursements should be made within a maximum of 30 days from the receipt of the invoice.</p> <p>6. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting on the organization and 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 that fact at the end of the report. The fiscal year of the PTO shall begin July 1st and end on the following June 30th.</p> <p>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 purchase. Requests not encumbered in time, or not at all, will be dissolved.</p> <ol style="list-style-type: none"> a. Non-budgeted emergency expenditures 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 Requisition Form is available to identify SCPTO support versus purchase of routine school supplies. The form must be completed within 14 days in advance of required distribution date. The requisition must include a statement outlining the Purpose of Funds Requested and explanation of how this expenditure will benefit the students. (See Appendix A) d. A SCPTO Reimbursement Form must be submitted to document all expenditures paid to individuals or committees within St. Cecilia School. Appropriate original receipts must be attached to the form. (See Appendix B) e. If there is a request for funds from the PTO budget exceeding \$500 outside of the approved budget, the Funding Request Application form needs to be filled out and presented to the Executive Board so they can review it and present the request at the next General Membership meeting. (See Appendix C)
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8. Dissolution: In the event of dissolution of the SCPTO, after reconciling 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 Officer

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 to be filled.
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.
4. After a short prayer, the Pastor will select by lot an individual for each position.
5. Those selected will begin serving the respective term after the completion of the June Executive Board meeting.

Article X. Vacancies

1. A person selected by a majority vote of the Executive Board and approved by a simple majority of the members present at a regular meeting shall fill a vacancy occurring in any office for the unexpired term. In case a vacancy occurs in the office of President, the President Elect will become President.

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 a two-thirds vote of the Executive Board.

8. Dissolution: In the event of dissolution of the SCPTO, after reconciling 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 Officer

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 to be filled. Cards will be distributed at March General Membership Meeting. 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.
4. After a short prayer, the Pastor will select by lot an individual for each position.
5. Those selected will begin serving the respective term after the completion of the June Executive Board meeting. Old members and new members will meet following the June Executive Board Meeting.

Article X. Vacancies

1. A person selected by a majority vote of the Executive Board and approved by a simple majority of the members present at a regular meeting shall fill a vacancy occurring in any office for the unexpired term. In case a vacancy occurs in the office of President, the President Elect will become President.

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