



Holy Family School

Parent Teacher Organization Constitution



Article I: Name

The name of the organization shall be the Holy Family Parent Teacher Organization, hereafter called the PTO.

Article II: Organizational Authority

All decisions by the PTO are consultative in nature and must receive either the Pastor's or Principal's approval.

Article III: Objectives

1. To provide a medium for parents and faculty to work together for the benefit of the Holy Family School in areas of communication, public relations, fundraising, and special programs.
2. To assist the faculty and staff in providing a spiritual and academic environment.
3. To increase parent and staff participation by attending the meetings and sharing their talents.
4. To promote goodwill and cooperation within the Holy Family Parish and the greater Grand Blanc Community.

Article IV: Membership

Parents and guardians whose children are attending Holy Family School are automatically constituted as members, as well as the priests, administrators, teachers, and other individuals interested in promoting the welfare of the school.

Article V: Executive Committee

The Executive Committee shall consist of PTO executive officers and any ex-officio officers. The Executive Committee shall conduct the PTO business affairs, provide general meeting programs of interest, form committees as deemed necessary and appropriate, review all committee recommendations, and report on their final disposition for enrichment activities. Executive Committee members are expected to attend all PTO meetings and executive board meetings. In addition, the PTO President shall serve a two year term as a member of the Pastoral Council.

Article VI: Officers, Standing Committee Chairs and Duties

- I. The officers of the PTO shall consist of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Faculty Representative

- II. The Standing Committee Chairs of the PTO shall consist of:
 - a. Chairperson of Hospitality
 - b. Chairperson of Student/Parent Enrichment
 - c. Chairperson of Fundraising

All Standing Committee Chairs and Subcommittee Chairs shall attend PTO meetings. If unable to attend, a report must be submitted to the PTO President prior to the scheduled meeting. All fundraising events initiated by the PTO will have a chairperson. The fundraising chairs shall include, but are not limited to, Box Tops, Dine 2 Donate, Shop 'n Sip, Santa's Workshop, Used Uniforms, and Spirit Wear.

- III. Ex-Officio members shall include, but are not limited to, the principal of Holy Family School, the pastor, and associate pastor of Holy Family Parish. Additional ex-officio members may be appointed by the principal with the pastor's approval.

- IV. The duties of the officers shall be defined as follows:

- a. The President shall:
 - i. Preside at all and administer all regular, special, and executive committee meetings.
 - ii. Have had a child enrolled in Holy Family School for at least two years before assuming office.
 - iii. Call special meetings of the PTO Executive Committee.
 - iv. Serve as official spokesperson of the PTO.
 - v. Prepare the agenda for the Executive Committee in consultation with the principal.
 - vi. Serve as ex-officio member of all PTO committees.
 - vii. Perform such duties as are incumbent of this office.

- b. The Vice President shall:
 - i. Have had a child enrolled in Holy Family School for at least one year before assuming office.
 - ii. Assume the duties of the president in his/her absence.

- iii. Perform additional duties designated by the president.
 - iv. Assist in the formation of all committees and serve as an ex-officio member.
 - v. Coordinate college scholarship program.
 - vi. Assume the position of President in the subsequent year if in agreement. If unwilling to assume the role of President, Administration will appoint an individual to that role.
- c. The Treasurer shall:
- i. Account for, maintain, and report on all PTO revenue and expenditure activity.
 - ii. Review and recommend payment of bills to the Executive Committee.
 - iii. Provide a written monthly cash accounting report of all income and expenditures.
 - iv. Perform additional duties as assigned by the President.
- d. The Secretary shall:
- i. Record and make available to the members copies of the minutes of all general meetings.
 - ii. Conduct the correspondence of PTO.
 - iii. Maintain a current file of committee reports, attendance sheets, budget reports, records, and correspondence of the PTO.
 - iv. Perform additional duties as assigned by the president.
- e. The Faculty Representative or Co-representatives shall:
- i. Serve for one year as liaison between the PTO and faculty.
 - ii. Report PTO business at faculty meetings.
 - iii. Administration will appoint the individual to fill this position.
- V. The duties of the Standing Committee Chairs shall be defined as follows:
- a. The Chairperson of Hospitality shall:
- i. Coordinate expenditures with the Executive Committee.
 - ii. Provide hospitality services for teacher's conferences, workshops, and special occasions as assigned by the president/principal.
 - iii. Perform additional duties as assigned by the president.
- b. The Chairperson of Student/Parent Enrichment shall:
- i. Provide enrichment activities for Holy Family School students.
 - ii. Provide enrichment for PTO members (parents).
 - iii. Perform additional duties as assigned by the president.

- c. The Chairperson of Fundraising shall:
 - i. Coordinate fundraising opportunities, such as Dine 2 Donate, Shop 'n Sip, Spirit Wear, and Used Uniforms, but not limited to those listed.
 - ii. Coordinate expenditures with the Executive Committee.
 - iii. Perform additional duties as assigned by the president.

VI. Officers of the PTO shall be chosen as follows:

- a. The Officers of the PTO shall be chosen by the Holy Family School Principal with approval from the Pastor.
- b. In the event that any of the four PTO officers fail to complete their terms of service for whatever reason, the open office shall be filled by the Principal with the approval from the Pastor.

Article VII: Amendment

Any changes to this constitution may be proposed by any current executive officers, principal, or pastor. This constitution may be amended by a simple majority vote of executive members as stated above.

Article VIII: Voting

We strive to move forward by consensus. When a vote is needed, it shall be as follows:

- A. A simple majority vote of members present shall be sufficient for the passage of any motion at a general or Executive Committee meeting.
- B. The numbers of members present and voting constitutes a quorum.

Article IX: Rules of Order

Roberts Rules of Order, Revised, shall govern this Association.

Article X: Meetings

- A. PTO meetings are held every month beginning in September and concluding with the May meeting.
- B. The Executive Committee may meet during the interim to attend to the affairs of the Association.
- C. The Executive Committee will be empowered to call special meetings.

Signature of Principal

Date

Signature of Pastor

Date