



Owensboro Catholic Schools

**BYLAWS**  
**Owensboro Catholic K-8 Parent-Teacher Organization**

**ARTICLE I- Name:**

The name of this organization shall be the Owensboro Catholic K-8 Parent-Teacher Organization, in the Diocese of Owensboro, State of Kentucky.

**ARTICLE II- Purpose:**

This organization shall provide Christian witness and service within the school and the parish communities and the purposes shall be:

**Section 1:** This organization shall provide both parents and teachers the opportunity to discuss and explore aspects of child development, thereby supporting parents in their effort as primary educators of their children and teachers as co-educators

**Section 2:** This organization shall not seek to direct the administration activities of the school or to control its policies.

**Section 3:** The organization shall promote communication among parents/guardians, teachers, and administration.

**Section 4:** The organization shall provide parents/guardians and teachers with information to aid in all aspects of students' education, growth, and development.

**Section 5:** The organization shall promote good will and cooperation between and among parents/guardians, teachers, administration, and the parishes involved.

**Section 6:** The organization shall direct and coordinate parent/guardian support to the school through specific assistance activities, social functions, and fund raisers. It is not the intent that these funds should be used on an ongoing basis for funding large capital expenditures or maintenance.

- a. The PTO will carry over “startup” money for the following school year. After deducting this amount, as well as any other outstanding costs for the rest of the school year, the remaining balance will be distributed to each of the three school sites at the spring meeting. *The amount given to each site will be divided on a per pupil basis, based on enrollment at the time of the PTO meeting.*

**ARTICLE III- Membership:**

The membership of this organization shall consist of the parents/guardians of students attending the OCES K-3 Campus, OCES 4-6 Campus, and OCMS, the principals, teachers, and staff, as well as pastors of parishes that are part of Owensboro Catholic Schools. Dues are not required for membership.

## **ARTICLE IV- Officers and Duties:**

### **Section 1: Officers**

The officers of this organization shall be president, president-elect, vice president OCES K-3, vice president OCES 4-6, vice-president OCMS, secretary, treasurer, OCES K-3 teacher representative, OCES 4-6 teacher representative, and OCMS teacher representative. These officers shall hold office for a term of one year. No officer may hold the same office for more than two consecutive terms. Two people may choose to co-chair an office. It is recommended that the president have prior service in another office. If no one from the executive board agrees to serve as the president, then the president may come from within the organization.

It is the responsibility of all officers of the PTO to foster, support, and promotes Owensboro Catholic Schools, especially while serving in their role as an officer.

### **Section 2: President**

- a. Shall preside at all general meetings and executive board meetings
- b. Shall be a member ex-officio of all committees except the nominating committee
- c. Shall delegate responsibilities and encourage cooperation and participation among members
- d. Shall perform all other duties usually pertaining to the office
  - The principals shall act as aide to the president and can perform the duties of the president in his or her absence.

### **Section 3: President – Elect**

- a. Shall aid the President and the Vice Presidents in their roles
- b. Shall prepare and plan for their role as president

### **Section 4: Vice-Presidents OCES K-3**

- a. Shall act as the volunteer coordinator; organizing information according to proposed activities and delegating tasks to activity leaders
- b. Shall organize the cafeteria worker schedule at the K-3 Campus
- c. Shall recruit new parent volunteers
- d. Shall work in cooperation with the Vice Presidents of the 4-6 Campus and OCMS
- e. Shall act as communication liaison on issues concerning student activities and functions at the K-3 campus

### **Section 5: Vice-Presidents OCES 4-6**

- a. Shall act as the volunteer coordinator; organizing information according to proposed activities and delegating tasks to activity leaders
- b. Shall organize the cafeteria worker schedule at the 4-6 Campus
- c. Shall recruit new parent volunteers
- d. Shall work in cooperation with the Vice Presidents of the K-3 Campus and OCMS
- e. Shall act as communication liaison on issues concerning student activities and functions at the 4-6 campus

### **Section 6: Vice-Presidents OCMS**

- a. Shall act as the volunteer coordinator; organizing information according to proposed activities and delegating tasks to activity leaders
- b. Shall recruit new parent volunteers
- c. Shall work in cooperation with the Vice Presidents of the K-3 Campus and OCMS

- d. Shall act as communication liaison on issues concerning student activities and functions at the OCMS campus

#### **Section 7: Secretary**

- a. Shall keep a correct record of all meetings of the organization and of the executive board
- b. Shall present the minutes at each organization meeting and make copies available at each campus for organization members
- c. Shall send a summary of the minutes to the principals via email, so that these minutes can be sent out to all parents through email newsletters
- d. Shall keep on file a copy of the bylaws and a list of all standing committee members and ad hoc committee members

#### **Section 8: Treasurer**

- a. Shall receive all moneys of the organization
- b. Shall keep an accurate record of receipts and expenditures
- c. Shall pay out local funds only when authorized by the executive board
  - All checks must be requested/co-signed by treasurer and approved/co-signed by one of the three principals
- d. Shall present a statement of account to the membership at every meeting
- e. Shall also be responsible for performing other duties as delegated by the president
- f. The treasurer's accounts shall be audited as part of the OCS Central Office auditing process.

#### **Section 9: Teacher Representatives for OCES K-3, OCES 4-6, OCMS (one teacher per site)**

- a. Shall represent teachers from their respective schools at executive board meetings.
- b. Shall communicate relevant organization actions to teachers at their respective campuses.

### **ARTICLE V- Election of Officers:**

#### **Section 1- Nominations**

- a. The executive board shall appoint a **nominating committee** to solicit names of school parents/guardians to serve as officers of the organization.
- b. Solicitations shall come from homeroom parents/guardians, teachers, staff, administration, and from the organization-at-large. Nominations can be returned to school in care of the nominating committee.
- c. The nominating committee shall contact prospective nominees for willingness to serve, office preference, and standard biography.
- d. The nominating committee shall compile a list of candidates for office and present it to the executive board. The list of candidates shall also be distributed to teachers, staff, administration and parents via email newsletter communication.
- e. Additional nominations may be made from the floor at the last general association meeting provided the consent of the nominee has been obtained.

#### **Section 2-Elections**

- a. Elections shall be held at the spring meeting of the organization, and officers shall assume their duties at the close of the school year. An executive board meeting of transition from outgoing to incoming officers shall be held during the last two weeks of school. The incoming officers shall be ex-officio participants in all executive board meetings from the time of the election through the transition meeting. The outgoing officers shall assume an advisory role to the incoming officers.
- b. Dates for recurring events will be scheduled at the end of the school year for the following year, if it is possible (i.e: tailgate, chili supper, grandparent's day, etc.)

- c. Election shall be by ballot when there is more than one nominee for office; by voice if there is only one.
- d. Any vacancies that occur during any term of office shall be filled by vote of the executive board.
- e. The Director of OCS shall be the Moderator of the organization. The principals of each school shall be honorary officers.

#### **ARTICLE VI-Executive Board:**

**Section 1:** The executive board shall consist of the officers of the organization, the principals of all three schools or their representative, and the OCS director. These are the voting members of the executive board.

**Section 2:** The president of the organization shall also serve as president of the executive board. The secretary of the organization shall also serve as the secretary of the executive board.

**Section 3:** Regular meetings of the executive board shall be held prior to each general organization meeting or as deemed necessary. A quorum of voting members must be present when approving new business or changing old business. A quorum shall consist of a simple majority of the executive board.

**Section 4:** The duties of the executive board shall be:

- a. To transact necessary business in intervals between general membership meetings and such other business as may be referred to it by the organization
- b. To approve the plans of work of standing and ad hoc committees
- c. To present a report at the regular meetings of membership
- d. To fill any vacancies during the year on the executive board

#### **ARTICLE VII-General Membership Meetings:**

**Section 1:** Regular meetings shall be held two times per school year. There will be one meeting in the fall and one meeting in the spring. Dates will be published at the start of the school year. At least seven days' notice shall be given of change of date. Specially scheduled meetings may be called by the executive board provided several days' notice of such a meeting has been given.

- a. Principals will present a "wish list" of items for their respective schools at the Fall PTO meeting.
- b. Principals will give the executive board a list of all items purchased with funds generated through PTO fundraisers, and a copy of receipts will be turned in to the treasurer.

**Section 2:** The privileges of holding office, making motions, debating, and voting shall be limited to members of the organization.

**Section 3:** A quorum shall consist of the members present provided that seven days' notice of the meeting has been given. All PTO meetings will be posted in the school newsletter.

**Section 4:** The format of the meeting will be as follows:

- a. President will call meeting to order.
- b. Meeting will open with a prayer.
- c. Program will be presented.
- d. Business meeting will be conducted.

e. Meeting will close with a prayer.

**Section 5:** To have an item put on the agenda, any member MUST notify the president in writing at least 3 days before the scheduled general meeting.

#### **ARTICLE VIII- Standing/Ad Hoc Committees:**

**Section 1:** Committees shall be created to carry on a particular function that is required to promote the objectives and interests of the organization. Committees shall carry out their responsibilities as assigned by the executive board.

**Section 2:** Committee chairpersons (and co-chairs, as needed) shall be appointed by the executive board. Chairperson terms shall be for one year, and a chairperson may be appointed to successive one-year terms.

**Section 3:** Committees shall be established and dissolved by the executive board. The tenure of service on committees shall be as needed, or as provided by the executive board when formed.

**Section 4:** Each standing or ad hoc committee shall have at least one activity chairperson. The chairperson is responsible for reporting to the executive board. This can be done via email to the President so that it can be reported on at the executive board meeting.

#### **ARTICLE IX-Amendments:**

**Section 1:** Amendments to these bylaws can be proposed by any member at any regular meeting.

**Section 2:** The executive board may appoint an ad hoc committee to evaluate the proposed amendment. Recommendations from the ad hoc committee shall be given to the executive board. If revisions are required, it is the responsibility of the ad hoc committee to prepare the revisions and present proposed amendments to the general membership.

**Section 3:** A member may request to have a bylaws item put on the agenda for amendment by notifying the president 3 days before the scheduled meeting. Bylaws may be amended by a two-thirds vote of the members present and voting at the meeting following the proposal, provided adequate notice is given of the meeting.