

**BY-LAWS OF
SAINT HELEN'S CATHOLIC SCHOOL
PARENT TEACHER ORGANIZATION**

Article I – Name

The name of this organization shall be the Saint Helen's Catholic School Parent Teacher Organization.

Article II – Objective

The objectives of this organization shall be:

1. To foster and strengthen communications between the school administration and the parents.
2. To develop a greater appreciation of Catholic Education as offered by St. Helen's School.
3. To support, sponsor and maintain activities and programs which assist the school in achieving its spiritual, scholastic and administrative objectives.
4. To assist the principal in carrying out policies and objectives he/she deems necessary.
5. To provide financial aid towards school needs.

Article III – Authority to Exist

The St. Helen's Catholic School Parent Teacher Organization shall exist through the authority of Diocesan Policy #116, which states: "All organizations, programs and clubs, operating within a local school must operate within the policies of the local school. They must first be approved by the Principal and are under the auspices of the Principal. Any fund raising and dispersion of funds are under the authority of the Principal. Examples of such organizations, programs and clubs are Parent organizations, athletic programs, booster clubs, band, photography, and drama."

Article IV – Meetings

Section 1 – The Parent Teacher Organization shall hold at least two general meetings during the school year. The President and the Principal may agree to cancel a meeting under extraordinary circumstances.

Section 2 – The Executive Committee shall meet monthly during the academic year except under extraordinary circumstances. The agenda for regularly scheduled Executive Committee meetings shall be posted in or near the school office.

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Article V – Executive Committee

Section 1 – The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.

Section 2 – These officers shall be elected following the set election plan described in Article VIII of this document.

Section 3 – The term of office shall be two years. No officer shall hold the same office for more than two consecutive terms.

Section 4 – No staff member of Saint Helen's Catholic School is eligible for an Executive Committee Office.

Section 5 – There shall be a teacher representative who attends regularly scheduled meetings of the Executive Committee and who acts as liaison between the Officers and the teachers.

Article VI – Duties of Officers

Section 1 – The President shall preside at all general meetings and of its Executive Committee. The President shall perform such duties as are incumbent on this office. The President is an ex-officio member of all committees. The President shall attend all school board meetings. The president shall oversee all fundraising events including the golf tournament and casino night and any other fundraisers throughout the year. This includes delegating tasks to other officers, committee chairs, etc.

Section 2 – The Vice President, in the absence of the President, shall perform all duties of the President. The VP shall assist the President at all times and thus perform any duties delegated by the President.

Section 3 – The Secretary shall record minutes of all meetings, both general and of the executive committee. These minutes shall be posted in or near the school office in a timely manner. The Secretary shall perform such duties as are incumbent to this office.

Section 4 – The treasurer shall receive and account for all income and expenses and shall keep an accurate account of same. The treasurer shall work with the Development Director to prepare financial reports to be presented to the executive committee at the scheduled monthly meetings. The treasurer shall act as a member for casino night committees including but not limited to decorations, teacher projects, casino, publicity and dinner. The treasurer shall perform any other duties delegated to this office.

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Article VII – Committees

Section 1 – Special Committees shall be appointed from time to time as deemed appropriate by the Executive Committee to promote objectives and to carry out its work.

Section 2 – Standing committees shall be named annually in collaboration with the Principal to meet the needs of the school.

Section 3 – Committee chairperson(s) shall be appointed among volunteers by vote of the Executive Committee.

Article VIII – Nominations and Elections

Section 1 – Nominations for Executive committee will be accepted from the nomination form. This shall be distributed via the Thursday folders and returned to the school office.

Section 2 – The election will be held at the last PTO meeting of the year.

Section 3 – The new officers shall be announced no later than the last day of school.

Section 4 – The term of office shall be a minimum of one year and a maximum of two years.

Article IX – Vacancies

If a vacancy occurs on the Executive Committee, the President shall appoint a person to fill the position for the remainder of the term. With the approval of the Principal and the Executive Committee, this person shall take over said office.

Article X – Amendments

These by-laws may be amended when approved by both the Executive Committee and the Principal.