

BY-LAWS
of the
HOLY SPIRIT REGIONAL CATHOLIC SCHOOL
PARENT TEACHER ASSOCIATION

(Revised May 2015)
(Revised September 2004)
(Revised April 2003)
(Revised September 2000)
(Accepted May 12, 1999)

Article I – Name

This organization shall be known as the Holy Spirit Regional School Parent Teacher Organization of Huntsville, in the Diocese of Birmingham, Alabama. (Hereinafter referred to as the ORGANIZATION.)

Article II – Purpose

The purpose of the ORGANIZATION shall be:

1. To help school parents, faculty, and students acquire a profound appreciation of the ideals of Catholic education.
2. To exist as a forum to address issues and concerns facing our school parents, faculty, and students.
3. To encourage and to promote a sense of community.
4. To communicate information from organizations within the school to the parents and faculty of the school.
5. To assist in enhancing the quality of education.
6. To assist in keeping the cost of tuition affordable.
7. To assist in supporting the Holy Spirit Regional School Foundation.

Article III – Respect for School Policies

The ORGANIZATION shall represent the established policies and practices as set forth by the diocesan school office, the pastors, the school principal, the school board, and the pastoral councils.

Article IV – Membership

Section 1.

Membership shall be available to the parents and guardians of Holy Spirit Regional School students. One membership per family will be available. Only members who have paid their yearly dues shall be eligible to participate in the business meetings or to serve in any of the elected or appointed positions.

Section 2.

Membership shall be available to Holy Spirit Regional School teachers. Teachers are exempt from paying membership dues.

Article V – Officers

Section 1. Elected Officers

The elected officers of the ORGANIZATION shall be President, President-Elect, Vice President, Secretary, Treasurer, and Vice Treasurer.

Section 2. Appointed Officer

The appointed officer of the ORGANIZATION shall be Faculty Representative.

Section 3. Ex-Officio Officers

The ex-officio officers of the ORGANIZATION shall be the Holy Spirit Regional School principal and the pastors from the Holy Spirit Catholic Church and the Good Shepherd Catholic Church.

Article VI – Nomination and Election of Officers

Section 1. Nominations

- (a) The Nomination Committee shall consist of five (5) members. The PTO President will appoint the members of the Nomination Committee with approval of the PTO Board of Directors. Members cannot serve on the committee for two (2) consecutive years.
- (b) The Nomination Committee shall distribute the proposed slate of officers at least two weeks prior to the annual meeting.
- (c) Nominations from the floor are in order at the annual meeting providing the consent of the nominee is given

Section 2. Election of Officers

- (a) The officers shall be elected and installed at the annual meeting. These officers shall assume their duties after being installed.
- (b) Election shall be by ballot, except when the number of nominees does not exceed the number to be elected, in which case the election may be by voice vote. A plurality vote shall elect.

Section 3. Terms of Office

- (a) Officers are elected to one year terms which will run from July 1 to June 30th.
- (b) The President-elect shall succeed the President in office and the Vice-Treasurer shall succeed the Treasurer in office.

Section 4. Vacancies in Office

- (a) Vacancies occurring in office, with the exception of President, President-Elect, and Treasurer shall be filled by the Board of Directors.
- (b) If the office of the President becomes vacant, the President-Elect assumes office.

- (c) If the office of the President-Elect becomes vacant, it shall be filled in the following manner: a nominee shall be selected and submitted by the Executive Committee for consideration by the next regular Board of Directors meeting.
- (d) If the office of the Treasurer becomes vacant, the Vice-Treasurer assumes office.

Article VII – Duties of the Officers

Section 1. Duties of all Officers

- (a) Perform the duties outlined in these by-laws and those assigned by the Executive Committee.
- (b) Upon the expiration of the term of office or in case of resignation each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

Section 2. Duties of the President

- (a) Preside at all meetings of the Executive Committee, the Board of Directors and the ORGANIZATION. The President may add or delete committees as needed (Subject to the approval of the Executive Committee).
- (b) Appoint (subject to the approval of the Executive Committee) the Chairmen of Standing and Special committees as are necessary to accomplish the aims of the ORGANIZATION.
- (c) Be a member ex-officio of all Standing and Special Committees except the nominating committee.
- (d) Pay budgeted expenses when the Treasurer is not available.
- (e) Serve as the liaison between the ORGANIZATION and the Holy Spirit Regional School Board.

Section 3. Duties of the President-Elect

- (a) Perform all duties of the President in the absence of the President.
- (b) Be a member ex-officio of all Standing and Special Committees except the nominating committee.
- (c) Perform other tasks as assigned by the President and Executive Committee.
- (d) Serve as the liaison between the ORGANIZATION and the Holy Spirit Regional School Foundation.

Section 4. Duties of the Vice-President

- (a) Preside in the absence of the President and the President-Elect.
- (b) Be responsible for planning and executing all PTO hospitality functions.
- (c) Perform other task as assigned by the President and the Executive Board.

Section 5. Duties of the Secretary

- (a) Keep all record of the proceedings at the meetings of the ORGANIZATION, the Board of Directors, and the Executive Committee.
- (b) Have a current copy of the by-laws.

Section 6. Duties of the Treasurer

- (a) Be custodian of all funds of the ORGANIZATION.
- (b) Deposit all funds in a depository approved by the Board of Directors.
- (c) Disburse funds in accordance with the budget or as directed by the President, Executive Committee, or Board of Directors.
- (d) Prepare a written statement of receipts and disbursements for attachment to the minutes of each Board Meeting, and a summary financial statement to be presented at the annual meeting.
- (e) Serve as chairman of the Finance Committee.
- (f) Present a proposed budget for the current fiscal year at the first general meeting of that year for membership approval.
- (g) Have the account reviewed annually upon change of officers, by a committee external to the Board of Directors

Section 7. Duties of the Vice-Treasurer

- (a) Have a complete understanding of the duties and responsibilities of the Treasurer so as to be ready to assume the duties of that office the following year.
- (b) Be responsible for collecting membership dues and keeping track of paid memberships.
- (c) Serve on the Financial Committee.
- (d) Serve as the Finance Chairman for any major fundraiser the ORGANIZATION undertakes.

Article VIII – The Executive Committee

Section 1. Composition

The Executive Committee shall consist of the elected officers, the immediate past President, the Faculty Representative, the school principal ex-officio, the pastors ex-officio from Holy Spirit Catholic Church and Good Shepherd Catholic Church.

Section 2. Duties

The Executive Committee shall

- (a) Transact such emergency business as arises between regular meetings of the Board of Directors.
- (b) Approve appointments as designated by the by-laws

Section 3. Quorum

Four voting members of the Executive Committee shall constitute a quorum.

Article IX – Board of Directors

Section 1. Composition

The Board of Directors shall consist of the Executive Committee and the Chairman of all standing committees.

Section 2. Duties

The Board of Directors shall:

- (a) Have the power to transact the general business of the ORGANIZATION between meetings of the ORGANIZATION and any business referred to it by the ORGANIZATION.
- (b) Report all business transactions at the next regular meeting of the ORGANIZATION.
- (c) Prepare and submit to the ORGANIZATION, for adoption, a budget for the fiscal year.
- (d) Authorize necessary expenditures not covered by the budget.
- (e) Fill vacancies in all elected offices except the Presidency and Treasurer.

Section 3. Quorum

A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 4. Meetings

Regular meetings of the Board of Directors shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.

Section 5. Special Meetings

Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board of Directors.

Article X – Standing Committees**Section 1.**

- (a) The standing Committees shall serve for one year.
- (b) The President, with the advice of the Executive Committee shall appoint the following committees: BASH, Carnival, and Room Parent.

Section 2. Duties of the Committee Chairmen

- (a) Attend Board of Directors meetings.
- (b) Present suggestions to the ORGANIZATION President for carrying out the activities of their committee.
- (c) Maintain a working notebook.
- (d) Prepare an annual report of their committee.

Section 3. Duties of Committees

- (a) The BASH Committee shall be responsible for the planning and execution of the BASH fundraiser. This fundraiser is a joint fundraiser with the Holy Spirit Regional School Foundation.
- (b) The Carnival Committee shall be responsible for the planning and execution of a carnival to foster school community and to provide entertainment for the students.
- (c) The Finance Committee shall direct the planning of the yearly budget and present recommendations for the disbursement of fund-raising proceeds.
- (d) The Room Parent Committee shall consist of one room parent per class and shall be responsible for coordinating all classroom activities as requested by the teacher. (see appendix 1a)

Article XI – General Membership Meetings**Section 1. Number of Meetings**

A minimum of four (4) meetings shall be held during the school year.

Section 2. Annual Meeting

The May meeting shall be the annual meeting, and it is at this meeting that annual reports of the officers and committees shall be heard.

Section 3. Special Meetings

Special meetings shall be called by the President, the Executive Committee, or the Board of Directors. Written notice of any special meeting must be given to the entire membership and should include the purpose of the special meeting.

Section 4. Order of Business

All meetings of the ORGANIZATION shall be conducted according to the regular order of business and parliamentary procedure as prescribed by Robert's Rules of Order, Newly Revised.

Section 5. Quorum

Ten percent of the active membership of the ORGANIZATION shall constitute a quorum.

Article XII – Dues

The annual dues, amount determined by the Board of Directors, are payable by the September meeting.

Article XIII – Amendments

The by-laws may be amended at any general membership meeting of the ORGANIZATION by two-thirds vote of the active members present and voting, providing there is a quorum. The proposed amendments shall be presented in writing to the entire membership at the previous meeting.

Article XIV – Parliamentary Authority

The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, shall govern proceeding of the ORGANIZATION, subject to any special rules which have been or may adopted.

Article XV – Standing Rules

- (a) The fiscal year shall be from July 1 to June 30, inclusive.
- (b) The ORGANIZATION shall meet four (4) times a year.
- (c) All members of the Board of Directors shall serve in a voluntary capacity.
- (d) No member of any committee may solicit or accept funds or services on behalf of the ORGANIZATION for any purpose without prior approval from the Board of Directors.
- (e) The Board of Directors must approve any disbursements of non-budgeted funds. Any disbursements that exceed the total proposed annual budget must be presented to the general membership for a vote.

Article XVI – Organization policies

- (a) All outgoing officers and committee chairmen shall prepare a written annual report and shall include in their reports (due at the annual meeting) the amount of money spent and the amount they recommend for next year's budget.
- (b) All bills must be turned in by May 31.
- (c) New officers and new committee chairmen must submit to the Treasurer by July 1, the amount of money they will need budgeted for the coming year.
- (d) The Nominating Committee should read the prospective candidates the duties of officers as listed in our by-laws.

Appendix 1a. – Room Parent Committee Structure

The Room Parent Committee shall consist of one room parent from each classroom plus the chairman. Room parent duties shall include, but not be limited to:

- (a) Compiling a list of parent volunteers for their classroom and their areas of interest and availabilities.
- (b) Coordinate classroom activities as requested by the teachers. These activities may include, but are not limited to:
 - Field trips
 - Class parties
- (c) Coordinate school-related activities where parental support is required for success. These activities may include, but are not limited to:
 - Carnival
 - Teacher appreciation lunches
 - School dances
 - BASH
 - Catholic Schools Week activities
 - Field day
 - Graduation dinner
- (d) Coordinate other activities as requested by the Room Parent Committee Chairman.

The Room Parent Committee Chairman serves on the PTO Board of Directors. The PTO President, under the advisement of the Executive Committee, shall appoint the chairman. The Room Parent Committee Chairman duties include, but are not limited to:

- (a) Determine parent interest and work with teachers to assign a Room Parent for each classroom
- (b) Distribute class folders to each Room Parent to familiarize them with their duties.
- (c) Assist Room Parents in completing their duties as needed.
- (d) Act as a liaison between the PTO Board and Room Parent Committee members.
- (e) Act as a liaison between Room Parent Committee members and other committee chairmen (Carnival, BASH, etc.)