

PARENT-TEACHER ORGANIZATION
TRINITY CATHOLIC ACADEMY
BY-LAWS

Amended – May 2015

Article I – Name:

The name of this association shall be the Parent-Teacher Organization (PTO), Trinity Catholic Academy. It shall be an independent organization.

Article II – Purpose:

The objective of the PTO shall be:

1. To promote a spirit of cooperation between home and school in fulfilling the goals of the Catholic Education
 - a. Foster the following, in partnership with the school:
 - Traditional Values
 - Catholic Formation, and
 - Academic Excellence
2. To support the faculty and administration through such services as:
 - a. Sponsoring social activities
 - b. Sponsoring educational activities
 - c. Fund raising
3. Provide volunteer support, in partnership with the faculty and administration – The PTO board and/or designated committee will communicate specific volunteer opportunities, description of the required needs and/or time commitment as needed. Critical volunteer needs will be communicated in partnership with the school principal, to ensure enough volunteers are available and committed to the specific need to ensure the event, project, and/or effort has been communicated. It is at the PTO board's discretion, along with the school principal and vice principal to cease to continue with the specific event, project or critical need, if the required minimum number of volunteers is not obtained. This decision will be required to be voted on by the PTO board, Principal and Vice Principal, with a 2/3 majority vote required to pass.

Article III: Membership:

Membership shall be comprised of parents, guardians, teachers, school staff, and any other person interested in the students of Trinity Catholic Academy.

Article IV – Officers:

The officers of the PTO shall include Principal, President, Vice-President, Secretary, Treasurer and Public Relations Liaison.

Officers will serve for an initial term of three years. In the third year of their tenure, an election will be held at the second PTO meeting for that specific school year. Officers will have the opportunity to be re-elected for one additional year, in the current position they hold. The maximum number of years to be served in any position on the board will be 4 years. If a new member is elected to the board, they will serve in the capacity of President-elect, Vice President – elect, Secretary-elect and Public Relations Liaison-elect, for the remainder of that school year. The first year of the initial term will begin with the following school year.

Treasurer – this position will be held ex-officio by the current Principal of the school.

Nominations of officers will be solicited in the first PTO meeting, of the final year/term of the current board member(s) position that will be open for the following school year

A vacancy in any office may be filled for the unexpired term by a person elected by the majority of the Executive Board.

- Principal: By the fact of his/her office shall present issues and/or needs of Trinity Catholic Academy to the PTO for their consideration. The Principal is a voting member of the Executive Board and of the PTO
- President: The President shall preside at all meetings of the PTO and Executive Board. The President shall coordinate work of the officers and committees and shall be a member ex-officio of all committees. He/She shall appoint all committees.
- Vice President: The Vice President shall, in the absence of the President, act, exercise all the powers and perform all the duties of the President.
- Secretary: The Secretary will record minutes of all meetings of the PTO and the Executive Board.
- Treasurer: The Treasurer shall receive all monies of the PTO and keep an accurate record of receipts and expenditures. He/She shall make a financial report at each meeting.
- Public Relations Liaison: The P.R.L. shall be responsible for notifying (newspapers, radio stations, churches, etc..) about upcoming events. He/Shae shall make every effort to promote media representation at school events in order to promote Trinity Catholic Academy. He/She shall coordinate members to assist in taking pictures and/or writing articles for local media.

Article V – Meetings:

The PTO Board will communicate the meeting schedule for each school year, at the first PTO meeting to start each school year. The first meeting will be held on the second Tuesday in September, unless conflicting with holidays or other school events. Notice of the meetings will be communicated via the school web-site, email to all families and/or as needed, paper notice will be provided to the students to bring home.

Article VI – Amendments:

These By-Laws may be amended at any regular meeting of the PTO by a 2/3 majority vote of the members present, provided notice of the proposed amendment has been given in writing at the previous meeting and written notice has been sent home with all students.

Article VII:

By-Law review will occur by the current board in office, every 2 years, with the presentation and intent to review the By-laws communicated to the families of the school, in advance of the meeting in which the process to review the current By-laws will occur. If there are no amendments to be proposed at the review discussion, the motion to accept the By-laws as written will be put to vote. A 2/3 majority vote of the PTO members in attendance must occur. If accepted, the By-laws will be reviewed 2 years following the date of the review. If amendments are proposed, the due process to communicate the proposed amendments must occur at a following meeting, intent to vote on amendments communicated 30 days in advance of an upcoming PTO meeting, with a vote requiring 2/3 majority to pass a proposed amendment to the current By-laws.