
**SACRED HEART CATHOLIC SCHOOL
PARENT TEACHER STUDENT ORGANIZATION
PRESCOTT, ARIZONA
ORGANIZATION BY-LAWS
APPROVED August 14, 2014**

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Article I – Name of Organization

The name of this organization shall be Sacred Heart Catholic School Parent Teacher Student Organization; herein referred to as the PTSO.

Article II – Mission Statement

To foster an environment of collaboration between parents, teachers, students, school administrators and the community of Sacred Heart to enhance the learning experience and Catholic faith of each student by sponsoring assistance to teachers in the classroom, raising funds for supplemental educational materials and experiences, supporting school and family social interaction, and providing a non-biased public forum for sharing information on issues that impact our children.

Article III – Purpose of Organization

- To promote the mission of Sacred Heart Catholic School (SHCS)
- To enhance the educational experience of SHCS students
- To foster communication and collaboration between parents, teachers, staff, students, administrators, and community of SHCS
- To serve as an instrument that helps to unify the efforts, time, and talents of the parents, teachers, students and administrators
- To encourage a sense of community through spiritual and social activities
- To advance the spirit of service to meet the volunteer needs of the school
- To coordinate various fundraising activities to supplement SHCS educational programs, projects and/or facility improvements

Article IV – Support of School Policies

The PTSO serves the parents, teachers, staff, students and administrators of Sacred Heart Catholic School (SHCS) and is not an entity separate and apart from SHCS. The PTSO is accountable to the Principal of SHCS and Pastor of Sacred Heart parish, and shall respect the established school policies and practices.

Article V – Membership

Membership shall consist of all interested parents/guardians of SHCS students, and all students, teachers and staff of SHCS.

The PTSO will not discriminate in membership or treatment on the basis of race, color, religion, gender, national origin, age, sexual orientation or disability.

Article VI – Meetings

Section 1 General Meetings

General PTSO meetings shall be held monthly during the school year; dates and times as posted on the SHCS academic calendar. The meeting agenda will be published one week in advance. A minimum of two Executive Officers plus all general PTSO members present shall constitute a quorum.

Section 2 Executive Board Meetings

Executive Board meetings shall be held monthly during the school year. At least three Executive Officers must be present and shall constitute a quorum. A quorum is required for all financial votes and changes to the by-laws.

Section 3 Special Meetings

Special meetings may be called by the PTSO President or by a majority of Executive Officers. The purpose, date/time, and location must be published at least one week in advance.

Section 4 Conduct/Agenda of Meetings

Meetings are to be conducted in accordance with *Robert's Rules of Order*, in its most current edition, unless so doing conflicts with current approved PTSO by-laws.

A standard agenda will be used for the conduct of all meetings and consist of the following elements:

- Call to Order
- Opening Prayer
- Roll Call
- Acceptance of Prior Meeting Minutes
- Reports – Treasurer's, Principal's/Teacher Representative's, Student Council's, Officers', Committees' (as appropriate)
- Updates / Unfinished Business
- New Business
- Adjournment

Items to be placed on the agenda must be submitted at least 15 days prior to the meeting.

The Secretary is responsible for ensuring that meeting minutes and reports are made available to the general membership. PTSO members will be given an opportunity to ask questions or provide suggestions regarding the content in each report during the monthly PTSO meetings.

Section 5 Voting

Only members present at a meeting may vote and must be present when the vote is called. Any member who holds more than one Executive Office shall have only one vote. A simple majority of members voting is required for passage of any issue.

Article VII – Executive Board

Section 1 Positions

The PTSO will be governed by an Executive Board consisting of President, Vice President, Treasurer, and Secretary. Co-officers may share responsibility of an office. All Officers shall share substantially in all duties which must be performed.

The Offices of Treasurer and Secretary may be combined into one Office if such a change is reasonably determined to be in the best interests of the PTSO. Such a change will be effective for one school year, or remainder of year if change happens mid-term.

The Principal, Teacher/Staff Representative, Student Council Representative, and Pastor are considered ex officio members of the Executive Board but do not have Executive voting privileges. They are voting members in the general PTSO meetings in which they attend.

Section 2 Annual Election

All Officers shall be elected annually at the last general meeting of the school year. Officers shall be elected by ballot vote. If there is only one nominee for any office a voice vote shall be taken. A simple majority of those present shall be required for election of Board positions.

The list of nominees shall be published two weeks prior to the last general meeting.

Section 3 Term of Office

Officers shall assume their official duties on June 1st and shall serve for the term of one school year. The former Board shall transition with the new Board during May / June to ensure all information is transferred appropriately.

No Officer shall serve more than two terms in the same office. A current Board member may be nominated to serve only one additional term in the same position if no other nominees are presented.

Section 4 Vacancies

A vacancy in any Office due to death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of PTSO members for the unexpired portion of the term.

Section 5 Board Duties

- To conduct necessary business in the intervals between PTSO meetings, and such other business as referred to it by other entities
- To present a report(s) at the general PTSO meetings
- To make policies and take action concerning the management and reporting of the PTSO's financial accounts as deemed appropriate
- To create and dissolve special committees as necessary
- To prepare and manage a yearly PTSO budget
- To maintain Officer notebooks which shall be passed on to their successors
- To approve - prior to distribution - all PTSO printed material

Article VIII - Duties of Officers

Section 1 President

- With input from any interested PTSO member, prepare the agenda and preside at all general and executive PTSO meetings
- Coordinate and support the work of the Officers and committees to ensure that the objectives of the PTSO are being promoted
- Act as liaison between the PTSO and the SHCS Principal and Pastor
- Maintain all historical files
- Represent the PTSO at meetings/events outside the organization as necessary
- Abide by Diocesan, Parish and SHCS policies
- Assist with PTSO sponsored events
- Perform other duties as assigned by the PTSO

Section 2 Vice President

- Perform all duties of the President in his/her absence
- Act as liaison between PTSO and Room Parents/Coordinator
- Abide by Diocesan, Parish and SHCS policies
- Assist with PTSO sponsored events
- Perform other duties as assigned by the PTSO

Section 3 Treasurer

- Prepare Budget proposals for the Executive Board and general members.
- Receive all funds of the PTSO and deposit into the PTSO account within the Parish account
- Reconcile the PTSO account upon receipt of monthly statements from the Parish bookkeeper
- Provide multiple copies of a written financial statement, including reports of income and expenditures, (Treasurer's report) at each monthly general and Executive PTSO meeting and provide copies to the Principal.

- Be prepared to provide a current record of commitments and account balance whenever requested by any PTSO member
- Submit funds requests in a timely manner, as approved by the membership or Executive Board
- Abide by Diocesan, Parish and SHCS policies
- Assist with PTSO sponsored events
- Perform other duties as assigned by the PTSO

Section 4 Secretary

- Record, transcribe, copy, and distribute the minutes of all general, Executive, and special PTSO meetings
- Be custodian of PTSO records including meeting minutes, agendas, meeting attendance records, by-laws, and correspondence
- Ensure that all notices are duly given in accordance with these by-laws
- Conduct PTSO-related correspondence as requested by the PTSO President
- Abide by Diocesan, Parish and SHCS policies
- Assist with PTSO sponsored events
- Perform other duties as assigned by the PTSO

In the event of the absence of the Secretary, the President shall appoint an acting Secretary for the meeting. The acting Secretary shall take responsibility for recording, transcribing, and distributing the minutes for that meeting.

Section 5 Principal and Pastor

- Provide information from the Diocese of Phoenix
- Provide information from Sacred Heart parish
- Act as liaison between PTSO and the SHCS staff
- Approve and sign all POs

Section 6 Teacher/Staff Representative

- Provide guidance from a teacher's perspective
- Act at liaison between PTSO and the SHCS teachers

Section 7 Student Council Representative

- Provide guidance from a student's perspective
- Act at liaison between PTSO and the SHCS students

Article IX – Committees

The Executive Board shall create committees as deemed necessary to promote the mission and goals of the PTSO. Each committee chairperson/representative shall be responsible for coordinating the committee duties and activities and reporting at general PTSO meetings.

Article X – Fiscal Management

All members shall follow disbursement procedures when seeking funds. Written procedures will be provided to anyone requesting funds. The Treasurer shall ensure procedures are followed and shall notify the Executive Board of any payment of funds made that did not follow this process.

Section 1 Annual Budget

The Executive Board shall create and present a budget for approval at the August PTSO meeting. Final approval must be made by the Principal.

There shall be a minimum of \$1,500 in the PTSO account to be carried over from the previous school year to provide start-up funding.

Section 2 Expenditures / Funds Disbursement

Only approved budget items can be expended or reimbursed. The Executive Board must approve all expenses of the organization. Expenditures over \$100 must be pre-approved in writing (or email) by the Principle prior to purchase.

Any individual, club or organization requesting money from the PTSO must make their request in writing at least one month prior to the next PTSO meeting. All funds requests will be reviewed by the PTSO Executive Board based on cost, number of students predicted to benefit from the request, and longevity and usage of the item/service.

If a request is determined by the Board to be in line with the PTSO's purpose/goals, the Treasurer will determine whether or not the request falls within the approved budget. If the request is included within the budget, the Treasurer will fulfill the request and submit the expenditure for payment. Requests not included in the budget will be presented and a vote will be called for at the next general meeting. The request must be approved by the Executive Board and the Principal. Funds request should follow procedures outlined in PTSO "Funds Disbursements Guidelines."

Section 3 Deposits

The treasurer shall deposit all cash and check receipts on a timely basis by following those procedures outlined in PTSO "Deposit Guidelines."

Section 4 Reporting

The Treasurer shall prepare a monthly financial statement (reconciled with the Parish office) to be reviewed by the Executive Board and presented at the monthly PTSO meetings.

The Treasurer shall prepare a year-end financial statement (reconciled with the Parish office) reporting annual income and expenditures. Copies of all financial statements shall be provided to the Principal.

A minimum of \$1,500 shall be carried over as start-up for the next school year. Any remaining funds shall be placed in the Angel Fund and/or the Long Term Project Fund as determined by the Executive Board.

Section 5 Emergency Spending

The Executive Board shall have the authority to spend emergency funds up to \$100 between PTSO meetings. These expenditures are for the purpose of addressing needs that, at the discretion of the Executive Board, require a response before the next scheduled PTSO meeting. Such fund approvals shall be entered into the Agenda as New Business at the PTSO meeting following the expenditure.

Merchandise orders pre-paid by the customer may be placed between PTSO meetings. Such fund approvals shall be entered into the Agenda as New Business at the PTSO meeting following the expenditure.

Article XI – Dissolution

The SHCS PTSO may be dissolved with a published notice of two weeks to the PTSO community and a two thirds vote of those present at the meeting at which the vote is called. Upon dissolution, all assets revert to SHCS.

Article XII – By-Laws Amendment

These by-laws will be reviewed and approved by the PTSO at the September PTSO general meeting each school year.

Amendments may be proposed to the Executive Board at any time throughout the school year. A committee shall be appointed to submit amended by-laws only by a majority vote of the organization or by a majority vote of the Executive Board.

A copy of the proposed amended by-laws must be published at least two weeks prior to the meeting at which the vote for approval will be called. The amendment shall become effective upon approval by a majority vote of the eligible members present and voting.