

**DIOCESE OF FRESNO
CONSTITUTION AND BY-LAWS
FOR
PARENT/TEACHER ORGANIZATION
OF
ST. ANTHONY OF PADUA SCHOOL**

ARTICLE I: NAME, PURPOSE, AUTHORIZATION, & RELATIONSHIPS

Section A: NAME

The name of this Organization shall be the PARENT/TEACHER ORGANIZATION OF ST. ANTHONY OF PADUA SCHOOL, hereafter referred to as the "Organization."

Section B: PURPOSE

The purposes of this Organization shall be:

1. To promote a broader appreciation of the mission, goals, and ideals of Catholic education;
2. To enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible;
3. To foster the integration of families into the life of the parish community;
4. To provide a solid resource group to plan, coordinate, and staff the school's fund-raising efforts and social functions (See policy 6220 and following);
5. To provide a forum of exchange for parents and teachers on Organization matters of mutual interest;
6. To establish, guide, and coordinate the efforts of other school related parent organizations, such as Ice Cream Social, Carnival, Italian Dinner, Golf Tournament, Auction, etc.
7. To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

Section C: AUTHORIZATION

The Organization shall serve at the pleasure of the Pastor and shall function in an advisory capacity to the Pastor and Principal. Decisions of the Organization are subject to the Pastor's and Principal's review and approval.

Section D: RELATIONSHIP WITH OTHER SCHOOL ORGANIZATIONS

1. As distinguished from the school's Advisory Board, the Organization does not have an official role in the adoption of the school policy or annual budget. The Organization may recommend school policies to the school's School Advisory Board.
2. Other parent organizations (e.g. Ice Cream Social, Carnival, Italian Dinner, Golf Tournament, Auction, etc.) shall generally function as Standing Committees of the Organization.

ARTICLE II: MEMBERSHIP AND DUES

Section A: MEMBERS

All school administrators, teachers, staff, and parents and guardians of children presently attending St. Anthony of Padua School are eligible for membership.

Section B: ASSOCIATE MEMBERSHIP

Persons who wish to promote the work of the Organization (e.g. School Alumni), but do not qualify as a Member of the Organization, may be offered an associate membership by the decision of the Executive Board.

Section C: DUES

Annual dues may be set for the following year by the Executive Board, at the May meeting. School employees are exempt from the payment of dues.

ARTICLE III: OFFICERS

Section A: OFFICERS

The officers of the Organization shall include at least a President, Moderator, Vice President, Secretary, and Treasurer, and may also include a Past President.

Section B: THE PRESIDENT

The President shall preside at all meetings of the Organization and of the Executive Board. The President shall be an ex-officio member of all of the Organization's committees. The President shall also be a voting member of the School Advisory Board as determined by that Board's Constitution and By-laws.

Section C: THE MODERATOR

The Principal of St. Anthony of Padua School shall be ex-officio Moderator of the Organization. The Moderator's approval is required for all expenditures of the Organization's funds and for all speakers who are invited to address the Organization. The Moderator may request a report from any officer or agent of the Organization at any time. While the Moderator may be unable to attend all the meetings of the Executive Board, the Moderator or designee shall be present for all general membership meetings of the Organization.

Section D: THE VICE PRESIDENT

The Vice President shall perform the duties of the President in the President's absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. The Vice President shall assist the President as an ex-officio member of all organizations and committees.

Section E: THE SECRETARY

The Secretary shall keep an accurate record of all meetings of the Organization and of the Executive Board. The Secretary shall provide members with notice of regular meetings, publish the business agenda and minutes of all meetings, maintain a membership list, handle the correspondence of the Organization, and perform such other duties as the President or Executive Board shall designate.

Section F: THE TREASURER

The Treasurer shall receive all dues and other monies, and shall only make disbursements as recommended by the Board and approved by the Moderator. The Treasurer shall make a written financial report at each monthly general meeting, and perform such other duties as the President or Executive Board shall designate.

Section G: THE PAST PRESIDENT

The Past President shall impart wisdom as requested and as needed to the Organization's Officers and Executive Board. The Past President is an ex-officio member.

Section H: QUALIFICATIONS AND TERM OF OFFICE

The qualifications and term of office for the Organization's Officers shall be as follows:

1. Officers shall be selected from the membership of the Organization, in accordance with Section I, herein below.
2. Officers shall hold office for a term of one (1) year with the exception of the President and Treasurer which hold office for two (2) years.
3. No Officer may serve more than two (2) consecutive terms in the same office, with the exception of the President and Treasurer, whose terms shall be only one two (2) year term.
4. Members of any one family shall be limited to one (1) officer position per family in the Organization during any term of office.
5. Any member of the School Advisory Board, or their spouse, may not simultaneously be an Officer of the Organization.

6. However, no paid staff member, or their spouse, shall serve as the Vice President or President of the Organization, as paid staff members are precluded from sitting on the School Advisory Board by that Board's By-Laws.
7. In the case of a vacant seat, the Pastor, in consultation with the Moderator and Nominating Committee, may appoint Officers to terms stipulated above.

Section I: ELECTIONS

Nominations for officers shall be made by a Nominating Committee which shall include the Pastor and/or Moderator and three members of the Organization selected by the Executive Board at least two months prior to the election meeting. Only active members of the Organization shall be eligible for any elective office. The Nominating Committee shall report to the membership the names of the approved candidates for each office to be filled. Additional nominations may be made from the floor at the meeting prior to the election. These additional nominations are also subject to the approval of the Nominating Committee prior to the election meeting. The election of Officers shall take place in the month of April, either by formal voting process or by acclamation. If formal voting process is used, only members in good standing shall vote. Voting shall be by secret ballot, and a plurality of votes shall suffice for election. The officers shall be installed at the May meeting; and their terms shall begin upon the adjournment of the last meeting of the school year, in June.

ARTICLE IV: EXECUTIVE BOARD

Section A: MEMBERS

The administrative body of this Organization shall be known as the Executive Board, hereafter referred to as the "Board." The Board shall consist of:

1. Elected Members: The President, Vice President, Secretary, and Treasurer.
2. Ex-Officio Members: The Pastor, Moderator, and the Past President.

Section B: ROLE

All matters of the Organization's policy and administration shall be vested in this Board.

Section C: QUORUM

A quorum of the Board shall be a simple majority of the members of the Board.

Section D: MEETINGS

Meetings of the Board shall be held monthly or at the call of the President or Moderator.

Section E: VACANCIES

During an officer's unexpired term of office, the Board shall have the right to fill any vacancies among the elected offices of the Organization, subject to the prior approval of the Pastor and Moderator.

Section F: REMOVAL

The elected members of the Board shall serve at the pleasure of the Pastor and may be removed from the Board by him with cause. "Cause" shall be defined as violations of ethical or moral conduct, or non-compliance with a member's contractual obligations with the school. Any elected member of the Board who is absent from two (2) consecutive meetings of the Board shall cease to be a member unless excused by action of the Board.

ARTICLE V: MEETINGS

Section A: REGULAR AND SPECIAL MEETINGS OF THE ORGANIZATION

Regular meetings of the Organization shall take place monthly. Special meetings may be called by the President, the Moderator, or the Executive Board.

Section B: NOTICE

Notice of the general membership meetings of the Organization shall be published by the Secretary. The meetings shall be open to all members of the Organization.

Section C: QUORUM

At any regular or special meetings, those present shall constitute a quorum of the membership of the Organization.

Section D: MEETING AGENDA

The agenda of the meeting of the Organization shall normally be as follows:

- I. Call to Order, Opening Prayer
- II. Action Items:
 - A. Routine Matters:
 1. Roll Call of Officers
 2. Approval of Minutes
 3. Approval of Treasurer's Report
 4. Reading of Correspondence
 5. Reports: President's, Moderator's, and Treasurer's
 - B. Old Business
 - C. New Business
- III. Inservice of Organization
- IV. Information and Proposals for Discussion:
 - A. From Committees of the Organization
 - B. Other
- V. Adjournment

Section E: RULES OF ORDER

The Executive Board shall set the rules or procedures for meetings of the Organization, e.g. consensus, but in the absence of such, Roberts Revised Rules of Order shall apply.

ARTICLE VI: MANAGEMENT OF SCHOOL-RELATED ACTIVITIES INCLUDING FUND-RAISING

The management of all school-related activities including fund-raising is an administrative function of the school. All activities of the Organization shall be proposed to the Moderator for approval. The Moderator shall work with the Pastor to coordinate and integrate the activities of the school and parish (See policies 4830 and 6220 and following).

ARTICLE VII: MANAGEMENT AND USE OF FUNDS

Section A: MANAGEMENT OF FUNDS

The funds of the Organization shall be used only for the school and for the operational expenses of the Organization. Solicitation of money from members for purposes not pertaining to the approved work of the Organization and school is prohibited. The consent of the Moderator is required for expenditures of the Organization. There shall be monthly written financial reports and public reporting to the membership of the Organization concerning the income and expenditures of the Organization's funds (See policy 6243).

Section B: CHECKS

All checks must have two signatures. One signature shall be that of either the Treasurer (or in the absence of the Treasurer, the President), and the other signature shall be that of either the Pastor or Moderator (if delegated to do so by the Pastor) (See policies 6243 and 6471).

Section C: USE OF FUNDS

All funds, except funds restricted or endowed for specific purposes as approved by the Pastor and funds retained for the Organization's administrative expenses (specifically including those of the Carnival), shall be turned over to the school on June 15th of each academic year (See policy 6243).

Section D: COMMITTEE BUDGETS

The Executive Board shall establish a budget for each Committee. If the Chair of a Committee believes the budget to be insufficient, the Committee chair shall approach the Executive Board for approval of additional funding for such a Committee. The Executive Board shall establish the date and place for each fund raising event or item.

ARTICLE VIII: COMMITTEES

Section A: STANDING COMMITTEES

The Executive Board shall have the right to create or abolish Standing Committees and to appoint the chairpersons of said committees with the approval of the Moderator and the Executive Board of the Organization (See Article I, Section B.6. and D.2.).

The Executive Board shall establish a budget for each Committee. If the Chair of a Committee believes the budget to be insufficient, the Committee chair shall approach the Executive Board for approval of additional funding for such a Committee. The Executive Board shall establish the date and place for each fund raising event or item.

Section B: AD HOC COMMITTEES

With the approval of the Moderator, the President shall have the right to create special Ad Hoc Committees and to appoint their chairpersons.

The Executive Board shall establish a budget for each Committee. If the Chair of a Committee believes the budget to be insufficient, the Committee chair shall approach the Executive Board for approval of additional funding for such a Committee. The Executive Board shall establish the date and place for each fund raising event or item.

