

St. Dominic Catholic School PTO Constitution

The name of this organization shall be the St. Dominic Parent Teacher Organization (PTO) in the Archdiocese of Mobile in the state of Alabama.

Article II Purpose

To work with and under the direction of the pastor and the principal for the welfare of the school and the children in a way that:

- supports programs that enrich our children's education
- fosters an atmosphere of mutual support within the school community -develops pride and ownership in school by involving parents
- offers avenues of communication which complement existing channel

- raises funds to supplement both the teacher's and the school's needs so that each child is provided with the opportunity for the development of their educational and spiritual needs.

Article III Respect for school policies

The PTO shall respect the established policies and practices as set forth by the pastor, school principal, and the Diocesan School Office.

Article IV Membership

Membership shall consist of fathers, mothers, grandparents and guardians of the students of St. Dominic Catholic School, the members of the faculty, and the members of the school board.

Article V Officers

Section 1. The elected officers shall be the President, Vice-President, Secretary, Treasurer, Executive Room Parent.

Section 2. These officers shall be elected and installed at the annual spring meeting which will be the final meeting of the year.

Section 3. Officer positions will have a regular term of two years with elections staggered to provide continuity. (For example, Vice President and Secretary can be elected this year and President, Treasurer, and Executive Room Parent can be elected the following year or vice versa.) No officer may serve more than two consecutive terms in one office, unless approved by a board vote and approved by the Principal.

Section 4. The spiritual moderator may be the pastor, or a priest appointed by the pastor.

Section 5. A parliamentarian may be appointed by the President.

Section 6. The Executive Room Parent may appoint Room Parent Captains as follows: PK Room Parent Captain, Lower School Room Parent Captain (Grades K – 5th), and Upper School Room Parent Captain (Grades 6th – 8th).

Article I Name

Article VI. Committees

Committee Heads will be appointed yearly for the Fundraising Committee, Events Committee, and the Spirit Committee.

Article VII. Meetings

Section 1. The organization shall meet at least twice during the school year. (September through May)

Section 2. The meetings of this organization shall be held at least once in the fall semester and at least once in the spring semester.

Section 3. The Executive Board shall meet monthly at the discretion of the Board. The Committee Chairpersons shall attend board meetings once per semester.

Article VIII. Affiliation

The St. Dominic PTO shall be affiliated with the Mobile Deanery PTA Council and the Diocesan Council of the PTA.

Article IX. Rules of Order

Robert's Rules of Order, revised, shall be the parliamentary authority for this organization.

Article X. Amendments

This Constitution may be amended at one of the meetings by a two-thirds vote of the members present and voting provided such amendments have been presented in advance or by unanimous vote without notice.

Amended May 2023

St. Dominic School PTO Bylaws

Article I. Duties of Officers

Section 1. President: Set up and preside over monthly meetings and parent meetings, present all new funding requests for approval to the Board and monitor the budget with the Treasurer; communicate the Board's goals with the administration and facilitate volunteer needs as identified by administration; communicate PTO goals to parents; and be a member of any committees the administration requests. The President shall work closely with all board members to maintain high standards and morale of St. Dominic Catholic School.

Section 2. Vice-President: Assist the President with any preparation for goals set by the PTO, act as interim president in the event of the vacancy, and work closely with all board members. The Vice President will be responsible for compiling and presenting monthly updates in the board meetings for the Fundraising, Events, and the Spirit Committee and will act as the advisor to the Fundraising Committee.

Section 3. Secretary: Take minutes at all PTO Board Meetings, submit a copy of the minutes to the President for approval, approved minutes should then be forwarded to each board member and ex officio members of PTO. The Secretary will be responsible for managing the PTO email account and distributing messages, accordingly, creating all social media flyers, sending all approved correspondence, and submit thank you notes to anyone deemed by the board. The Secretary will serve as the advisor to the Events Committee.

Section 4. Treasurer: Establish an annual budget, prepare monthly financial reports, provide management of income and expenditures for the organization, serve as the advisor to the Spirit Committee and work closely with all board members.

Section 5. Executive Room Parent: Attend all monthly board meetings and disseminate relevant information, oversee all Head Room Parent responsibilities, coordinate with Room Parent Captains all approved events and activities, act as Room Parent Liaison with Principal and PTO President regarding all questions and concerns regarding Room Business, add and review Head Room Parent duties and categories.

Section 6. Room Parent Captains report to the Executive Room Parent and will assist in all Room Parent coordination and responsibilities at the discretion of the Executive Room Parent.

Section 7 (Previously labeled as Section 8). If the office of the President becomes vacant before a term has expired, the Vice President shall serve as President for the remainder of the term. If the office of Vice President becomes vacant before expiration of a term, a new Vice President shall be appointed immediately by the PTO President with the approval of the School Principal.

Section 8. All officers shall be expected to attend Executive Board Meetings and PTO parent meetings. Representation from the executive board is required at all PTO Functions.

Article II. Duties of Committees

Section 1. Fundraising Committee: Will be comprised of a chair and additional committee members. The committee chair is responsible for submitting monthly reports to the Vice President and attending a PTO Board Meeting once per semester. The fundraising committee will be responsible for coordinating approved fundraising efforts and organizing and attending monthly spirit nights. All fundraisers will be voted on annually by the PTO Executive Board. The Vice President of the PTO will serve as the advisor for this committee.

Section 2. Events Committee: Will be comprised of a chair and additional committee members. The committee chair is responsible for submitting monthly reports to the Vice President and attending a PTO Board Meeting once per semester. The events committee will be responsible for coordinating approved events and organizing teacher appreciation events. All events will be voted on annually by the PTO Executive Board. The Secretary of the PTO will serve as the advisor for this committee.

Section 3. Spirit Committee: Will be comprised of a chair and additional committee members. The committee chair is responsible for submitting monthly reports to the Vice President and attending a PTO Board Meeting once per semester. The committee will be responsible for the PTO Spirit Store that will include suggesting, selecting, advertising, all sales, and distributions that are approved by the principal and voted on by the PTO Board. The committee will be responsible for sending out school-wide surveys to parents for input on all uniform changes, compiling the data and discussing possible changes, relaying that information to the PTO Executive board and the principal for review. The committee will help implement changes as necessary. The Treasurer will serve as the advisor for this committee.

Article III. Executive Board

Section 1. The Executive Board with full voting privileges shall consist of the President, Vice-President, Secretary, Treasurer, Executive Room Parent, Lower School Grade Teacher Representative, and Upper School Grade Teacher Representative.

Section 2. The PTO board will be nominated by its membership, approved by the principal and elected by the parents. A proposed slate of nominations shall be approved at the board meeting prior to the last PTO meeting of the year.

Section 3. Teacher representatives are appointed by the School Principal.

Section 4. Ex-officio members include the Pastor, Principal, School Board Representatives, Room Parent Captains, and Committee Heads.

Section 5. The PTO executive board consisting of voting members will meet monthly or as directed by the President. Special meetings may be called by the President as needed. Ex officio members are welcome at the monthly board meetings, however attendance is not required.

Article IV. Nominations and Elections

Section 1. The Nominating Committee will consist of four members of the Executive Board and will be approved by the Board.

Section 2. The Nominating Committee shall give its report at the last PTO meeting of the year by presenting the name of one candidate for each office. Nominations may also be offered from the floor, providing it is with consent of the nominee.

Section 3. All nominated candidates will have time to speak to the PTO body. Officers shall be elected and installed at this meeting by the majority of members present.

Article V. Rules of Order

Section 1. All meetings of this organization shall be conducted according to Robert's Rules of Order, revised, when consistent with the Constitution and Bylaws.

Section 2. Any suggestions made at a regular meeting concerning a modification of the established school policies and practices shall be referred to the School Advisory Board.

Article VI. Quorum

A quorum shall be established when a simple majority of voting members is present for Executive Board or general organization meetings.

Article VII. Amendments

These bylaws may be amended at any PTO meeting by a two-thirds vote of the members present and voting, provided notice has been given in advance or by a unanimous vote without previous notice.

Amended May 2023