

Mount Carmel School
Parent-Teacher Organization (PTO)
By-Laws

Table of Contents

Article 1 – Name
Article 2 - Mission Statement
Article 3 – Objectives
Article 4 – Policies
Article 5 – Membership
Article 6 – PTO Class Representatives / PTO Officers
Article 7 – Duties of PTO Class Representatives and PTO Officers
Article 8 – Nomination of PTO Class Representatives
Article 9 – Meetings / Meetings Quorum
Article 10 – Financial Policy
Article 11 – Amendments
Article 12 – Rules of Order

Article 1 – Name

The name of the association shall be the Parent-Teacher Organization, (here after referred to as the PTO) of Mount Carmel School, in the Catholic Diocese of Chalan Kanoa, Saipan . This organization shall be affiliated with Mount Carmel School and its administrators, faculty, and staff. This PTO was established in September, 2014.

Article 2- Mission Statement

The purpose of the PTO is to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all; and support a safe learning environment for children, staff and educators.

Article 3 – Objectives

1. To promote open communication among the parents, teachers, and administration.
2. To promote goodwill and cooperation between and among parents, faculty, administration, and community.
3. To direct and coordinate parental support of Mount Carmel School through assistance in activities, social functions, and fundraisers.
4. To support the educational, spiritual, and social growth of each student at Mount Carmel School so that all children are assured a firm foundation.

Article 4 – Policies

1. The PTO is to be organized and operated with the consent of the School President.
2. The program of the PTO shall be directed towards Christian growth and educational improvements and shall be implemented through meetings, conferences, and committee formation.
3. The PTO shall not seek to direct the administration of the school or control its policies.
4. The PTO shall work with the school to provide a quality education for all children.
5. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this organization without previous approval of the PTO.
6. In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the Mount Carmel School Administration until a new organization is formed. If no organization is formed within a period of two years, the administration shall use the assets, as they see fit, to enhance the classroom education of Mount Carmel School students.

Article 5 – Membership

1. All parents or guardians of students who are presently attending Mount Carmel School.
2. The Administration and teaching staff of Mount Carmel School.

Article 6 –PTO Class Representatives / PTO Officers

1. Within the first month of school, one parent will be appointed or elected a “PTO Class Representative” for each homeroom classroom at Mount Carmel School. The MCS homeroom teacher may appoint one parent representative and one parent representative alternate in the event no parent volunteers for the position. In cases where more than one parent is interested in the position, the homeroom teacher will conduct an election. The parent with the highest votes will serve as the PTO Class Representative and the parent with the second highest votes will serve as the alternate, agreeing to attend PTO meetings when the PTO Class Representative is unable to attend.
2. PTO Officers will consist of the following positions: President, Vice-President, Secretary, and Treasurer. The PTO Officers will be elected from among PTO Class Representatives and by the PTO Class Representatives during their first PTO Class Representatives meeting.
3. The Mount Carmel School President or his/her designee may call and preside over the first PTO Class Representatives meeting in the absence of a PTO President or Vice-President.
4. No officer shall hold the same office for more than two (2) consecutive terms.
5. Any elected/appointed PTO Class Representative unable to complete his or her term of office because of incapacitation, resignation, or any other reason, shall be replaced by the class representative’s alternate.
6. Any elected/appointed PTO Officer unable to complete his or her term of office because of incapacitation, resignation, or any other reason, shall be replaced in a special election by the PTO Class Representatives. However, if it is the PTO President that is unable to complete his or her term in office, the Vice-President has the option to complete his/her term.

7.

Article 7–Duties of PTO Officers:

The PTO President shall:

1. Preside at all General Membership and PTO Class Representative meetings and call all said meetings into session.
2. Appoint all Chairpersons of all standing committees and special committees.
3. Oversee all activities of the organization.
4. Coordinate the work of Officers and committees.
5. Ensure that the objectives of the PTO are promoted.
6. Make decisions regarding the PTO's functions that do not require the approval of the Board.
7. Develop agenda for all General membership and Class Representative meetings and provide to the Secretary at least 3 days in advance of any meeting.
8. Attend all Mount Carmel Board of Directors meetings.

The Vice-President shall:

1. Attend all General Membership and PTO Class Representatives meetings.
2. Form a committee to review and revise the By-Laws of the PTO when the need arises.
3. Assume the duties of President in his or her absence.
4. Submit a summary of PTO supported activities at the end of the school year and submit to the PTO Secretary.
5. The Vice-President, in the absence of the President, shall perform all of the duties of the President. In the event that the President is unable to complete the term of office, the Vice-President shall complete that term as President.
6. Perform additional duties as designated by the PTO President.

The Secretary shall:

1. Keep accurate records of the minutes of the Membership and PTO Class Representative meetings.
2. Conduct all miscellaneous correspondence necessary for the orderly functioning of the PTO business.
3. Keep a scheduled list of events, pertinent correspondence, and official copies of the By-Laws on file.
4. File and retain all meeting minutes and written reports.
5. Distribute copies of the minutes to the members of the organization.
6. Prepare and post the agenda at least 48 hours prior to the meeting, for all meetings.
7. Perform additional duties as designated by the PTO President.

The Treasurer shall:

1. Receive money for the payment of all bills upon order of the President.
2. Be responsible for keeping record of the receipts and disbursements for each PTO sponsored activity.
3. Provide a written cash accounting report at the general membership meeting(s) of all income and expenditures.
4. Perform additional duties as designated by the PTO President.

Article 8 – Nomination for Class Representatives

1. Within the first two weeks of the opening of the school year, a nomination form/letter will be sent out to all parents whose children attend Mount Carmel School to give them the opportunity to volunteer to represent his/her child's homeroom as a PTO Class Representative.

Article 9 – Meetings / Meetings Quorum

1. Meetings of the PTO Class Representatives shall be held monthly, at dates and times to be set by the representatives which will be convenient to a majority of the members.
2. PTO Class Representative meetings are open to all PTO members. However, only PTO Class Representatives and PTO Officers will be able to vote on PTO matters.
3. The PTO Officers and Class Representatives will hold a general PTO membership meeting at least once every quarter to discuss events and to address and answer any concerns by the PTO members.
4. PTO Class Representatives meetings must meet a quorum of at least 50% of its representatives in attendance. If there is less than 50% of PTO Class Representatives in attendance, the meeting will be rescheduled.

Article 10 – Financial Policy

1. Any solicitation of funds will be at the discretion of the PTO Officers and must be directly related to the objective of the PTO.
2. The disbursement of these monies shall be at the discretion of the PTO Officers with the approval of the PTO President, and shall be used to operate the PTO and further its objectives.

Article 11 – Amendments

Any amendments to this constitution are to be drawn up by the PTO Officers and Class Representatives and submitted to the membership ten (10) working days before the next PTO general membership meeting at which the membership will vote on the proposed amendment(s). An amendment will be approved by a majority of those members in attendance.

Article 12 – Rules of Order

The Rules contained in Robert's Rules of Order, Revised, shall govern the association in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.