

CONSTITUTION AND BYLAWS

PARENT-TEACHER ORGANIZATION OF INCARNATE WORD ACADEMY ELEMENTARY LEVEL

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be: Parent-Teacher Organization of Incarnate Word Academy Elementary Level.

ARTICLE II - PURPOSE

The purpose of this organization shall be to increase the benefits to the students of Incarnate Word Academy Elementary Level by assisting the faculty of the school in any manner possible. An annual fund-raising project shall be held to provide funds for the betterment of the school. In addition, the PTO shall sponsor some social activities of the school.

ARTICLE III - MEMBERSHIP

Membership in this organization shall be composed of parents of the students of Incarnate Word Academy-Elementary Level.

ARTICLE IV - OFFICERS

Officers of this organization shall be President, First Vice-President, Secretary, Treasurer, Parliamentarian, Traditional Head Room Mother and Montessori Head Room Mother, Yearbook/Historian, Sno Cone Chairpersons, and Book Fair Chairpersons.

A letter will be sent out by the Principal requesting volunteers to serve on the Executive Board. The standing officers will select the Executive Officers for the following school year from the volunteer responses.

The office of Parliamentarian shall be filled by the immediate Past President of this organization. In the event such Past President shall be unable or unwilling to serve, the Parliamentarian shall be selected in the same manner as the other officers.

The Executive Officers shall meet as is deemed necessary to handle all business in the interim between regular Organization Meetings, usually at the call of the President, with the consent of the Principal; or on the written request of three (3) Executive Officers with the consent of the Principal. A written copy of the minutes of the Officers' Meetings shall be prepared by the Recording Secretary within a reasonable time after such Officers' Meeting, and any member of the PTO shall be allowed to attend a meeting of the Executive Officers.

ARTICLE V - SPIRITUAL MODERATOR

The Principal of Incarnate Word Academy Elementary Level shall serve as Spiritual Moderator of this organization.

SECTION 1 - DUTIES

(a) President: The President shall provide interesting and helpful programs for all PTO meetings. The President shall make out the order of business, notify all Committee Chairpersons of their appointments, shall have charge of all papers, keep such records and make reports. The President shall preside at all meetings of the organization, shall be an ex-officio member of all committees, and shall perform all other duties usually pertaining to this office. The President, or her/his appointee, will serve as a member on the IWA Development Council during her/his term of office.

(b) First Vice-President: In the absence of the President, the First Vice-President shall perform all the duties pertaining to the office of the President. In the case of a vacancy in the Presidency, the First Vice-President shall succeed at once to the office of the President and serve until the next regular election of officers. The First Vice-President shall organize Fall Fun Night.

(c) Second Vice-President: The Second Vice-President shall be in charge of coordinating the Accelerated Reading Program.

(d) Recording Secretary: The Recording Secretary shall keep an accurate record of the proceedings of all the Organization meetings, as well as all meetings of the Executive Officers. She shall make out the order of business for the President, notify all Committee Chairpersons of their appointments, shall have charge of all papers, keep such records, make reports and perform such duties as are incidental to this office. Papers and records shall be open to inspection at any time in the presence of the Recording Secretary, by any member of the organization. She shall authenticate all acts and orders of the organization and shall in the absence of the President and Vice-Presidents, preside at the meetings. At the final meeting in May she shall turn over all records and papers in her possession to the newly elected Recording Secretary. She shall keep a record of all Standing Rules.

(e) Treasurer: The Treasurer of this organization shall receive, properly bank, and record all of the organization's income. She shall collect all fees, pay all duly authorized expenditures of the organization, shall keep a detailed record of all income and expense and present a financial report at each regular meeting. Any large items purchased for the school will be purchased through the Central Office. The Central office will pay by check for the items and the PTO Treasurer will reimburse the Central Office. She shall serve as an ex-officio member of all committees for the purpose of guiding them in the expenditures of their budgets. It shall be the responsibility of the Treasurer to leave a reserve of seven hundred and fifty dollars (\$750.00) in the Treasury at the end of each school year, so the PTO will have sufficient funds to start the new school year in August. She shall turn over to the newly elected Treasurer complete records and transfer all funds of the organization to her custody. The Principal will co-sign with the Treasurer all checks covering approved expenses.

(f) Parliamentarian: The immediate Past President shall serve as Parliamentarian for one year.

(g) Traditional and Montessori Head Room Mothers: The Traditional and Montessori Head Room Mothers will collect registration volunteer slips and

disperse them to appropriate room mothers. They will call a room mothers' meeting the first week of school to assign Fall Fun Night Representatives of Committees, and to discuss sno cone sales, party schedules and teacher birthdays. They will post in each classroom the class responsible for sno cone sales for the week. The Head Room Mothers will be in charge of coordinating refreshments for PTO meetings, Catholic Schools Week Parents' Day and Grandparents' Day Refreshments, and Teacher Appreciation Week Luncheon in May.

h) Room Mother Committee: This Committee shall assist the Sisters, teachers, and other members of the faculty in arranging whatever social/instructional functions for the children that are in the handbook. This committee shall consist of the appointed Traditional Head Room Mother, Montessori Head Room Mother, and the Room Mothers for each classroom. Each Room Mother will serve as a Committee Representative for Fall Fun Night.

i) Historian: The Historian shall maintain a current collection of pictures of activities and articles in the paper. The Historian will place the pictures taken of the current school year in an album. *The Historian shall be accessible to the year book committee.*

j.) Sno Cone Chairperson: The Sno Cone Chairperson will be responsible for buying the supplies for the sno cone sales and will notify and remind volunteers the week they are assigned to sell sno cones. The sno cones will be sold after school, beginning at 2:30 p.m. each day.

SECTION II - FEES

The PTO dues (\$15.00) per student is collected annually. Fees collected will be used for PTO projects as deemed necessary by PTO Officers. This amount is included in the pre-registration fee and is paid to the PTO Treasurer by the Central Office in September.

SECTION III - MEMBERSHIP

Membership in this organization shall be composed of parents of the students of Incarnate Word Academy Elementary Level.

SECTION IV - ELECTIONS

The new officers will be announced at the last regular meeting of the year and shall serve for one year or until their successors are elected and invested.

(a) Officers are eligible for re-election to the same office for a second term.

(b) Upon retiring, the President automatically becomes a member of the Executive Board for one term only.

(c) In case of resignation of an officer or a vacancy in any of the offices, except the office of the President, the Executive Officers shall appoint a member to fill such vacancy for the unexpired term.

Adopted 6/94