



IMMACULATE CONCEPTION CATHOLIC SCHOOL PARENT TEACHER ORGANIZATION

BY - LAWS

ARTICLE I – Name

The name of the organization shall be the **Immaculate Conception Catholic School Parent Teacher Organization** (herein after known as **IC – PTO**).

ARTICLE II – Offices

Section 1: Principle Office. The principle office for the transaction of any business of the IC – PTO is located at 726 South Shamrock Avenue, in the City of Monrovia, California.

Section 2: Other offices. Meetings of the IC – PTO Executive Board can be held at locations other than the school if so agreed upon by the Executive Board Officers of the organization and the Principal of the school, and if all Officers and the Principal are so notified.

ARTICLE III – Purpose

- A. The IC - PTO is organized for the purpose of supporting the education of children at Immaculate Conception Catholic School by fostering relationships among the school, parents, and teachers.
- B. Promote the success and general welfare of the School.
- C. Assist the administration, faculty, and students in the School events and programs.
- D. To create and support fund-raising efforts.

ARTICLE IV – Basic Policies

The following are the basic IC – PTO policies:

- A. All IC – PTO activities shall be conducted in coordination with the administration of the School.
- B. The IC – PTO shall be non-profit, non-commercial, and non-partisan.
- C. The IC – PTO will cooperate with the School to support the improvement of the education in ways that will not interfere with the administration of the School, and no seek to control its policies.

- D. The IC – PTO is not a separate legal entity. The School maintains the assets / liabilities of the IC – PTO.
- E. The IC – PTO will submit a fiscal budget for any fundraising activities prior to the event, which will be utilized as a guideline for income and expenses.
- F. The IC – PTO Board shall be govern by the Archdiocesan Guidelines for PTO Boards.

ARTICLE V – Membership and Dues

Section 1: Members.

- A. The IC – PTO members are the parents, guardians, or other person(s) primarily responsible for student attending Immaculate Conception Catholic School.
- B. The principal and teachers employed at the School are members of the IC – PTO.

Section 2: Dues. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the first general meeting to be considered a member in good standing with voting rights.

ARTICLE VI – Officers and Elections

Section 1: IC – PTO Executive Board. The IC – PTO Executive Board shall consist of elected officers as named: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Volunteer Hours Coordinator. The Principal of the School and/or her/his appointee, the Pastor of Immaculate Conception, and Chairperson of IC – PTO sponsored events are part of the Executive Board.

Section 2. Each officer shall be a member of the IC – PTO.

Section 3: Elections. These procedures shall be followed in the election of the IC – PTO officers:

- A. The name of willing candidates for officers shall be submitted to the IC – PTO Executive Board by end of March of each year.
- B. The slate of officers shall be reviewed by the President, Principal, and Pastor.
- C. All candidates shall be in good financial standing with the School, Parish, and IC – PTO.
- D. The slate of candidates will be published to the Members at least two weeks prior to the last general meeting.
- E. Elections will take place at the least general PTO meeting, a ballot will be provided to each member in attendance.

Section 4: Term of Office. Officers are elected for two years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5: Vacancies. In the event the IC – PTO fails to fill all Officer position(s) by the last general PTO meeting of the given year, the incumbent of the expiring term may remain in position for an additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: Subordinate Officer. The IC – PTO Executive Board may appoint, and may authorize the President to appoint, any other officers that the IC – PTO business may require, each of whom shall have the title, hold office for the period and perform the duties specified in the Bylaws or determined from time-to-time by the Executive Board.

Section 7: Removal of Officers. Subject to the rights, if any, of an officer, any officer may be removed for dereliction of duty, for public scandal, or behaviors that seriously undermines the purposes of the organization, by the affirmative vote of at least two-thirds of the Executive Board members present at a regular Board meeting or a special meeting called for this purpose.

Section 8: Resignation of Officers. An officer may resign at any time given written notice to the President or Principal. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice. Acceptance of the resignation shall not necessary to make it effective. The President shall schedule the resignation letter for the review of the Executive Board at the next available Board Meeting.

Section 9: Office Absenteeism. If any officer misses three consecutive Board meetings, or three consecutive meetings of any standing committee, the Board may, at its discretion, determine that such absence is equivalent to resignation.

Section 10: Service Hour Credit. Officers in good standing shall be eligible for service hour credit in exchange for participation in Board Meetings and other IC – PTO sponsored events. Qualifying events and service hour credit shall be determined from time-to-time by the Executive Board.

ARTICLE VII – Requirements and Duties of Elected Officials

The IC – PTO Executive Board shall develop job descriptions for the various officers. The job descriptions shall be reviewed by the IC – PTO Executive Board on occasion and revised to reflect changes in responsibilities and duties. The following duties outline major areas of responsibilities for various officers.

Section 1: President

- A. The president shall preside over meetings of the organization and executive board, and serve as the liaison between the School and the Board;
- B. Represent the organization at meetings outside the organization;
- C. Serve as an ex officio member and a voting member of all committees except the nominating committee, and coordinate the work of all the officers and committees

so that the purpose of the organization is served;

- D. Review the financial budget for any fundraising activities;
- E. Assure that the annual financial report goes to the School archives;
- F. Be responsible for determining the agenda for all meetings;
- G. Perform such other duties as may be prescribed in these Bylaws or assigned to her / him by the Executive Board;
- H. Assist in the identification, recruitment, and transition of their replacement.

Section 2: Vice President.

- A. Perform the duties of the President in his / her absence and serve as President;
- B. Manage all paperwork, whether electronic or hard copy, of all IC – PTO events;
- C. Updates the School Marquee with current events.
- D. Recruit volunteers as needed and assist in the identification, recruitment, and transition of their replacement;
- E. Perform such other duties as may be prescribed in these Bylaws, assigned to her / him by the President or by the Executive Board.

Section 3: Treasure.

- A. Prepare the annual budget for the operation of the IC – PTO, and present this budget to the President, Principal, and our Parish Business Manager;
- B. The Treasure must have knowledge of accounting experience and knowledge of accounting computer programs;
- C. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board;
- D. Present a financial statement at every meeting and at other times of the year when requested by the Executive Board;
- E. Make a full financial report at the end of the year;
- F. Perform such other duties as may be prescribed in these Bylaws, assigned to her / him by the President or by the Executive Board.
- G. Recruit volunteers as needed and assist in the identification, recruitment, and transition of their replacement;

Section 4: Recording Secretary.

- A. Keep an accurate record and distribute meeting minutes of all IC – PTO Executive Board Meetings and associated meetings;
- B. Prepare the agenda for the Executive Board Meetings and review of the minutes from the previous Board meeting;
- C. Perform such other duties as may be prescribed in these Bylaws, assigned to her / him by the President or by the Executive Board;
- D. Recruit volunteers as needed and assist in the identification, recruitment, and transition of their replacement.

Section 5: Corresponding Secretary.

- A. Be responsible for all necessary correspondence of the IC – PTO;
- B. Provide a report of each General IC – PTO meeting;
- C. Publish our monthly Newsletter to all members, Parish, and local community;
- D. Be responsible for receiving all receipts of volunteers hours and develop a monthly statement to be distribute to parents;
- E. Perform such other duties as may be prescribed in these Bylaws, assigned to her / him by the President or by the Executive Board;
- F. Recruit volunteers as needed and assist in the identification, recruitment, and transition of their replacement.

Section 6: Volunteer Hour Coordinator.

- A. Keep accurate records of completed parent service hours via spreadsheet;
- B. Collect all sign-in sheets from the School Office and/or chairperson(s) of IC – PTO events;
- C. Provide parent service hours records to Corresponding Secretary for monthly statement;
- D. Perform such other duties as may be prescribed in these Bylaws, assigned to her / him by the President or by the Executive Board;
- E. Recruit volunteers as needed and assist in the identification, recruitment, and transition of their replacement.

ARTICLE VIII – Meetings

Section 1: Meetings of the Organization. A minimum of three (3) general meetings shall be held (September, January, & May) during the school year.

Section 2: Meeting of the Executive Board. The IC – PTO Executive Board meeting shall take place the first Tuesday of each month during the school year. Meetings of the IC – PTO / Executive Board are for the Officers only, not open to all members. If a member of the association would like to attend a Board meeting, the member must notify the President and/or Recording Secretary to request a seat at the meeting. Their item will be placed in the agenda to address the Executive Board.

Section 3: Special Meeting. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Recording Secretary. Previous notice of the special meeting shall be sent to the members at least ten days prior to the meeting, by flyer, e-mail(s), and/or phone calls.

Section 4: Meeting Minutes. The Recording Secretary will keep minutes for all regular and special Executive Board meetings. Minutes for all Executive Board meetings shall be schedule for approval at the subsequent Executive Board meeting.

Section 5: Quorum. A simple majority including the Principal and /or her / his appointee shall constitute a quorum at a meeting of the IC – PTO Executive Board.

Reminder: It's a good practice to give notice of all meetings. Some states require a minimum notice prior to a meeting, but not usually for meetings held on the same day and at the same time each month (i.e., your regular monthly meeting).

ARTICLE IX – Committees.

Section 1: Membership. Committees may consist of members and board members with the President acting as an ex-officio member of all committees.

Section 2: Standing Committees. The following committees shall be held by the organization: Monte Carlo Night, Food Festival (A Taste Around the World), Marketing / Media Advertising, Nomination & Membership Coordinator, Fundraising, Sport Booster, School Uniform Committee, and School Supplies Committee.

Section 3: Additional Committees. The Executive Board may appoint additional committees as needed.

ARTICLE X – Parliamentary Authority.

Robert's Rule of Order shall govern meetings when they are not in conflict with the organization By-laws.

ARTICLE XI – Standing Rules.

Standing rules may be approved by the Executive Board, and the Recording Secretary shall keep a record of the standing rules for future references.

ARTICLE XII – Amendments.

These By-laws may be amended at any regular or special meeting, provided that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Corresponding Secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by two-third vote of those present, assuming a quorum.