

**CONSTITUTION
OF THE
ST. JOHN EUDES
PARENT-TEACHER SUPPORT ORGANIZATION**

PROLOGUE

The purpose of the St. John Eudes Parent-Teacher Support Organization is to be a support system for the parish school. There are four main objectives of the Organization to aid in the mission of the school as stated in the school philosophy.

- A. The Organization shall be a bi-directional communication source and its Executive Council shall be a liaison between parents, teachers, principal, and pastor.
- B. The Organization shall be a support system for activities of home and school: spiritual, social, and educational.
- C. The Organization shall be a financial support system for the school through fundraisers and resources.
- D. The Organization, through its Executive Council, shall serve in an advisory capacity to the pastor and principal in matters relating to school policies.

ARTICLE I

TITLE

The name of this Organization shall be the St. John Eudes Parent-Teacher Support Organization, sometimes hereinafter referred to as the "PTSO" or the "Organization". It will be established at the discretion of the pastor with the approval of the Archdiocese of Los Angeles. The affairs of the Organization shall be directed by an Executive Council. The pastor, in his sole discretion and without recourse by the Executive Council or members of the Organization, may dissolve the entire Organization, or terminate the Executive Council, or any member thereof.

ARTICLE II

PURPOSE

The primary purpose of the Organization is to elect members of the Executive Council and to aid that Council and its committees when called upon to attain the objectives of the Organization as stated in the Prologue.

ARTICLE III

EXECUTIVE COUNCIL

The Executive Council shall consist of at least six (6) members elected by secret ballot from the general membership of the Organization, one representative elected by the faculty, and the principal and pastor as ex officio members. The composition of the Executive Council may be expanded as provided by the Bylaws.

The nomination, election, and term of members, time and conduct of the meetings, functions and duties of officers and standing committees, and all other matters relating to the structure of the Executive Council shall be governed by the Bylaws.

ARTICLE IV

MEMBERSHIP

The membership of the Organization shall be drawn entirely from the following:

- A. The pastor and associate pastors of the parish;
- B. The principal of the school;
- C. The religious and lay faculty of the school;
- D. The parents and legal guardians of pupils currently enrolled in the school.

Each parent/guardian and lay faculty member, in order to become a member or retain membership in the Organization, shall pay annual dues as governed by the Bylaws.

ARTICLE V

FUNCTION

In view of the responsibilities imposed on the pastor of the parish and the Ordinary of the Archdiocese by Canon Law which cannot be delegated, the Organization and the Executive Council, described in Article III of this Constitution, will be solely consultative or advisory in nature.

The Organization and the Executive Council shall function in accordance with this Constitution and its Bylaws, which shall comply with all provisions of the policy of the Catholic School Board governing parent organizations in Archdiocesan elementary schools.

ARTICLE VI

RECOMMENDATIONS AND ACTIONS

All recommendations and actions of the Organization and the Executive Council are subject to the established Archdiocesan school regulations and policies of the Department of Catholic Schools.

ARTICLE VII

SELECTION AND TERMINATION OF FACULTY

With the approval of the pastor and the Department of Catholic Schools, the principal shall have the sole responsibility for selection and termination of faculty, and may not delegate these responsibilities.

ARTICLE VIII

BUDGETARY DECISIONS

The pastor shall have the responsibility for all budgetary decisions affecting the school, including tuition charges and lay faculty salary, and may not delegate such decisions to the Organization or its Executive Council or any member thereof.

ARTICLE IX

FINANCIAL STRUCTURE

Financial operation of the Organization shall be governed by the following regulations:

- A. The Organization shall have a bank account separate from that of the school.
 - 1. All monies received by the Organization shall be deposited in the account.
 - 2. All expenses incurred by the Organization shall be paid from the account.
 - 3. The signatures of the president, secretary, treasurer, pastor and principal shall be on the Organization account. The structure of the account shall be governed by the Bylaws.

- B. All monies in excess of normal operating expenses, as governed by the Bylaws, shall be transferred to the school account quarterly or upon the request of the school principal or pastor. The Organization may not dispose of funds in excess of normal operating expenses, but may advise as to possible options for use of such funds and will be informed of the purpose for which they were used.

ARTICLE X

FINANCIAL COORDINATION

Unless exempted by the pastor or the principal, the fundraising and financial resources of any school-related club, group, or organization shall be subject to financial coordination by the Executive Council as follows:

- A. Each such club, group, or organization shall apply to the Executive Council for approval and scheduling of fundraising activities and disclose to the Council the nature, purpose, and expected results. Upon completion of the activity, the treasurer of the Executive Council shall review the results and report to the Executive Council.

- B. The Executive Council may impose limits on the amount and manner of funds held by any school-related club, group, or organization and may require that the funds held in

excess of such limits be deposited into the Organization account. The treasurer of the Executive Council shall be allowed access to the records of all such clubs, groups, or organizations, and shall be responsible to monitor their accounts and receive the deposits into the Organization account.

- C. No club, group, or organization subject to this Article shall dispose of or otherwise spend the net proceeds of any fundraising activity in excess of the limits the Executive Council may establish under Section B of this Article.
- D. Funds raised by a school-related club, group, or organization for a specific purpose with the approval of the Executive Council and the pastor or principal, and deposited into the Organization account shall be transferred to the school as provided in Article IX to be spent by the school solely for the purpose intended. However, such designated funds may be used for other school purposes upon notification by the pastor and approval by the Executive Council.
- E. The Executive Council may provide funds for the activities of any school-related club, group, or organization subject to this Article from the account of the Organization.

ARTICLE XI

AMENDMENTS

New articles to this Constitution may be adopted and existing articles may be amended or repealed by the affirmative vote of 75% of the members of the Organization and the written approval of the pastor and principal. Any proposal to adopt, amend, or repeal shall be in written petition form signed by at least 20% of the members. The proposal to adopt, amend, or repeal shall be mailed to each member at least ten days prior to any general meeting at which the vote will be taken. Members who are unable to attend the meeting may submit their vote to the Council in writing or by proxy.

ARTICLE XII

BYLAWS

The Organization shall have Bylaws to implement and execute the purposes and objectives of the Organization. Such Bylaws shall be consistent with all articles of this Constitution. New Bylaws may be adopted or existing Bylaws may be amended or repealed by affirmative vote of a majority of the members of the Organization and the written approval of the pastor and principal. The proposal to adopt, amend, or repeal may be brought before the Executive Council by any member of the Organization at a special meeting called for said purpose.

**BYLAWS
OF THE
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SECTION I

MEETINGS OF GENERAL MEMBERSHIP

Meetings of the general membership of the Organization shall be held three times per year, in September, January and May. Special meetings may be called by the pastor or principal. The first meeting of the Organization shall be called by the pastor by notice in the parish bulletin, or such other means as the pastor in his sole discretion shall elect. All meetings shall be held at the parish center or such other place as the pastor or principal may designate. Notice of each meeting of the members of the Organization, whether annual or special, shall be given to each member, either personally or by mail or other means of written communication, not less than 15 days nor more than 30 days before the meeting. Any such notice shall be deemed to have been given on the date when delivered personally or deposited in the mail or provided by other means of written communication. All such notices shall state the place, date and hour of such meeting. In the case of a special meeting, such notice shall also state the general nature of the business to be transacted thereat.

The presence in person or by proxy of a majority of the members of the Organization shall constitute a quorum for the transaction of business. The meeting may be adjourned by vote of a majority of the members present in person or by proxy.

All parents, legal guardians and faculty members are required to join the PTSO and pay the annual dues of \$5.00 upon the (re)enrollment of their child(ren) in the school, or being (re)hired, and shall be recognized as members of the Organization and be entitled to vote at said meetings. (Amended May 21, 2003)

SECTION II

MEMBERSHIP OF THE EXECUTIVE COUNCIL

- A. The Executive Council shall consist of six (6) parent/guardian members drawn entirely from and elected by the members of the Organization by secret ballot, and one faculty member elected by members of the faculty. In addition, the pastor and principal of the school shall be ex officio members of the Council.
- B. Each member, except ex officio members, shall serve for a term of two years. No member, except ex officio members and the faculty member, shall serve more than two consecutive terms or any part thereof. The original parent/guardian members shall serve terms varying from one (1) to two (2) years: three members shall serve a one year term, and the three members receiving the highest number of votes shall serve a two year term. Membership in the Organization and membership on the Council shall terminate as to each parent/guardian member thereof immediately upon and contemporaneously with the termination of enrollment in the school of all of the children of said member. Only one family member shall serve on the Executive Council at one time.
- C. Nominations for new members of the Council may be made by any member of the

Organization, and the solicitation therefore shall be made in April of each year through a newsletter. Elections shall be held at the May general meeting. Vacancies occurring between elections shall be filled by the Council until the next May meeting.

- D. For purposes of this section, an Executive Council member's term commences on the date of his or her election or appointment and shall terminate at the end of his or her term unless removed or terminated earlier.
- E. In addition to the automatic termination provided for in paragraph B above, a Council member may be removed without recourse by the unanimous vote of all remaining members of the Council.

SECTION III

REGULAR MEETINGS OF THE EXECUTIVE COUNCIL

Regular meetings of the Executive Council shall take place once each month. Special meetings of the Council may be called by the pastor or principal.

- A. **Quorum:** For the purpose of transacting official business, it shall be necessary that a two-thirds (2/3) majority of the total members of the Council be present.
- B. A simple majority of those present and voting shall carry a motion.
- C. Since general meetings of the members of the Organization are held at least three (3) times a year, all meetings of the Council will be held in executive session.
- D. A written record of all acts of the Council shall be maintained and preserved by the secretary and made available for inspection or reference by the membership of the Organization before or after any of the meetings of the Organization.

SECTION IV

CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL

- A. The rule of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Council.
- B. The agenda of meetings shall be:
 - 1. Prayer.
 - 2. Calling of the roll.
 - 3. Approval of minutes.
 - 4. Treasurer's report.
 - 5. Unfinished business.
 - 6. Reports of committees.
 - 7. Communications.
 - 8. New business.
 - 9. Prayer.
 - 10. Adjournment.

SECTION V

OFFICERS OF THE EXECUTIVE COUNCIL

Each year, at the June meeting of the Executive Council, the Council members shall elect a president (who shall also act as Council chairperson), vice president, secretary, and treasurer.

In addition thereto, the Council may select and appoint persons to chair various committees, such as social, maintenance, membership and fundraising. In the event the Council determines that a finance chairperson is required the pastor or principal shall be appointed to said position.

SECTION VI

DUTIES AND FUNCTIONS OF THE EXECUTIVE COUNCIL AND THE OFFICERS

Subject to the rules and regulations of the Department of Catholic Schools and the Constitution of the St. John Eudes Parent-Teacher Support Organization:

- A. The Executive Council shall:
 - 1. Recommend and advise as to school policy, except with respect to the budget, employment of faculty, curriculum and matters governed by the laws of the State of California, or those of any other applicable government body;
 - 2. Give due consideration to the recommendations of its committees and/or issues which are brought forward by the general membership;
 - 3. Establish committees on an ad hoc basis as needed;
 - 4. Perform such other duties as may be designated by the Council.

- B. The president/chairperson shall:
 - 1. Preside at all regular and special meetings of the Council and the Organization;
 - 2. Officially appoint standing and temporary committee chairpersons selected by the Council;
 - 3. Assist the pastor and the principal in carrying out the purpose of the Organization.

- C. The vice president shall:
 - 1. Perform all duties of the president when he or she is absent or otherwise unable to preside;
 - 2. Act as nomination and election chairperson;
 - 3. Facilitate ancillary spiritual, social and educational systems for the school and the home.

- D. The secretary shall:
 - 1. Maintain a written record of all meetings of the Executive Council and the Organization. The minutes shall state the time and place that each meeting was held, the actions taken thereat, and any such information necessary to determine whether the meeting was held in accordance with these Bylaws;
 - 2. Conduct, receive and dispose of all correspondence as directed;

3. Preserve all reports and documents committed to his or her care;
4. Keep a record, with the treasurer, of all members of the Organization;
5. Give, or cause to be given, notice of all meetings of the Executive Council and/or the Organization;
6. Make the minutes available for inspection at all general meetings.

E. The treasurer shall:

1. Be responsible for maintaining the Organization bank account and keeping correct and adequate records of all deposits and disbursements;
2. Report to the Executive Council at each regular meeting thereof the current balance of the Organization's bank account and the nature and extent of all income to and withdrawals and expenses from said account during the previous period and the anticipated income and expenses for the next ensuing period;
3. Prepare such written reports concerning the finances of the Organization as may be requested by the Council;
4. Make available for inspection at the request of any member of the Executive Council any and all monthly statements of the Organization account as are prepared by the particular banking institution;
5. Perform the transfer of funds as provided for by the Constitution;
6. Report to the Executive Council the status of fundraising activities of school-related clubs, groups, and organizations as provided for by the Constitution;
7. Collect the dues from members of the Organization;
8. Prepare a financial report prior to each general meeting of the Organization and distribute copies thereof to each member present at the meeting.

SECTION VII

OPERATING EXPENSES AND CHECKBOOK MANAGEMENT

The amount necessary for operating expenses shall be determined by the Executive Council with the approval of the pastor or principal.

The signatures of the president, secretary, treasurer, pastor, and principal shall be on the Organization's bank account.

1. One signature is sufficient for all expenditures of \$200.00 and under.
2. Two signatures are necessary for amounts over \$200.00 through \$500.00.
3. Two signatures, at least one of which shall be that of the pastor or principal, are required for all expenditures exceeding \$500.00.

SECTION VIII

RECOMMENDATIONS TO COUNCIL

Any member of the Organization has the right to submit a proposal for discussion at the next Executive Council meeting.

- A. The proposal must be made in writing and delivered to the school office not less than seven days before the meeting of the Council.
- B. The proposal must bear the signatures of at least four other members of the Organization.

- C. The secretary shall give a report to the primary proposer within seven days after the Executive Council's meeting.

SECTION IX

PROXIES

Every person entitled to vote shall have the right to do so either in person or by an agent or agents authorized by a written proxy on a form provided by the Executive Council.

SECTION X

INSPECTORS OF ELECTION

In advance of any meeting of the general membership, the vice president of the Executive Council shall appoint three persons as inspectors of election to act as such at the meeting or any adjournment thereof. If inspectors of election are not so appointed, or if any persons so appointed fail to appear or refuse to act, the chairperson of any such meeting shall make any such appointment at the meeting.

The inspectors of election shall determine the total number of persons entitled to vote and present at the meeting, the existence of a quorum, and the authenticity, validity and effect of proxies. They shall also receive votes, ballots or consents, hear and determine all challenges and questions in any way arising in connection with the right to vote, count and tabulate all votes or consents, determine when the polls shall close, determine the result and do such acts as may be proper to conduct the election or vote with fairness to all members.

SECTION XI

EXECUTION OF DOCUMENTS

The Council, except as the Bylaws or Articles of the Constitution otherwise provide, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Organization and such authority may be general or confined to specific instances.

SECTION XII

INSPECTION OF CONSTITUTION AND BYLAWS

A copy of the Constitution and Bylaws shall be kept in the school office at all times and available for review by any member of the Organization during the normal business hours of the school.

SECTION XIII

RULES

The Executive Council may enact such reasonable rules as may be necessary or proper to carry out the purpose and intent of the provisions of the Constitution and Bylaws so long as they are not inconsistent with any of the provisions of said documents.