

**CONSTITUTION AND BY-LAWS
ST. ELIZABETH ANN SETON
PARENT TEACHER ORGANIZATION
EDMOND, OKLAHOMA**

ARTICLE I - NAME

Section 1. The name of this organization is the *St. Elizabeth Ann Seton - Parent Teacher Organization*, hereafter referred to as the SEAS– PTO. The SEAS-PTO is formed as an independent not-for-profit parent teacher organization affiliated with St. Elizabeth Ann Seton Catholic School under the authority of the Archdiocese of Oklahoma City, and the Total Education Advisory Council of St. John the Baptist Catholic Church, Edmond, Oklahoma.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization shall be:

1. To encourage the cooperation of all members with the administrators and teachers of St. Elizabeth Ann Seton School in furthering the Catholic education of students.
2. To promote the welfare of students in home, school, church, and the community.
3. To bring into closer relation the home and school, in order that all members may cooperate intelligently in the educational process of the school.
4. To develop such united efforts to secure for students the highest advantages in physical, mental, social and spiritual education.

ARTICLE III - MEMBERSHIP

Section 1. Members - Each family with one or more students enrolled at St. Elizabeth Ann Seton Catholic School shall be a voting member of the SEAS – PTO and shall pay the required annual dues.

Section 2. Associate Members - Teachers and administrative staff shall automatically be considered associate members of the SEAS – PTO.

Section 3. Honorary Members - Any interested friend or patron of St. Elizabeth Ann Seton School who has paid annual dues shall be welcomed as an honorary member.

Section 4. Voting - One representative (a parent, guardian or other adult standing in loco parentis) from each member family shall have one official vote in organizational decisions requiring a vote of the general membership. Associate and Honorary members shall not hold office or vote.

Section 5. Enrollment- The organization shall conduct an annual enrollment of members prior to the beginning of each school year. However, persons may be admitted to membership at any time.

ARTICLE IV - OFFICERS AND THEIR ELECTION

Section 1. Officers

1. The officers of this organization shall consist of the President, Vice-president, Treasurer and Secretary.
2. Officers shall assume their official duties at the meeting following their election and shall serve for a term of one year or until the election of their successors.

Section 2. Nominations

The Vice President shall appoint and chair a nominating committee to solicit candidates for elective office. In February of each year, this committee shall solicit nominees to be presented as a slate of candidates for officers to the organization at its final meeting of the school year. Nominations may also be accepted from the floor at the general membership meeting.

Section 4. Eligibility - Members are eligible for office if they are members in good standing before the nominating committee presents its slate.

Section 3. Elections

1. At the last general membership meeting of the school year, the membership shall vote by secret ballot with a simple majority of those members present necessary to win.
2. In the event of only one eligible nominee for an office, the election may be called by an acclamation of the membership.

Section 4. Vacancies - Vacancies among officers and committee chairs may be filled by appointment by the President and ratified by a majority vote of the executive committee.

ARTICLE V - MEETINGS

Section 1. General Meetings- General meetings of the organization shall be held at least two times per year unless otherwise provided by the executive committee. A calendar of scheduled meeting dates shall be communicated to the membership at the beginning of each school year.

Section 2. Special Meetings - Special meetings may be called by the executive committee when appropriate. The membership shall be notified at least seven (7) days prior to the meeting date. The notice shall include the date, time, place and general purpose of the meeting.

Section 3. Quorum - Members in attendance at any general membership meeting of this organization shall constitute a quorum for the purpose of transacting business.

ARTICLE VI - AMENDMENTS

Section 1. Amendments

1. This constitution and/or by-laws may be amended at any regularly scheduled general membership meeting of the organization by a simple majority vote of the members present.
2. Notice of a proposed amendment/change shall be given at the previous meeting.
3. Proposed changes shall be made available for any member to review prior to voting.
4. Any amendment to the constitution shall be subject to and become effective immediately upon approval.

BY-LAWS

ARTICLE I - EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the organization, chairs of standing committees, the school administrator or a representative appointed by him/her, and up to four at-large representatives, appointed by the President and approved by a majority vote of the executive committee.

ARTICLE II - DUTIES OF OFFICERS

Section 1. President- The President shall:

1. Preside at all meetings of the organization and of the executive committee
2. Be an ex-officio member of all committees except the nominating committee.
3. Perform other duties as maybe prescribed in this constitution and/or by-laws or assigned him/her by the executive committee.
4. Coordinate the work of officers and committees of the SEAS-PTO to ensure that the purpose of the organization is met.
5. Meet with the School administrator and the St. Johns Total Education Advisory Council at least once annually to ensure organizational alignment of goals & objectives.
6. Prepare and present a set of annual goals and objectives at the first regular meeting of the school year.
7. Prepare and deliver a summary report of the year's activities at the last regular membership meeting of the school year.
8. Appoint up to four at-large representatives to the executive committee.

Section 2. Vice-President- The Vice-president shall:

1. Assist the President in attending to the duties of the President and in his/her absence or disability, assume and perform those duties.
2. Succeed to the Presidency in the event the President cannot fulfill the duties of the office.
3. Serve as Chair of the nominating committee.

Section 3. Treasurer- The Treasurer shall:

1. Receive all monies for the organization.
2. Keep an accurate record of the receipts and expenditures.
3. Make disbursements in accordance with an approved budget or as authorized by the organization.
4. With verbal approval from the President, make disbursements of up to \$300.00 between executive committee meetings.
5. Present a statement of account at every meeting of the organization and at other times when requested by the Executive Committee and shall make a full written report at the last meeting of the school year.
6. Present a proposed budget for approval at the first Executive Committee meeting in the fall.
7. Prepare and submit necessary financial documents as required.

Section 4. Secretary- The Secretary shall keep a record of each meeting of the organization and each Executive Committee meeting, and make those minutes available to the membership.

ARTICLE III - DUES

Section 1. Each member of this organization shall pay annual dues as determined by the Executive Committee.

ARTICLE IV - STANDING COMMITTEES

Section 1. Committees- The authority to form standing committees and to appoint their members rests within the organization and is administered by the Executive Committee. The members of the following committees shall select a Chair:

1. Volunteer Coordination
2. Website/Communication
3. Fund-raising
4. Hospitality
5. Constitution and By-Laws

Section 2. Term of Office - The term of office of all standing committees shall be for one year.

Section 3. Duties of Standing Committees

1. Volunteer - This committee shall be responsible for recruiting volunteers to assist the school and organization as deemed necessary by the School administrator and the Executive Committee.

2. Website/Communication - This committee is responsible for publicizing activities of this organization through the best available means including but not limited to: internet, postal service, local media and church publications. This committee is also responsible for maintaining the organization's website.
3. Fund-raising - This committee is responsible for the recommendation, planning, and implementation of fund-raising activities for the support of St. Elizabeth Ann Seton School.
4. Hospitality - This committee is responsible for planning and executing social activities sponsored by the SEAS-PTO, including but not limited to: welcoming new families to the school community, refreshments for general meetings, continually looking for ways to bring people together as a unified school/parish community.
5. Constitution and By-Laws - This committee shall keep current and maintain the Constitution and By-Laws of this organization and shall review and propose amendments as required by the organization.

ARTICLE V- SPECIAL COMMITTEES

Section 1 – Other special committees shall be created from time to time by the Executive Committee as may be required to work on special projects or promote the purposes and interests of the organization. The chairman of such a committee shall be appointed by the President. When a special committee is created for a special purpose, it automatically ceases when its work is completed and its final report received.

ARTICLE VI - FISCAL YEAR

Section 1. The fiscal year of this organization shall begin on July 1st, and end the following June 30th.

ARTICLE VII - PARLIAMENTARIAN AUTHORITY

Section 1. The President shall preside over all Executive Committee and General Membership meetings and shall conduct meetings in an orderly fashion, encouraging positive interaction, the use of an agenda, providing reasonable opportunities for feedback and idea sharing.

Motions and voting on organizational business shall be conducted according to Robert's Rules of Order-Newly Revised edition as appropriate.