



**Our Mother of Perpetual Help School
Parent - Teacher Organization
330 Church Avenue
Ephrata, PA 17522**

BY-LAWS

Article I NAME

The name of the organization shall be Our Mother of Perpetual Help Parent Teacher Organization (hereafter referred to as OMPH PTO)

Article II PURPOSE

The objectives of OMPH PTO shall be:

- To promote open communication among the parents, teachers, and administration.
- To provide parents, students, and teachers with the information to aid in all aspects of education, growth, and development.
- To promote good will and cooperation between and among parents, faculty, administration, and the parishes of Our Mother of Perpetual Help, Our Lady of Lourdes, and St. James.
- To direct and coordinate parental support to Our Mother of Perpetual Help through assistance, social functions, and fundraisers.
- To foster the political actions of parents as advocates regarding national, state, local legislation that affects Catholic schools as well as the lives of the students and parents.

Article III AUTHORITY

OMPH PTO respects the established school policies and practices set forth by the Diocese of Harrisburg Secretariat for Education, the pastor, the school principal and faculty of the school.

ARTICLE IV MEMBERSHIP

Membership shall consist of the parents and guardians of the students of Our Mother of Perpetual Help and the administration and faculty of the school.

ARTICLE V EXECUTIVE COMMITTEE

The Executive Committee shall consist of the five officers of the OMPH PTO and the one representative each from Our Mother of Perpetual Help, Our Lady of Lourdes and St. James parishes. The executive committee shall conduct OMPH PTO's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their disposition; review and recommend disbursement of funds.

A quorum of the Executive Committee shall consist of a majority of the voting members. The president shall vote to break a tie.

Article VI OFFICERS and DUTIES

Section I The voting officers of the OMPH PTO shall consist of

President
First Vice-President
Second Vice-President
Secretary
Treasurer
Our Mother of Perpetual Help Parish Representative
Our Lady of Lourdes Parish Representative
St James Parish Representative

Ex-officio members shall include, but are not limited to, the principal of Our Mother of Perpetual Help School, the teacher representative from Our Mother of Perpetual Help School, and the pastor of Our Mother of Perpetual Help Church. The president of the OMPH PTO may appoint additional ex-officio members.

Section 2 The duties of the officers shall be defined as follows:

- A. The President shall:
- a. Prepare an agenda for all meetings.
 - b. Preside at and administer all regular, special, and Executive Committee meetings.
 - c. Call special meetings of the Executive Committee.
 - d. Serve as the official spokesperson for the OMPH PTO.
 - e. Have signature authority with the Treasurer and Principal for payment of the OMPH PTO's bills
 - f. Serve as an ex-officio member of all OMPH PTO committees.
 - g. Assure that committees meet their goals and report their results and recommendations to the OMPH PTO
 - h. Present a budget for the upcoming school year at the first scheduled PTO meeting in September.

- i. Perform such duties as are incumbent of this office.
- B. First Vice-President shall:
 - a. Assume the duties of the President in his/her absence.
 - b. Organize and manage the school families' time and talent requirements.
 - c. Assist in the formation of all committees and serve as an ex-officio member.
 - d. Perform additional duties designated by the President.
- C. The Second Vice-President shall:
 - a. Assume the duties of the President and the First Vice-President in their absence.
 - b. Serve as the coordinator/overseer of the mentor family program.
 - c. Serve as the coordinator/overseer of childcare activities during PTO meetings.
 - d. Serve as the chairperson of the nominating committee for the next school year's PTO officers. Request up to two additional PTO members to serve on the committee. Present committee recommended nominations at the March PTO meeting.
 - e. Perform additional duties designated by the President.
- D. The Secretary shall:
 - a. Record and make available to the members, copies of the minutes of the Executive Committee and general membership meetings, as well as financial reports.
 - b. Maintain a current file of minutes, financial reports, and other similar records of the OMPH PTO.
 - c. Assist in announcing PTO meetings and provide PTO correspondence as requested by the President.
 - d. Perform additional duties designated by the President.
- E. The Treasurer shall:
 - a. Collect and deposit all funds received through fund raising and contributions.
 - b. Assist committees in preparing fund raising reports.
 - c. Maintain records of all receipts and expenditures.
 - d. Review and recommend payment of bills to the President.
 - e. Have signature authority with the President and Principal for payment of OMPH PTO bills.
 - f. Record and make available written cash accounting at the Executive Committee meetings of all income and expenditures.
 - g. Record and make available report of all income and expenditures to the pastor of OMPH parish.
 - h. Provide an annual financial review of OMPH PTO books to the pastor of OPMH parish.
 - i. Prepare books for financial review prior to June 30
 - j. Perform additional duties designated by the President.

- F. The Parish Representatives shall:
- a. Serve as a liaison between the school and the home parish.
 - b. Coordinate and organize PTO activities at respective parishes.
(Including but not limited to Catholic Schools Week Mass, bake sales, sale of raffle tickets)
 - c. Collect Box Tops for Education, Campbell's products labels, Moo Money, and the like from the parish collection boxes.
 - d. With permission from respective pastor prepare and maintain photo bulletin board featuring school activities.
 - e. Perform additional duties designated by the President.

Article VII ELECTION AND TENURE OF OFFICERS

Rules of Elections are as follows:

- A. The Second Vice-President shall serve as the Chairperson of the Nominating Committee. The chairperson can request up to two additional PTO members to serve on the committee.
- B. The Committee should initiate the search for nominees no later than February. The Committee Chairperson shall announce the Committee nominations at the general meeting in March. Additional nominations will be accepted from the floor. The nominations shall then be closed. Committee nominees will be requested by the Chairperson to attend the March meeting.
- C. The members at the general meeting in May shall elect all officers of the OMPH PTO. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.
- D. New officers shall assume their duties on July 1. All records and accounts shall be put in order for the financial review by June 30. At that time, all responsibilities transfer to the newly elected officers.
- E. The term for each office shall be two years. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.
- F. Officers may run for reelection for the same position or alternate position.

Article VIII MEETINGS

General membership meetings of the OMPH PTO shall be held September, November, January, March, and May. The President as needed may call special meetings of the OMPH PTO at any time.

Article IV PARLIAMENTARY AUTHORITY

Section 1. The proceedings of the OMPH PTO utilize Robert's Rules of Order as a reference. These rules of order shall apply to general and special meetings of the OMPH PTO and to the Executive Committee meetings.

Section 2. For the purpose of the OMPH PTO, the parliamentary authority specified above shall be amended as follows;

1. For general membership or special meetings of the OMPH PTO, a quorum shall consist of a minimum of 12 members. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.
2. Tallies of votes taken in general, special, and executive meetings shall be based on simple majority of the total votes cast.

Article X COMMITTEES

All members of the OMPH PTO are eligible to be members of the committees. The President shall appoint committees as needed.

Article XI BY-LAWS

Newly appointed officers shall review By-Laws. Any revisions must be presented to the membership at the general meeting. All officers shall receive a copy of the by-laws, and copies will be made available to the membership and posted on the school website.

Article XII AMENDMENTS

The By-Laws may be amended at the general meeting by a 2/3 majority vote of the members provided such amendments have been presented in writing to the members and discussed at the preceding meeting.

STANDING RULES

1. The Executive Committee without vote of the membership may approve expenditures up to \$1000. Any expenditure greater than \$1000 must be submitted to the general membership for vote approval.

Approved: January 11, 2010