

**BY-LAWS OF THE PARENT TEACHER ORGANIZATION
ST. THOMAS MORE CATHOLIC SCHOOL
As updated September, 2006**

Article I – Name

1. The name of this organization is the Parent Teacher Organization (“PTO”) of St. Thomas More Catholic School. The principal office shall be located at 630 W. Ponce de Leon, Decatur, GA 300030.

Article II – Purpose

1. The purpose of this organization is to:
 - a. cooperate with the administration and its policies which are determined by the Pastor, Principal, and the School Board;
 - b. provide programs appropriate for parent and student enrichment;
 - c. provide a forum for parents and teachers to discuss school policies and activities, and;
 - d. support the school financially by means of fund-raising activities.

Article III – Membership and Dues

1. The membership shall consist of two categories:
 - a. Parent Members – all parents or guardians of children currently enrolled at St. Thomas More Catholic School. Parent members shall pay dues, if any are assessed. Such dues, if assessed, shall be payable each school year with the registration fees in an amount determined by the Executive Board.
 - b. Faculty members – any member of the faculty and administration of St. Thomas More Catholic School and the clergy of St. Thomas More Parish. This membership will be the same as that accorded parent members with two exceptions:

1. there shall be no dues assessed and;
2. faculty members may not hold elective office.

Article IV – Officers

1. The elective offices shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. The Executive Board may also authorize the appointment of Assistants to the officers provided such appointments are approved by a majority of the Executive Board.
2. The President presides at all meetings; assures that committees with the exception of the Nominating Committee, are formed and effectively functioning; is an ex-officio member of all committees except the Nominating Committee; and has such additional duties as defined from time to time in the By-Laws and the Standing Rules of this organization. The President acts as the official representative of this organization unless specified otherwise in these By-Laws or Standing Rules of this organization.
3. The Vice President assists the President in fulfilling the purpose of the organization and performs the duties of the President in the absence of the President.
4. The Secretary retains the organization's records; records minutes of all general or special meetings of the organization, and Executive Board minutes; handles correspondence for the organization; and performs the duties of the Vice President in the absence of the Vice President.
5. The Treasurer keeps an accurate record of the receipts and expenditures of the organization; presents a financial report to the organization at each general meeting and Executive Board meeting, or when requested by the President; and performs the duties of the Secretary in the absence of the Secretary.
6. The Parliamentarian advises the President and the general body, when requested, on points of order or procedure concerning these By-Laws, the corresponding Standing Rules of this organization, the proceeding of a meeting, or the actions of the organization; and performs the duties of the Treasurer in the absence of the Treasurer.
7. A vacancy in any elective office shall be filled by a majority vote of the Executive Board, or, if a quorum of the Executive Board fails to meet within 28 days of the vacancy, by the Principal of St. Thomas More Catholic School.

8. The tenure for each office shall be as follows:

President	1 year
Vice President	1 year
Secretary	2 years
Treasurer	2 years
Parliamentarian	1 year

Article V – Executive Board

1. The pastor of St. Thomas More Parish, the Principal of St. Thomas More Catholic School, and the five elected officers shall constitute the Executive Board.
2. The Executive Board transacts business as may be referred to it by the Pastor, Principal, or President of the organization; cooperates with the President in planning and overseeing the implementation of the organization’s plan; and advances the interests and purposes of the organization.
3. The Executive Board shall meet prior to each general meeting of the organization and at other times as deemed necessary by the Principal or President.
4. Suitable notice of all meetings shall be announced to all members of the organization. “Suitable notice” is defined to be at least one announcement in the bimonthly publication of St. Thomas More Catholic School prior to the meeting.
5. All such members may attend the meeting of the Executive Board but shall not be entitled to vote on matters before the Board. Such members may be allowed to raise questions during the Executive Board meeting, which may be answered immediately or at a later date, at the discretion of the Executive Board.
6. A Nominating Committee of one or more persons shall be appointed by the Executive Board to nominate a slate of officers for the following school year.

Article VI – Nominations and Elections

Nominations and elections for the elective offices shall be conducted as follows:

- a. Prior to the third general meeting, the Nominating Committee will present their nominations. There will be at least one person selected per office and the consent of the individuals will have been obtained before selection. The Nominating Committee shall present a slate of officers to the President in sufficient time for publication prior to the third general meeting.
- b. Nominations for any office will be accepted from the floor, if seconded, at the third general meeting. The consent of any individual nominated from the floor will have been obtained before the individual is nominated. Said consent shall be in the form of verbal consent during the meeting, or in writing to the Secretary prior to the meeting. In each case, the consent shall be for a specific office.
- c. Elections will take place during the third general meeting. The portion of the meeting pertaining to the election of offices shall be run by a person appointed by the President from the Nominating Committee.
- d. Majority vote shall prevail for each office. In case a majority is not reached on the first ballot, a new round of voting shall take place, in which the two candidates receiving the most votes on the first ballot will be the eligible candidates.
- e. Announcement of the officers for the succeeding year will be made at the end of the third general meeting.

Article VII – Committees

1. Other than the Nominating Committee, which shall be appointed as in Article VI, Section 6, the committees of this organization shall be determined by the Executive Board in its discretion.
2. The Pastor and President of the organization are ex-officio members of all committees except the Nominating Committee. The Principal is an ex-officio member of all committees.
3. The Executive Board is responsible for the selection of chairs of all committees.
4. All Committees will consist of a chair and a co-chair and other members as deemed necessary.
5. All Committee Chairpersons or a representative of all standing committees are required to attend the Executive Board Meetings.

Article VIII – Meetings

1. Each school year, three (3) general meetings will be held at suitable times as determined by the Executive Board with Suitable Notice, as defined in Article V, Section 4.
2. Minutes of the prior general meeting shall be read and approved by the organization at the following meeting.
3. Treasurer Reports as to the financial position of the organization shall also be presented at each general meeting.
4. At such time as Suitable Notice is provided, the planned agenda for the general meeting shall be published in the bimonthly publication of St. Thomas More Catholic School.
5. Upon reasonable notice, special meetings will be held:
 - a. on call of the President;
 - b. upon the President's receipt of a request for such a meeting from the School Board or the Executive Board;
 - c. upon receipt of a petition signed by at least 25% of parent members.

Article IX – Parliamentary Authority

1. A quorum of this organization shall consist of 25 current voting members.
2. In the absence of any By-Laws or Standing Rules to the contrary, meetings of this organization and its committees will be conducted in accordance with the rules as specified in the latest edition of Robert's Rules of Order.
3. In these By-laws and Standing Rules, when a percentage is specified concerning voting, said percentage shall be that percentage of the voting body present at the meeting.

Article X – Amendment of By-Laws

1. An amendment to these By-Laws may be presented at any general meeting of the organization provided:
 - a. The amendment has been submitted in writing to the Executive Board at least two weeks before a general meeting;
 - b. Announcement that said amendment(s) will be voted upon has been provided to the voting membership by means of at least one announcement at the preceding general Meeting; and
 - c. A copy of the proposed amendment(s) shall be made available for review and inspection upon request to any member of this organization prior to the general meeting.
2. A two-thirds vote is required to amend to these By-Laws.
3. By-Laws and Standing Rules of this organization shall be reviewed by the Executive Board every four years, or as deemed necessary by the PTO Executive Board.

Article XI – Indemnification

1. The organization may indemnify and hold harmless any person who is a party or is threatened to be made a party to any suit or proceeding by reason of the fact that he or she is or was an officer or executive member of the organization. Such indemnification shall be for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in a manner reasonably believed to be in or not opposed to the best interests of the organization.
2. Any indemnification under this Article shall be authorized by (a) majority vote of officers or Executive Board who were not parties to such action, or (b) by affirmative vote of a Majority of the members entitled to vote thereon.
3. Although current indemnification is provided by the Archdiocese, if the Executive Board determines to do so, the organization may purchase and maintain insurance to cover the potential liability.

ARTICLE XII – GAIL MZESANE LIBRARY FUND

In honor of Gail Mzesane, the St. Thomas More PTO established the Gail Mzesane Library Fund. Beginning with the 2007-2008 school year and continuing each school year thereafter, the St. Thomas More PTO shall include as a line item in its budget and shall fund the Gail Mzesane Library Fund in the annual amount of fifteen hundred dollars (\$1500). The St. Thomas More PTO shall make the annual payment each school year to St. Thomas More School as early as feasible during the school year but no later than May 15. The monies paid to St. Thomas More School to the Gail Mzesane Library Fund shall not be used for any purpose other than improvements to the STM School Library. Each annual contribution shall be utilized during the school year in which it was made or the immediately following school year or must be returned to the St. Thomas More PTO.

ST. THOMAS MORE CATHOLIC SCHOOL
PARENT TEACHER ORGANIZATION

STANDING RULES

As updated September 2006

1. The Executive Board shall have the authority to release funds specified in the annual budget approved by the membership and to expend excess funds up to \$1,000.00 as approved by the Executive Board. Any expenditure in excess of \$1,000.00, for items not specified in the annual budget, shall require a vote of the organization at either a general or a special meeting of the organization.
2. The President shall have the authority to expend and/or delegate the authority to expend excess funds up to \$500.00.
3. The President shall have the authority to define any topic as a topic requiring suitable notice to the membership prior to a vote.