



Holy Trinity Catholic School Parent and School Organization Bylaws

Article I: Name

The name of the organization shall be: Holy Trinity Parent and School Organization (hereafter called PSO).

Article II: Objectives

- a) Promote the welfare of the children attending Holy Trinity Catholic School.
- b) Provide assistance and support to the administration and faculty of the school.
- c) Provide a social atmosphere among the PSO members conducive to welcoming newcomers to the school and formulating friendships.
- d) Provide better communication between home and school.
- e) As distinguished from the school board, this organization is not a policy making body.
- f) The fund raising decisions of the organization are subject to the approval of the Principal.

Article III: Membership

- a) All parents and guardians of children currently attending Holy Trinity Catholic School.
- b) All faculty and school personnel.
- c) For open election purposes, each Holy Trinity family is entitled to one vote and each staff member is entitled to one vote.

Article IV: Board

- a) Executive Board
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Staff Representative
- b) Associate Board
 1. Membership/Mentoring
 2. Social
 3. Publicity/Communications
 4. Care Team
 4. Market Day
 5. Staff Appreciation
 6. Fun Lunch
 7. Uniform Committee

c) Eligibility of Executive Board Members

1. Any member of the organization who will be a member during the term of election is eligible to run for an office.
2. Previous experience participating in, and contributing to a PSO sponsored function helpful but not required.

Article V: Terms of Office

- a) The founding Executive Board members will serve a three year term. During the third and final year of service the Executive Board members will mentor the new Executive Board.
- b) Executive Board will serve a two year term. During the second year of service, the board will train and mentor the incoming Executive Board.
- c) Terms of Office to be reviewed with Bylaws Committee every two years.
- d) Outgoing board to remain as mentoring consultants through orientation.

Article VI: Duties and Responsibilities of Executive Board

a) President

1. Preside at all meetings of the PSO and its board.
2. Serve as liaison between the PSO and the school principal, school board and most parent run programs.
3. Attend school board meetings with voting authority on the fund raising committee of the school board.
4. Oversee the Development/Fundraising Standing Committees.
5. Appoint a replacement in case of a PSO Associate Board vacancy.
6. Receive and review monthly Development/Fundraising reports.
7. Perform such other duties as may be prescribed by the Executive Board from time to time.

b) Vice-President

1. Preside at meetings in the absence of the President.
2. Help to coordinate new programs, socials and/or services.
3. Serve board as parliamentarian and by-laws review and revisions committee chairperson.
4. Liaison for social/program/service committees.
5. Perform such other duties as may be prescribed by the Executive Board from time to time.

c) Secretary

1. Record minutes of all meetings.
2. Provide copies of minutes to all board members and principal.
3. Send approved minutes electronically to technology coordinator.
4. Responsible for booking Holy Trinity facilities for meetings when needed.
5. Provide school personnel with information regarding PSO events to be included on school calendar or school website.
6. Responsible for typing and tallying annual volunteer surveys.
7. Provide notice of PSO meetings as set forth in Article IX(e) and request committee reports when necessary.
8. Send thank you notes when necessary.
9. Available to help with various typing needs of the PSO.

10. Each month, submit copy of minutes and treasurers report in Board packet at least one week before scheduled School Board meeting.
11. Create and publish a PSO newsletter.
12. Perform such other duties as may be prescribed by the Executive Board from time to time.

d) Treasurer

1. Responsible for maintaining the PSO general checking account.
2. Keep records of all receipts and disbursements of PSO funds and an itemized accounting of each fundraiser.
3. Prepare monthly report of all account transactions
4. Such other duties as may be prescribed by the Executive Board from time to time.

e) Staff Representative

1. Will take notes for the Secretary in his/her absence.
2. Communicate to Holy Trinity staff decisions of the PSO.
3. Such other duties as may be prescribed by the Executive Board from time to time.

f) Shared Responsibilities of the Executive Board

1. Special events to take place on days off school.
2. Teachers' Christmas Gift Fund.
3. Provision of teacher meals in conjunction with parent/teacher conferences, and Christmas breakfast..
4. Such other duties as may be requested of the Board by the Principal from time to time.

Article VII: Duties and Responsibilities of Associate Board Members

- a) Associate Board positions shall have input on issues which pertain to their position.
- b) Associate Board members shall have such duties and responsibilities as are determined by the Executive Board from time to time. Such duties and responsibilities shall be set forth in a separate document entitled "Job Descriptions for Holy Trinity PSO Associate Board Positions." Associate Board position job descriptions may be amended at any time by majority vote of the Executive Board. The Secretary shall promptly notify the affected Associate Board member(s) of any material changes in her or her duties and responsibilities.

Article VIII: Meetings

- a) The Executive Board and Associate Board shall meet monthly at such time and place as shall be determined by the Executive Board. Every attempt should be made to hold meetings in the library or St. Michael's Conference Room.
- b) All members of the Executive Board are expected to attend every meeting. The chairs of the standing and special committees are expected to attend meetings when information regarding their committee is being discussed.
- c) Board meetings are open to all parents/guardians of Holy Trinity students.
- d) Executive Board sessions will be called as necessary to carry out the responsibilities of the organization.
- e) Written notice of any meetings shall be given to those eligible to attend at least ten days prior to the meeting, and may be delivered by e-mail, through the school envelope system, by U.S. mail or by fax. Delivery of a monthly school calendar with the notice contained therein shall be deemed sufficient.

f) Voting will be based on one vote per Executive Board member.

g) Order of business

1. Call to order
2. Opening prayer
3. Approval of minutes from last meeting
4. Principal's Report
5. Reports of Executive Board and Associate Board
6. Committee reports
7. Old business
8. New business
9. Open Forum
10. Closing Prayer
11. Motion to adjourn

Article IX: Funds Management/Utilization

- a) Funds raised by the PSO will be used only for the school and for the operational expenses of the PSO.
- b) All purchases for the school over \$200.00 must be approved by the Principal.
- c) Fund raising efforts by the PSO require the approval of the principal.
- d) Any non-budgeted expense over \$200.00 must be approved by the Executive Board before a check is issued.
- e) A balance of \$2000 is to be held in the PSO bank account at the end of the term and carried forward to the next year.

Article X: Election of Executive Board Officers

- a) A request will be sent to the members-at-large soliciting volunteers to serve on a nominating committee. During the February Board meeting of an election year the PSO board will appoint 5 volunteers to serve as the nominating committee. No member of the nominating committee will be eligible to run for office in the same year that he/she serves on the nominating committee.
- b) Nominating Committee's responsibilities:
 1. Prepare election announcement and nomination applications for PSO newsletter.
 2. Interview candidates.
 3. Prepare a ballot of all candidates for presentation to the Executive and Associate Boards for the April meeting.
 4. Distribute ballots to all members of the PSO via students' weekly envelopes and inter-school mail.
 5. While tallying election ballots, at least three members of the nominating committee shall be present.
 6. Each faculty and staff member shall have one vote each and each school family shall have one vote each.
 7. To be elected nominees must be elected by majority (per office).
 8. Elections shall be completed and nominating committee will notify members of election results prior to the April PSO meeting.

9. In the event of no run-off, an affirmation ballot needs to be sent out.
- c) Responsibility transfers to the new officers during the April PSO Board meeting.
- d) In the event of a vacancy on the Executive Board, the President may appoint a replacement with the agreement of all Executive Board members. If this is not possible, a special election will be held.

Article XI: Method of Selection of the Associate Board

- a) Associate Board members are appointed by *consensus* of the Executive Board and are to be chosen from the school volunteer list.

Article XII: Discipline of Board Members

- a) Attendance at PSO meetings is expected. A Board member who fails to meet his/her obligation to the organization by either failing to perform his/her responsibilities or failure to attend meetings will be subject to review by the Executive Board. If the Executive Board feels it is necessary for the good of the organization to relieve an individual of his/her PSO duties, a three-fourths vote is required by the PSO Executive Board. Every effort will be made to remedy the situation prior to a vote by the PSO Executive Board.

Article XIII: Bylaw Amendments

- a) Bylaws must be reviewed by the Bylaws Committee at least once every two years.
- b) Any proposed change to the bylaws must be submitted in writing to the Bylaws Committee for review.
- c) After consideration by the Bylaws Committee, the proposed amendment(s) will be placed on the agenda for the meeting following receipt of the request. The initiator of the proposed amendment shall have the opportunity to address the board at the meeting in which the amendment is discussed. A vote of three-fourths of the Executive and Associate Boards is needed for the amendment to pass.
- d) If an amendment passes, it becomes effective immediately; if it fails, the request may be tabled for further review by the Bylaws Committee. The initiator of the amendment may deem the request inactive, at which point no further action will be taken, or he/she may request another vote at the next meeting. If the amendment fails the second vote, the request/amendment will be considered inactive.

Adopted December, 2009