

**EPIPHANY CATHOLIC SCHOOL
PARENT-TEACHER ORGANIZATION (PTO)
CONSTITUTION**

ARTICLE I. NAME

The name of this organization shall be the Epiphany Catholic School Parent-Teacher Organization (PTO).

ARTICLE II. PURPOSE AND OBJECTIVES

The purpose of the PTO is to provide a structure in which parents, faculty and staff, Principal and Pastors can work together to advance the academic, social and spiritual curriculum of Epiphany Catholic School. It will be the vehicle through which school parents and guardians are organized to facilitate parent/teacher communication and to assist in planning for growth in educational programs and facilities. It will be the vehicle through which school parents/guardians are organized to support fundraising, extracurricular programs, special activities and any other events that foster the growth and development of the school community.

ARTICLE III. MEMBERSHIP

Each parent or guardian of a student of Epiphany Catholic School is a member of the PTO. All members of the faculty and staff, the Principal, and the Pastors shall automatically be considered members of the PTO.

ARTICLE IV. OFFICERS

The officers of the PTO will be President, Vice President, Treasurer and Secretary. Officers shall be elected annually. The term of office shall be for one year. No person shall be eligible to hold the same office for more than two consecutive terms. No person shall be an officer for more than four consecutive terms.

ARTICLE V. EXECUTIVE BOARD

Section 1. The administrative body of the PTO shall be known as the Executive Board. The Executive Board will consist of a Pastor, the Principal, a faculty member chosen by the faculty, and the elected officers of the PTO. The executive board acts for the membership between general meetings.

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Section 2. A quorum of the Executive Board will be a minimum of four voting members present in person.

Section 3. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 4. The Executive Board will have the right to fill any vacancies among the officers of the organization, subject to subsequent approval of membership.

Section 5. The Executive Board shall have the right to add or delete committees and will have the power to appoint the chairpersons of said committees.

ARTICLE VI. ELECTIONS

Section 1. The officers of the PTO will be elected from and by the members of the PTO.

Section 2. Nominations of officers will be solicited by a nominating committee. The nominating committee shall be composed of the Principal and no more than one additional member of the Executive Board and at least three members from the general membership appointed by the Executive Board at least three months prior to the election meeting. The nominating committee shall report the names of the candidates for each office at the nominations meeting. The nominations meeting shall be held at least one month prior to the election meeting. Additional nominations may be made from the floor at the nominations meeting. The consent of all nominees must be obtained.

Section 3. All members in the PTO will be entitled to one vote. Voting shall be by secret written ballot. Members may vote either in person at the election meeting or by absentee ballot. Proxy votes will not be permitted.

Section 4. Absentee ballots will be accepted until the close of voting during the election meeting as determined by the nominating committee.

Section 5. The nominating committee shall establish procedures for conducting absentee balloting and shall give notice of the final slate of candidates for office to the general membership at least one week prior to the election. This notice will be disseminated through normal school channels (i.e. school newsletter).

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Section 6. Election results will be tabulated by the nominating committee at the elections meeting and results announced before the close of business. A plurality of votes cast will be sufficient to elect candidates to office.

ARTICLE VII. GENERAL MEMBERSHIP MEETINGS

Section 1. The election meeting will take place at the last business meeting of the organizational year. The organizational year shall run from June 1 to May 31.

Section 2. There will be at least two other general membership meeting. The first meeting shall be held in the Fall and the second in the Spring. If no other general membership meeting is planned, the Spring meeting may also be the nominations meeting.

Section 3. There may also be meetings during the year at such times as the President and/or Executive Board may decide.

Section 4. A quorum for voting shall consist of twenty-five percent (25%) of the member families. Each member shall have one vote.

ARTICLE VIII. AMENDMENTS

Amendments to this Constitution shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the members present is necessary to amend.