

Current Revision May 2009

**CATHOLIC PARENTS & TEACHERS ORGANIZATION  
OF SACRED HEART SCHOOL (CPTO)**

**CONSTITUTION & BYLAWS**

**CONSTITUTION**

**Article I – Name**

The name of this organization shall be Catholic Parents and Teachers Organization (CPTO).

**Article II – Purpose**

The purpose of the CPTO shall be to develop, promote and increase greater communication between parents, parents and teachers, and provide active participation in financial and social activities of Sacred Heart School.

**Article III – Members**

Parents or guardians of a student and teachers of Sacred Heart School are automatically voting members of CPTO.

**Article IV – Officers**

This organization shall be governed by the CPTO Executive Council.

**Article V – Class representatives**

A parent or guardian of a student attending Sacred Heart School, to be used at teachers discretion, and to attend CPTO meetings. One parent per class on a volunteer basis; of more than one volunteer, by drawing. Parent may be a class representative of only one class at a time.

**Article VI – Meetings**

**Section 1** – There shall be one meeting each month of the current school year. Meetings shall be held the first Tuesday of each month except when otherwise stated. Scheduled meetings will be announced.

**Section 2** – Special meetings can be called by the Chairperson or by the Executive Council or shall be called if requested by fifteen (15) members of the CPTO.

**Article VII – Rules and Voting**

Robert's Rules of Order Newly Revised shall be the authority to conduct all meetings. Majority of members present, not total membership, will constitute majority rule.

### **Article VIII – Committees**

The Executive Council has the power to seat committees as needed.

### **Article IX – Request for Funds**

All requests for funding from CPTO shall be presented one meeting in advance of the event/project, if possible. Approval of two-thirds (2/3) of the CPTO members present at the time of discussion will constitute a majority decision. The Executive Council, with a majority vote, may approve immediate needs between meetings and by using electronic means of communication.

### **Article X – Amendments**

This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present, provided that written notification to the general membership is made one meeting in advance. A review of the Constitution and By-Laws will take place every two years from the date of the most recent revision.

## **BY-LAWS**

### **Chapter 1**

#### **Officers**

**Section 1.** Members of the CPTO Executive Council must have a student registered at Sacred Heart School.

**Section 2.** The CPTO Executive Council will consist of two elected representative, from each parish where applicable. Each parish: Sacred Heart, Fowler; St. Mary's, Dunnington; St. John's, Earl Park; St. Joseph's, Kentland; St. Patrick's, Oxford; and St. Charles, Otterbein; will be represented by 2 members. Each parish represented by the student population, and including non-Catholic families, will annually elect one board member to fill the vacancy from that parish as possible. The elected representatives will serve a 2-year term. Ex-officio members of the Executive Council are the priests from the respective parishes, and principal.

**Section 3.** The Executive Council at their first meeting after each election will elect from amongst themselves a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Vice-Chairperson will assume the duties of the Chairman the following year. Remaining offices will then be voted upon.

**Section 4.** In case a vacancy occurs a month the officers, said vacancy will be filled by the Executive Council.

**Section 5.** The officers shall perform the duties as outlines for them in the parliamentary authority adopted by the CPTO.

The Chairperson shall preside over the meetings and give notice of monthly meetings.

The Vice-Chairperson shall preside in the absence of the Chairperson.

The Secretary shall maintain and keep all records of the Executive Council, general meetings, be responsible for all thank you notes required, and turn the minutes into the principal as soon as possible after each meeting for disbursement among all members.

The Treasurer shall retain all financial records, prepare a financial report for each monthly meeting to be disbursed among all members, and shall disperse funds at the discretion of the CPTO.

**Section 6.** CPTO Executive Council members are responsible for attending at least six (6) of the nine (9) monthly meetings.

## **Chapter 2**

### Activities

**Section 1.** Annual activities sponsored by CPTO (may include but are not limited to):

1. Earl Park Fall Festival Booth
2. Walk-A-Thon
3. Trivia Night
4. Christmas Bazaar
5. Catholic School's Week
6. Field Day Lunch
7. Market Day
8. Seder Meal
9. Basket Bingo
10. 6<sup>th</sup> Grade Graduation
11. Golf Outing
12. Teacher Appreciation Luncheons
  - Beginning of the School Year – Sacred Heart Parish/St.Mary's Parish
  - Christmas – St. John's Parish/St. Joseph's Parish
  - End of the Year – Sacred Heart/St. Patrick's Parish/ St. Charles' Parish