



*St. Charles Borromeo
Parents, Teachers and Friends Organization*

Official Bylaws

2009-2010

I. Name and Domicile

The name of this organization shall be “St. Charles Borromeo Parents, Teachers and Friends Organization” and its domicile shall be in the city of Destrehan, State of Louisiana.

II. Objectives and Purposes

The overall objectives shall be to assist the teachers, administrators and the school board of St. Charles Borromeo School in their quest for spiritual guidance and academic excellence. In so doing, the officers and members of this organization shall provide for:

- a. The strengthening of home, community, parish, and school ties;
- b. The promotion of friendly parent-teacher relations, intended to ultimately foster better understanding between teacher and pupil and to stimulate reciprocal appreciation;
- c. To assist in any way possible the financial need of St. Charles Borromeo school, as may be necessary and indicated;
- d. Sponsorship of all undertakings and projects approved jointly by the pastor, principal, school board and this organization.

III. Authority

The members are entitled to offer suggestions regarding activities which benefit the school, however it is distinctly understood that this organization and its members have no authority concerning the rules, regulations and administration of St. Charles Borromeo School.

IV. Membership

The membership of this organization shall be open to the parents or guardians of students attending St. Charles Borromeo School, the school faculty, and friends of St. Charles Borromeo. The principal and clergy shall be honorary members. All St. Charles Borromeo School parents/guardians shall be members of this organization as Annual dues are included with tuition.

V. Board of Directors

The officers of this organization shall consist of the following:

President
President-Elect
Recording Secretary
Corresponding Secretary
Treasurer
Parliamentarian

Only members in good standing, having attended two meetings during the year, or having been deemed an active member by the President and/or School Principal, are eligible to hold office.

The Treasurer and Recording Secretary shall be elected in the even numbered years, and the Corresponding Secretary and Parliamentarian will be elected in the odd number years. These Officers shall serve for two years and begin their term on the first day of July.

The President-Elect shall be elected every year and assumes the office of the President the next year, for a total term of two years – the first year as President-Elect, and the second year as President.

The election of the Officers will be held at the last general membership meeting of the school year.

In Spring 2010, only, in order to accommodate the new officer structure, a President-Elect and a new President will both be elected into office for the 2010-2011 school year. The new President will only serve for the 2010-2011 school year.

The duties of the officers shall be as follows:

- a. **President:** The President shall be the executive officer of this organization, and shall preside over all meetings of this organization. The president shall appoint and be an ex-officio member of all standing and special committees. The president shall perform such other duties as usually pertain to the office of the President. The President shall act on behalf of the PTFO as a liaison with the Principal and the School Board. The President is a member ex officio of the School Board and as such gives a report on the PTFO activities at the School Board meetings.
- b. **President-Elect:** The President-Elect learns the responsibilities of the President, provides support and guidance to the current President, assumes the duties of

the President in the event of his/her absence or resignation, oversees activities of fund raising committees, provides assistance to other committees as needed, and provides leadership on special projects.

- c. **Recording Secretary:** The Recording Secretary shall record the minutes of the meetings, keep files of the organization's records; furnish the Board of Directors with all documents referred to them for action; notify the officers and committee chairpersons of monthly board meetings and shall keep attendance record of these board meetings. The Recording Secretary shall also prepare the agenda for the general membership meetings.
- d. **Corresponding Secretary:** The Corresponding Secretary shall keep parents informed of the club's activities; notifies members of their appointments to committees, send out parent reminder notices prior to the general membership meeting; maintain a list of all PTFO members and coordinates the activities of the membership committee.
- e. **Treasurer:** The Treasurer shall receive all funds paid to the organization and shall deposit the same in the official depositories designated by the Board, and shall disburse the same by order of the Board. The Treasurer's accounts and books shall at all times be open to the inspection of the President, the board and any audit named by the Board. The Treasurer shall make a written report annually and present financial statements at all meetings.
- f. **Parliamentarian:** The Parliamentarian shall be present at all board meetings and general membership meetings to advise the president on procedure. If for some reason he/she is absent, the President shall appoint a substitute. It is the duty of the Parliamentarian to see that copies of the by-laws are available to the membership. The Parliamentarian shall also provide ballots for voting/election as needed and shall count said ballots with the Corresponding Secretary.

VI. Meetings

General membership meetings of this organization are generally held every other month on the second Tuesday of the month. As determined by the agenda, the general order of business should be as follows:

- Opening Prayer
- Reading of Minutes of Previous Meeting
- Reports of Officers
- Reports of Standing Committee Chairpersons
- Reports of Special Committees

Unfinished Business
New Business
Adjournment
Closing Prayer

VII. Amendments

Any proposed amendments to these by-laws shall first be presented at a general membership meeting and then voted on by two-thirds (2/3) of the members present at the general membership meeting.

VIII. Activities

This organization may sponsor no more than three fundraisers per school year, with prior approval of the board.

XI. Nominations and Elections

A nominating committee shall consist of two members of the Executive Board and three from the general membership. The executive board shall appoint this committee. The nominating committee shall present the candidates for each office for election at the last general meeting of the academic year. Nominations from the floor are in order, providing the person named for the office have given their consent and are members in good standing.

X. Executive Board

The Executive Board shall consist of the Pastor, Principal, Spiritual Director and present elected officers. The immediate past president shall be a member Ipso Facto. It shall be the duty of the Executive Board to transact all emergency expenditures and action, necessary for the good of the organization and to plan the agenda for the subsequent general meeting. The Executive Board shall have the power to appoint any active member to fill a vacancy in office. The officer appointed shall serve until the end of the unexpired term and shall be eligible for re-election. Elected officers and Board members are expected to attend all Executive Board meetings and general membership meetings. Two consecutive absences from board meetings or two consecutive absences from general membership meetings will result in a review by the Executive Board. Executive Board meetings are generally held every other first Tuesday of the month, during non-general membership meeting months, or as deemed necessary by the President, Principal or Pastor. The Executive Board has the authority to dismiss executive board members who do not faithfully perform the duties of their office or meet minimum attendance requirements.

XI. Quorum

The quorum of the St. Charles Borromeo PTFO Board meeting shall be a majority (one more than half) of the board members in attendance and must include either the Principal or the Pastor.

2/3 of the members in attendance shall constitute a quorum at general membership meetings.

XII. Standing Committees

At the beginning of each school year, the president shall appoint chairpersons for the following standing committees:

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| Extravaganza | Membership |
| Teacher Appreciation | Education / Programs |
| Golf Tournament | Parents for Healthy Kids |
| Volunteer | Family Values & |
| World’s Finest Chocolate | Spirituality |
| Hospitality | SCRIP |
| Council of Catholic Schools Cooperative Clubs (CCSCC) | |

The term of the office for these chairpersons shall be for (1) year or until their successors have been appointed. All committee chairpersons shall be responsible for operating with a pre-established budget. Annual reports including expenditures and profits shall be compiled by all chairpersons and submitted to the Treasurer. In the event of resignation, the chairperson shall turn over all materials and/or reports to his/her successor.

- a. **Extravaganza Committee:** The purpose of this committee is to organize the annual Extravaganza fundraiser. This committee is responsible for securing the entertainment, food, cash donations, prizes, and overseeing ticket sales for the Extravaganza with the assistance of designated volunteers. The Extravaganza Decorating committee is responsible for proposing a theme, purchasing decorations, and decorating for this event.
- b. **Golf Tournament Committee:** The purpose of this committee is to organize the annual Golf Tournament fundraiser. This committee is responsible for overseeing ticket sales, cash donations, prizes and food for the golf tournament, with the assistance of designated volunteers.

- c. **Hospitality Committee:** The purpose of this committee is to coordinate refreshments for school and PTFO-related social events, make new parents feel welcomed, and send birthday greetings to the Principal, Pastor, faculty and staff.
- d. **Membership Committee:** The purpose of this committee is to register all members and conduct the 50/50 raffle at the general meetings. This committee maintains records of attendance at each meeting and submits records of perfect attendance for the drawing at the May meeting. This committee submits membership rosters to the Executive Board for use during the year.
- e. **Parents for Healthy Kids Committee:** The purpose of this committee is to promote the importance of good health and fitness habits to students and parents through a variety of projects and events throughout the year. Some of these projects include decorating the cafeteria and bulletin board with health-themed messages, coordinating an annual hand-washing awareness week, organizing “Breakfast at the Manger”, and providing a healthy refreshment table at the annual school Field Day.
- f. **Family Values & Spirituality Committee:** The purpose of this committee is to propose and coordinate projects and events that promote the value of family and spirituality. This may include special masses, rosary recitations, and family fun nights. This committee also ministers to families within our school suffering from illness, a death in the family, or personal hardship.
- g. **Education/Programs Committee:** The purpose of this committee is to provide parents with educational opportunities via guest speakers at general membership meetings and/or special seminars/workshops. The committee will solicit programs of interest from the general membership and then search for and engage speakers. The committee must obtain approval from the Principal and Pastor prior to securing any speaker.
- h. **Teacher Appreciation Committee:** The purpose of this committee is responsible for proposing and coordinating activities that recognize the efforts of our teachers during “Teacher Appreciation Week”. This may include organizing a breakfast and/or luncheon, decorating, and obtaining door prizes based on the activities planned.
- i. **Volunteer Committee:** The purpose of this committee is to assist the Principal in securing help to supplement the needs of the school staff. Volunteers are generally needed to assist teachers as room mothers/fathers, fieldtrip

chaperones, cafeteria assistants, office workers, and to assist with special projects as needed. This committee is also responsible for securing an “Honorary Poet” to compose and recite an “End of the Year” poem, recapping the year’s highlights, at the final PTFO meeting of the year.

- j. **Council of Catholic Schools Cooperative Clubs (CCSCC):** The purpose of this committee is to promote and coordinate the participation of the PTFO in the activities of the CCSCC. This committee is responsible for communicating with the CCSCC, maintaining annual registrations in the CCSCC and its lobbying arm, Citizens for Educational Choice (CEC), ensuring the PTFO’s representation at all CCSCC meetings and functions, coordinating the PTFO’s participation in CCSCC events such as Keep Christ in Christmas and Clothe-a-Child, and preparing SCB’s annual publicity scrapbook.
- k. **World’s Finest Chocolate:** The purpose of this committee is to organize the annual World’s Finest Chocolate fundraiser. This includes promoting, ordering, dispersing, and reconciling items ordered.
- l. **SCRIP:** The purpose of this committee is to organize and run the SCRIP fundraiser throughout the year. This includes promoting, ordering, dispersing, and reconciling items ordered.