



## **St. Patrick Catholic School's Charger Parent Teacher Organization (CPTO) Constitution**

### **I. Name**

- A. The name of this organization shall be St. Patrick Catholic School's Charger Parent Teacher Organization.
- B. Organization is commonly referred to as the CPTO.

### **II. Objectives and Purpose**

- A. To encourage communication and cooperation among parents, students and faculty/administration to enhance the education of the child, while fostering mutual support.
- B. To support the policies and goals stated in the St. Patrick Catholic School Parent/ Student handbook.
- C. To encourage parental involvement in school activities.

### **III. Policies**

- A. The organization shall direct and coordinate support to the school through activities, social functions, and CPTO sponsored or approved promotions.
- B. The organization shall cooperate with the school to support the enrichment of education in ways that will not interfere with or control the policies of the school administration.
- C. The organization may offer financial aid whenever practical to provide the school with educational materials or equipment and any other needs for which there are no provisions.

### **IV. Membership**

- A. General membership shall consist of all of the parents/ guardians of registered students and the faculty/ administration of the school.
- C. Executive Board
  - 1. The Executive Board shall consist of the principal, one (1) faculty member and three (3) officers.
- D. CPTO Board
  - 1. The members of the CPTO Board shall be the Executive Board members plus all of the committee chairpersons.
  - 2. All committee chairpersons are responsible for:
    - a. Attending monthly meetings in order to vote on dates, expenditures, action events and CPTO projects.
    - b. Submitting plans, budgets, and/ or finished products to the Board for final approval.
    - c. Organizing and providing updates for CPTO events.
    - d. Arranging for publicity of events in consultation with the Marketing Coordinator.
    - e. Providing written reports at the conclusion of events.
    - f. Submitting receipts and invoices to the school's bookkeeper and secretary for reimbursement.
    - g. Providing job description updates to maintain a current and accurate record.
- E. Faculty
  - 1. The principal shall appoint faculty members to rotate each month as representatives to the general membership meetings and the CPTO Board .
    - a. An appointed faculty member will represent the entire faculty at any Board meeting and will have one (1) vote.

## **V. Duties**

### **A. Officers**

#### **i. President**

1. There will be one (1) person serving this position for a one (1) year term. The Vice President from the previous year shall reside as the President for the year.
2. Shall preside at all meetings of the CPTO and Executive Boards.
3. Shall administer all programs of the CPTO.
4. Shall prepare an agenda for all meetings.
5. In the event of any vacancy, in any office other than President, shall appoint a member of the CPTO to serve until the next election for that office with the advice and consent of the Board.
6. Shall maintain the records of the CPTO for the school office.
7. Work with school bookkeeper on the funds for CPTO.
  - a. Shall maintain an accurate record of the funds and provide a written and verbal report at CPTO meetings when needed.

#### **ii. Vice President**

1. There will be one (1) person serving in this position.
2. Shall attend all monthly meetings of the CPTO and Executive Board.
3. Shall assist the President in administering the activities as requested by the President.
4. Shall assume the President's responsibilities in the absence of the President.
5. In the event of any vacancy in the office of President, shall serve as President for the remainder of the school year.
  - a. Shall appoint a member of the CPTO to serve as Vice President for the remainder of the school year, with the advice and consent of the Board.

#### **iii. Recording Secretary**

1. There will be one (1) person serving in this position.
2. This position is appointed for a two-year term.
3. Shall keep the minutes of each meeting of the Executive Board and CPTO Board and submit these minutes to the President and school office in a timely manner.

### **B. CPTO Board**

#### **i. The following positions will serve as the Chairpersons of the Committee:**

#### **ii. Any deviation from job description must be addressed to CPTO Board and/or Principal.**

##### **1. Volunteer Chairperson**

- a. There will be one (1) person serving this position for a two-year term.
- b. Shall create a new volunteer form for the following school year and distribute yearly to parents in the spring. The form will be kept up to date with volunteer positions needed and will be accompanied by a current description of those roles.
- c. Shall collect and organize completed forms.
- d. Shall coordinate committee heads, compile committee lists and distribute to CPTO President in a timely manner.
- e. Shall distribute the list of committee heads to the President by the end of the school year.

##### **3. Fundraiser Chairperson(s)**

- a. There will be one (1) person in this two-year term position with a person rotating in every other year to take on the lead role the following year.

- b. Brings forward plans for fundraisers and updates the general membership on the status of fundraising events.
  - c. Coordinates all aspects of fundraisers with the Principal and CPTO President.
  - d. Note: expenditures of the committee need prior CPTO approval.
4. Social Chairperson(s)
- a. There will be one (1) person in this two-year term position with a person rotating in every other year to take on the lead role the following year.
  - b. Shall form a committee to coordinate social events for the students, families and/or parents of St. Patrick School.
  - c. Themes and dates need prior approval of CPTO Board and administration.
  - d. Social events shall be NON-FUNDRAISING events. Admission costs and expenditures are subject to approval by the general membership.

## **VI. Meetings**

- A. General membership meetings will be held quarterly throughout the school year.
  - i. Note: or more often as needed
- B. Agenda
  - i. Review CPTO's role
  - ii. Report on current activities and plans
  - iii. Report on future activities and plans
  - iv. Other
- C. CPTO Board meetings may also be held when requested by three (3) members of the Board.
- D. Decisions will be made by a consensus of attending members.
- E. Voting via E-mail is permitted between meetings on an as needed basis. Those eligible to vote via e-mail include the President, Vice President, Secretary, Principal, appointed Faculty Representative and the three committee chairs.