



Parents and Teachers:

Since the fall of 2018, the PTO Roll Out Committee has met on multiple occasions, and we have worked diligently to craft bylaws for the Holy Trinity Catholic School Parent Teacher Organization, which is set to debut for the 2019-2020 academic year. The Committee appreciates the time and input offered by Mrs. Elaine Spencer, who served as a liaison between the Committee and the Board of HTCS. The Board has communicated its support for the Bylaws.

The Committee is excited to move forward with the next and final phase of its work: election of officers for the PTO's inaugural academic year in 2019-2020. To that end, I have included with this letter a copy of the Bylaws for your review, along with a Self-Nomination form for those parents and teachers who are interested in serving HTCS and its students as elected officers of the PTO. Please note that, in addition to the positions of President, Secretary, and Treasurer, there are 3 Vice President positions - one for each of Holy Trinity Catholic School's 3 campuses.

You may nominate yourself for one or more officer positions. If you choose to run for Vice President of any campus, though, you must have at least one child who will attend that campus during the 2019-2020 academic year. Completed Self-Nominations forms should be returned in your Family Folder on or before February 1, 2019. During the month of February, the Committee will meet again to review all forms received and coordinate the scheduling of elections. The Committee plans to complete its work and have the PTO's first elected officers installed by mid-March 2019. We encourage you strongly to consider these leadership opportunities in service to our School. If you have any questions or concerns, please feel free to contact Elaine Spencer at the Middle School or me at [jmuriceak@eveyblack.com](mailto:jmuriceak@eveyblack.com).

Respectfully,

Jeffrey A. Muriceak  
Chair, Holy Trinity Catholic School  
PTO Roll Out Committee

## **Bylaws of the Parent Teacher Organization (PTO) for Holy Trinity Catholic School (HTCS)**

### **ARTICLE I - Mission Statement**

The Mission of Holy Trinity Catholic School's Parent Teacher Organization (PTO) is to partner with parents and teachers to promote the spiritual, educational, and physical welfare of our children. The PTO also aims to bring into closer relationship the home, church, and school. The PTO accomplishes its purpose through programs, initiatives, and fundraising, all of which should be an example of Christian community life.

### **ARTICLE II - Objectives**

- Section 1.** To support the mission and goals of the school.
- Section 2.** To encourage communication between parents, teachers, and school administration.
- Section 3.** To promote the development of public relations in the community.
- Section 4.** To provide opportunities to strengthen community and hospitality between home and school.
- Section 5.** To promote and coordinate opportunities for families to share their time, talent, and treasure.
- Section 6.** To responsibly raise, use, and budget funds to cover cost of activities, events, and projects for the school.

### **ARTICLE III - Accountability**

The PTO shall support policies set forth by the Holy Trinity Catholic School Board and School Administration. The PTO may suggest ideas to the HTCS Administration. The final authority rests with the HTCS Board and School Administration.

### **ARTICLE IV - Membership**

Membership consists of parents and guardians of HTCS students, members of the faculty and administration, which will be known as Members at Large.

### **ARTICLE V - Elected Officers**

- Section 1.** The officers of the PTO shall be a President, (3) Vice Presidents (one representative from each campus), Treasurer, Secretary, and (3) HTCS Faculty members (one representative from each campus).
- Section 2.** Officers will be elected by vote from the Members at Large in the Spring and assume their official duties at the end of the school year, in preparation for the following academic year.
- Section 3.** Officers shall serve for a term of no less than one year.
- Section 4.** One of the Vice Presidents will be successor to the President if he or she needs to step down from office during that academic year. If more than one of the Vice Presidents wish to serve as successor, an election among the officers will be held.
- Section 5.** The President will remain on PTO one year after her or his term ends to serve as co-president.

The term of President is two years.

- Section 6.** If an officer resigns, that office shall be filled by appointment of the President with the advice of the officers.
- Section 7.** An officer must be a Member at Large for a minimum of one year before becoming eligible to be elected.

#### **ARTICLE VI - Members at Large**

- Section 1.** All Members at Large will be allowed voting privileges.
- Section 2.** Members at Large will exercise voting privilege at meetings.
- Section 3.** Members at Large must make every attempt to attend scheduled meetings.
- Section 4.** Each Member at Large will assist in the coordination of PTO events/activities.
- Section 5.** Members at Large will perform other duties as delegated to them by the President.

#### **ARTICLE VII - Meetings**

- Section 1.** PTO meetings will be held during the school year.
- Section 2.** A simple majority of officers and Members at Large in attendance shall constitute a quorum for the purpose of conducting business.
- Section 3.** Faculty members shall attend the scheduled meetings.

#### **ARTICLE VIII - Duties of Elected Officers**

PTO officers shall have full responsibility for business affairs, budget, and administrative details under the guidance of the School Administration and Holy Trinity Catholic School Board.

- Section 1.** The **President** will perform the duties listed below and any other duties that may be prescribed in these bylaws or assigned to her or him by the PTO. The President of the PTO will:
- A.** Preside at all meetings.
  - B.** Oversee the work of the officers and committees.
  - C.** Prepare an agenda, with advice from School Administration, which shall be made available at the start of each meeting. The PTO meeting minutes will be posted on the website at least two weeks after each meeting.
  - D.** Work with the School Administration to create an event calendar for the year.
  - E.** Prepare and maintain a list of events and activities including the fundraising handbook.
  - F.** Provide a "Year in Review" budget report summarizing monies spent.
- Section 2.** The (3) **Vice Presidents** will:
- A.** Perform the duties of the President in absences or inability of that officer to serve.
  - B.** Act as aides to the President.
  - C.** Monitor member attendance.

- D. Perform annual review of the Treasurer report after June 30<sup>th</sup>.
- E. Perform other duties as assigned by the President.
- F. Succeed the President in the event he or she needs to step down from office prior to the end of the term.

**Section 3.** The **Secretary** will:

- A. Record minutes of all meetings and provide permanent storage.
- B. Send the minutes to the officers, Members at Large, faculty representatives, School Administration, and the School Board before the next meeting.
- C. Upon arrival, submit the minutes to the webmaster to be posted on the HTC webpage.
- D. Keep official record of all programs and procedures.
- E. Perform other duties as assigned by the President.

**Section 4.** The **Treasurer** will:

- A. Assist the School business manager in the collection of all monies.
- B. Maintain accurate records of receipts and expenditures.
- C. Present a Treasurer's report at every PTO meeting and as requested.
- D. Prepare an annual financial report to be presented at the May meeting.
- E. Assist the President in creating an annual budget.
- F. Perform other duties as assigned by the President.

**Section 5.** The (3) **Faculty Members** will:

- A. Provide necessary input and act as liaisons between their respective teaching staffs/campuses and the HTCS PTO.
- B. Represent the interests or other concerns of HTCS and the Altoona Johnstown Diocese.
- C. Perform other duties as assigned by the President.

### **ARTICLE IX - Chair Persons**

Chair Persons will be volunteers from the Members at Large and will serve under subcommittees under the direction of the PTO elected officers. Chair Persons are required to give their successors all materials pertaining to their events should they choose not to serve under the same subcommittee the following academic year.

### **ARTICLE X - Nominations and Elections**

PTO open positions will be announced at the 3<sup>rd</sup> quarter meeting and made available via the HTCS website and Family Folder. Members at Large will nominate individuals for officer positions during the time period between the 3<sup>rd</sup> and 4<sup>th</sup> quarter PTO meetings. The election will occur at the 4<sup>th</sup> quarter meeting for the term to start thereafter.

### **ARTICLE XI - Amendments**

To amend these articles, changes must be submitted at a PTO meeting and voted on at the following month's meeting. Changes will be made if a 2/3 majority approves any proposed amendment.

### **ARTICLE XII - Rules of Order**

The Robert's Rules of Order will be used for any issues not covered by this constitution.

### **ARTICLE XIII - Suggested Order of Business for Meetings**

- Opening prayer
- Introductions
- Accept notes from previous meeting
- Treasurer's report
- Administration's report
- Old business
- New business
- Chairperson reports
- Open Forum
- Adjournment and Closing Prayer

Meetings will be 90 minutes and the Secretary shall act as a timekeeper.

**Adopted by the HTCS PTO Roll Out Committee January 2019**

**Adoption approved by Holy Trinity School Board and School Administration January 2019**



# HOLY TRINITY

## *Catholic School*

### Parent Teacher Organization



Self-Nomination Form for Parents and Teachers  
Holy Trinity Catholic School Parent Teacher Organization

I am interested in serving as an elected officer of the Holy Trinity Catholic School Parent Teacher Organization for the 2019-2020 academic year, and I agree that my name may be printed on any ballot(s) for the positions(s) marked below:

YOU MAY SELECT MORE THAN ONE

- President
- Vice-President, Altoona Campus
- Vice-President, Hollidaysburg Campus
- Vice President, Middle School Campus
- Secretary
- Treasurer
- Teacher

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address