

Parent Teacher Organization

Mission Statement

The Sacred Hearts Parent Teacher Organization will work in partnership with the faculty students and other concerned parents to promote the school's commitment to strong Catholic values and academic excellence. It will provide activities that foster an environment in which both adults and children will have the opportunity to grow as a faith community.

Purpose

To support and enhance the school community through fund raising, social events and curriculum enhancement that are consistent with the philosophy and mission statements of the school and parish.

To be responsible for maintaining good communication between home, school and PTO.

To provide social events and foster an environment in which both adults and children will have the opportunity to grow as a faith community.

Membership

The membership of the SHS Parent Teacher Organization shall be open to all parents or guardians of children who attend SHS and its faculty.

Officers

This organization shall have Officers, known as the Steering Committee, consisting of various coordinators and liaisons. (the number of members will depend on the amount of committees) The Pastor, Principal of the school, and faculty representative(s). The Pastor and Principal shall be ex-officio, non-voting members of the Steering Committee. In the event that the Pastor or Principal is unable to attend a meeting, each may appoint a delegate to attend.

All officers shall perform the duties normally designated for their office.

Officers shall be elected for a one-year term and installed at the final meeting of the school year. The term of office shall extend from June to June. An officer may choose to remain in their current position for a second year, but may not serve more than two consecutive years in the same office. No officer can exceed 4 consecutive years as a committee member in any capacity.

Failure to attend meetings during the year or perform regular duties would result in the loss of the position.

The Steering Committee shall meet in the intervals between meetings of the general organization in order to set the agenda for the following meeting and to co-ordinate the activities of the various committees.

Ad Hoc committees shall be formed as needed.

All committees shall be recruited or appointed by the PTO Steering Committee and shall be representative of a cross section of the membership.

The Co-Chairpersons shall

Work together, dividing their responsibilities and duties equally, as they see fit. Share responsibility for calling and presiding over meetings. Draw up an agenda for each meeting with the approval of the principal. Call for secretary and treasurer reports. Call for continuation of any unfinished business. Call for the principal's report and requests. Call for votes on measures when necessary. Notify the other chairperson or the principal when unable to attend a scheduled meeting. Have representation on the School Board as a non-voting member.

The Treasurer shall

Prepare a financial accounting for each monthly meeting after consulting with school secretary/treasurer. Monies will be available for all authorized expenses and events with principal's and co-chairperson's approval. Be responsible for recording monies after all events and giving an account to school secretary/treasurer. Provide financial summary of each event to the board. Notify the co-chairperson or the principal when unable to attend a scheduled meeting.

The Secretary shall

Take notes of all major issues discussed during each meeting. Record all unfinished business to be discussed at subsequent meetings. Record all votes. Compile and report the minutes of previous meetings. Distribute copies of the minutes to the PTO Board, principal and pastor as well as any other interested parties as directed by the board. Maintain a file of all the minutes as well as other pertinent information. Be responsible for correspondence. Notify the co-chairperson or the principal when unable to attend a scheduled meeting.

Room Parent Representatives

These individuals are class parents who represent the class in which his/her child is a member. These positions will be for a period of one year. No representative can serve two classes simultaneously or for more than two consecutive years for the same class. Individuals can be a room parent representative for a different class(es) in consecutive years.

Room Parent Representatives will be responsible for attending all PTO meetings or send a delegate to attend. They are expected to participate in endeavors undertaken at the school.

Disbursement of Funds

All monies shall be reported/recorded by the treasurer of the PTO and given to the school treasurer/secretary to be deposited. The treasurer shall present a financial report at each meeting of the organization and at the other times requested by the Steering Committee and shall give a complete written report at the annual meeting. Disbursements made by the Steering Committee may not exceed \$500.00 without general PTO approval. All disbursements made by the treasurer or other members of the organization shall be made subject to the approval by the Principal.
