

# ST. JOSEPH PARENT TEACHER ORGANIZATION GUIDELINES

November 2024

## Mission of the Organization

The mission of SJPTO is:

1. To support parents as the primary educators of their children in Christian values and principles, and to promote their individual growth through enrichment opportunities.
  2. To facilitate communication, service opportunities, and assistance from parents to the parish, its school, and its staff.
  3. To enhance communication and socialization among parents and to facilitate social activities and experiences for students and their families.
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## ARTICLE I: Name

The name is "St. Joseph Parent Teacher Organization" referred to as **SJPTO**.

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## ARTICLE II: Purpose of the Board

1. SJPTO is established to channel parent and teacher support for the school.
  2. Its purpose includes:
    - Promoting the mission of SJPTO.
    - Building a faith community among parents, students, employees, and parish members.
    - Ensuring the growth and development of SJPTO.
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## ARTICLE III: Authority and Responsibilities

1. SJPTO shall function within the parish community's structure, with the support of the Pastor and Administrator.
  2. Policies and procedures of SJPTO must align with the established policies of the parish and school.
  3. No Board member shall act independently without Board consent or act in place of the parish and/or its parish school administration
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## **ARTICLE IV: Membership and Terms of Membership**

Membership includes all parents of enrolled students, faculty, and staff willing to support SJPTO's mission.

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## **ARTICLE V: Officers of the Board**

### **1. Executive Committee**

- Consists of four officers: President, Secretary, and Treasurer.
- Board members may serve on the Executive Committee if duly elected.

### **2. Roles and Responsibilities**

- **President:** Presides over meetings, processes bills, informs membership of activities, and organizes committees for events.
  - **Treasurer:** Maintains financial records, provides reports, disburses funds as authorized, and pays approved bills promptly by check.
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## **ARTICLE VI: Meetings**

### **1. General Membership Meetings**

- Held regularly for all parents.
- Agenda sent prior, and minutes published after meetings.

### **2. Executive Committee Meetings**

- Convened as needed.

### **3. Special Meetings**

- May be called by the Executive Committee or a majority of the Board.

### **4. Meeting Agenda**

- Typical order: Call to Order, Opening Prayer, Approval of Minutes and Treasurer's Report, School and Parish Updates, New Business, Public Comments, Adjournment.
- Modifications allowed by agreement of members present.

### **5. Proposing Agenda Items**

- Requests must be submitted to the Board before the meeting.
  - Non-Board members may speak during designated comment periods.
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## ARTICLE VII: Elections

### 1. Appointment of Board Members

#### o Appointment of Executive Committee

- o Elections occur at the final April meeting, requiring a two-thirds quorum.
- o Nominations held in March, with elections in April.
- o Secret ballot voting resolves ties.

### 2. Resignations

- o Resigning members must provide written notice to the Executive Committee.

### 3. Vacancies

- o The Executive Committee may appoint replacements for unexpired terms.
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## ARTICLE VIII: Planning and Budget

### 1. Fiscal Year

- o The fiscal year runs from July 1 to June 30 of the following year.

### 2. Annual Planning

- o The Board drafts a program plan and budget each August.
- o A finalized plan and budget are presented for approval in September.

### 3. Approval Process

- o The Executive Committee gathers suggestions and presents the plan to the Board for consideration and approval.
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## ARTICLE IX: Filing and Documentation

### 1. Location of Records

- o All checkbooks, cash, documentation, invoices, and receipts must remain at the Parish/School office.
- o This includes **Expense Requests for Reimbursement or Funds forms** submitted by staff, parents, or others.

### 2. Approval Process

- o **Expense Requests for Reimbursement or Funds forms** must be approved by both the Principal and the President of the SJPTO before checks are issued.
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### 3. Check Writing

- o Checks must be written **on-site** at the school to maintain consistency and accountability.

#### **4. Signature and Distribution**

- Checks and forms submitted to the Parish Manager, then to Father for signature.
- Returned to the Principal for distribution.

#### **5. Secure Drive Access**

- Documentation is maintained on a secure drive accessible only to SJPTO Executive Officers and school administration.
- Access is restricted and intended exclusively for SJPTO-related purposes.

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### **ARTICLE X: Amendments**

Amendments require a two-thirds majority vote of the Board's total voting membership.