



Guardian Parent/Teacher Organization (GPTO)

BY-LAWS

Article I – Name

The name of the organization shall be the **Good Shepherd Academy Guardian Parent/Teacher Organization or GPTO.**

Article II – Purpose

The organization is formed for the purpose of supporting the education and activities of children at Good Shepherd Academy by fostering relationships among the school, parents, and teachers.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. All active members as defined in Article III, Section 3 will have voting rights. The principal, assistant principal, and any teacher employed at the school may be a member and have voting rights.

Section 2. Each student family will be issued a membership card prior to or at the earliest opportunity each school year. Each parent, guardian, or other adult standing in loco parentis for a student will be considered a member of the GPTO. Dues will be established by the executive board each school year. Each family will be requested to voluntarily support the GPTO through payment of dues, although dues are not mandatory.

Section 3. A member will be considered to be an active member with voting rights if he or she has contributed at least ten (10) hours of service to the GPTO or school as a volunteer. Service includes committee meeting attendance and related work, board or general GPTO meeting attendance, work on GPTO sponsored events/ activities and solicited library or cafeteria duty. Volunteer hours will be tracked per event, event chairperson must submit a list of volunteers and hours to the Membership and Marketing committee immediately following the event.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be president, vice president, assistant vice president, secretary, and treasurer.

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees except the nominating committee, and coordinate the work of all officers and committees so that the purpose of the organization is served.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. This position will prepare the monthly calendar of events and submit them to the GSA office for print and online placement.
- c. Assistant Vice President. The assistant vice president shall assist the vice president and carry out the vice president's duties in his or her absence or inability to serve. If possible, this position will be filled by a teacher. This position will be voted upon by the teachers at the last faculty meeting of the previous school year. There will also be a Teacher Liaison(s) who will also be voted on by the teachers at this meeting.
- d. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the executive board. The secretary also keeps a copy of the minute's book, bylaws, rules, and any other necessary documents and brings them to meetings.
- e. Treasurer. The treasurer shall be responsible for all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections for officers and committee co-chairpersons will be held at the last general meeting of school year or at a specially designated election meeting as decided by the executive board. The Nominating Committee shall accept nominations during the general meeting held prior to the election meeting; nominations may be made from the floor and will also be accepted in writing up

to two weeks before the election. A ballot vote shall be taken. Absentee ballots will be made available, upon written request to the Nominating Committee, to any member in good standing who has a valid reason for not being able to attend the election meeting. Requests must be made at least two weeks prior to the election meeting, and ballots must be returned at least 24 hours before the meeting.

Section 3. Eligibility. A member is eligible for election as an officer if he or she has previously served as a committee chairperson or officer during the current school year and is an active member as defined above during the current school year. To be eligible for election as a committee chairperson, he or she must have been an active member of that committee and must have attended at least three (3) general or committee meetings during the current school year. Two chairpersons shall be elected from the general GPTO membership for each standing committee. If the positions are not filled by general election, the Nominating Committee shall present a list of eligible nominees to the board. Nominees shall be first solicited from outgoing board members; if additional nominees are needed, former chairpersons of that committee shall be solicited. If more than one person is interested in an available chairperson position, an election will be held by the board to fill the position. Should one nominee for an open position be presented, the board will appoint that person as chairperson. Should the Nominating Committee be unable to present a complete list of nominees for election, the executive board may appoint a chairperson or chairpersons for a committee.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office (unless there is a vacancy which cannot be filled by the membership). Each person elected shall hold only one office at a time. The first official term of office shall be the first full school year, which is 2008-2009.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become president and the assistant vice president will become vice president. At the next regularly scheduled board meeting, a new assistant vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular board meeting.

Section 6. Removal from Office. Officers can be removed from office with cause by two-thirds vote of those present (assuming a quorum) at a regular board meeting where previous notice has been given.

Article V – Meetings.

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Wednesday of September, November, February, March, and May during the school year at 7:00 p.m. or at a date, time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, election of officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, or any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to that meeting, by flyer.

Section 3. Quorum. The quorum shall be 30% of the members of the organization.

Article VI – Executive Board.

Section 1. Membership. The Executive Board shall consist of the officers, principal, standing committee chairs, and the teacher liaison(s).

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the last Wednesday of every month with officers meeting at 6:00 p.m. followed by the full Executive Committee at 6:30 p.m.; or at a date, time and place determined by the executive board at least one week prior to the meeting. Special meetings may be called by any two board members or the principal with 24 hours notice.

Section 4. Quorum. Half the number of Executive Board members plus one constitutes a quorum.

Article VII – Committees.

Section 1. Membership. Committees may consist of members and board members, with the president acting as ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Social/Student Activities, Guardian Ambassadors, and Membership & Marketing (which will include two sub-committees: Nominating and the Spirit Squad). Each committee will have two Co-chairpersons and one officer who will serve as ex officio member. Each committee will also have a Secretary. The Secretary will be voted on by the active members of the respective committee. The Secretary position is limited to two consecutive terms (unless the position is not filled from within the members).

Section 3. Additional Committees. The board may appoint additional committees as needed.

Section 4. Committee Guidelines. The committees shall follow the “Guidelines for Committees” which will be given to each committee at the start of every year.

Article VIII – Finances.

Section 1. A tentative budget shall be drafted by the Executive Board in the fall for each school year and approved by the majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive Board shall approve all expenses of the organization with proper documentation and approvals.

Section 4. Two authorized signatures shall be required on any checks. Authorized signers shall be the treasurer and the principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the memberships’ approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s by-laws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These by-laws may be amended at any regular meeting or special meeting of the Executive Board by majority vote.

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