

By-Laws

CALVARY PARENT TEACHER ORGANIZATION

Article I - Name

The name of this organization shall be the Calvary Parent Teacher Organization (CPTO)

Article II – Objectives

1. To assist Calvary Episcopal School (CES) and Calvary Episcopal College Prep (CECP), when requested and whenever possible to attain its objectives.
2. To cultivate friendly relations and promote mutual understanding between Calvary school and Calvary Church community.
3. To plan and carry out fundraising projects to help with general budgetary needs or specific designated projects as decided by the Calvary Parent Teacher organization. The School Board must approve all fundraising projects in advance. All fundraising must follow guidelines of CES handbook and/or By-Laws, and those as established by the Calvary School Board of Trustees.

Article III - Members

The membership shall be comprised of the parents, legal guardians, and faculty and staff of CES and CECP.

Article IV - Executive Board

1. The Executive Board shall consist of the elected officers as voting members. The Headmaster and **one volunteer teacher representative from each of the following: lower elementary (PK-2), upper elementary (3-5), middle school (6-8), CECP (9-12), and Outclasses shall be invited to all Executive Board meetings as non-voting members.** Business of the executive board shall be transacted at regular or called Executive Board meetings.
2. The elected officers of this organization shall be President, Vice President, Secretary, Treasurer, Vice President Fundraising, Vice President Volunteers, and Vice President Activities.
3. The President shall preside at all meetings of the CPTO and the Executive Board. The President will also be a voting member of the School Board.
4. The Vice President shall assist the President when necessary, and shall in the absence of the President, perform all the duties of that office. He/ she shall be an ex-officio of all committees except the Nominating Committee. **The Vice**

President shall serve two terms, one term as Vice President and one term as President. Should the President leave before his/her term is up the Vice President will fill out the remaining term then begin serving their term. If for any reason the Vice President is unable or unwilling to serve as President then the Board can elect another Board member to serve as President or an election for President can be held.

5. The Secretary shall record the minutes and proceedings of all meetings of the Executive Board and the regular business meetings. He/She shall furnish copies of all Executive Board Meeting minutes to CPTO officers and the school Headmaster. He/She shall also furnish copies to the front office for general publication. All records and minutes shall be kept in a permanent form. He/She shall also attend to all general correspondence of the CPTO. **The secretary shall be responsible for posting all approved documents to the school web site. The Secretary is responsible for tracking the beginning and ending of each members term in office.**
6. The Treasurer shall receive and pay out all monies of the organization, and keep a record of all receipts and expenditures. He/She shall provide monthly reports to the CPTO Board. The monthly financial report will be published in conjunction with the CPTO minutes. The bank account of CPTO shall remain at a local Fort Bend County bank. Two signatures shall be required on checks, and the President, Vice President, and Treasurer may be authorized. An annual audit of the financial records shall be preformed in May of each year.
7. **The Vice President-Fundraising shall coordinate and oversee all fundraising activities and appoint all fundraising chairs. He/She shall assist the Treasurer when necessary, and shall in the absence of the Treasurer, perform all the duties of that office. The Vice President-Fundraising shall serve two terms, one term as Vice President-Fundraising and one term as Treasurer. Should the Treasurer leave before his/her term is up the Vice President-Fundraising will fill out the remaining term then begin serving their term. If for any reason the Vice President of Fundraising is unable or unwilling to serve as Treasurer then the Board can elect another Board member to serve as Treasurer or an election for Treasurer can be held.**
8. **The Vice President-Volunteers shall recruit and coordinate all volunteers.**
9. **The Vice President-Activities shall coordinate and oversee all sponsored activities.**
10. **Terms of officers will be two consecutive years and shall be staggered between officers. Officers are limited to two terms unless there are no other nominations. The Secretary will track the beginning and ending of each members term.**

11. Officers and Committee Chairpersons shall serve from date of installation until May of the following year.
12. **No person shall hold at the same time more than one office.**
13. **In the event of an officer's resignation or vacating of their position on the Board prior to the end of their term, the Executive Board shall select a replacement to fill out the remaining term of that office.**
14. **An officer may be removed from office by 2/3 vote of the Executive Board.**

Article V - Elections

A nominating Committee shall be chosen in February. The Nominating Committee shall consist of one (1) person appointed by the President plus three (3) CPTO members who are chosen and have volunteered. The President shall be available to serve as an advisor to the Nominating Committee. The Nominating Committee shall submit a proposed slate of officers at the March Executive Board Meeting, to be voted on at the April meeting of the CPTO. Further nominations may be made from the floor on the day of the election. The installation of officers shall be held at the May CPTO Meeting, (or the last CPTO meeting of the year).

Article VI - Meetings

The regular meeting of the Calvary Parent Teacher Organization will be held at the discretion of the President, with minimum of four (4) per school year. The CPTO meetings shall be set at a time and date determined by the President and or the Executive Board. The Executive Board may meet monthly or as deemed necessary by the President. The following order shall be used to conduct the meetings:

1. Call Meeting to Order
2. Prayer
3. Reading of Minutes
4. Treasurer's Report
5. Correspondence
6. Committee Reports
7. Old/Unfinished business
8. New Business
9. Headmaster Report
10. Adjournment

Article VII - Amendments

These By-Laws may be amended or revised at any regular meeting by vote of two-thirds (2/3) of the members present, providing the amendment has been presented in writing at the previous regular meeting. Any amendment or revision becomes effective immediately upon adoption.