

ARTICLE I **NAME**

The name of this organization shall be Incarnate Word of Chesterfield-Catholic Parent Teacher Organization in St. Louis County in the state of Missouri. This organization is commonly referred to as the CPTO.

ARTICLE II **OBJECTIVES AND PURPOSE**

The objectives and purpose of this organization are:

- A. To encourage communication and cooperation between parents, students and faculty/administration to enhance the education of the child while fostering mutual support and promoting a Christian atmosphere.
- B. To support the policies and goals stated in the Incarnate Word Parent and Student Handbook.
- C. To encourage parental involvement in school activities.
- D. To assist the school administration as needed to produce a safe, effective and positive school environment.
- E. To determine the allocation of revenues generated by this organization so that they benefit the majority of students and are consistent with the established objectives.

ARTICLE III **POLICIES**

- A. The organization shall direct and coordinate support to the school through assistance, activities, social functions and CPTO sponsored or approved promotions.
- B. The organization shall cooperate with the school to support the enrichment of education in ways that will not interfere with or control the policies of the school administration.
- C. The organization may offer financial aid whenever practical to provide the school with educational materials or equipment and any other needs for which there is no provisions.
- D. The organization may offer financial aid whenever practical to provide the faculty with funds for professional growth after they have gone through the normal channels of the archdiocese and not to exceed a predetermined amount per teacher.
- E. The organization may provide education for parents and teachers to aid in all aspects of students' growth and development.

ARTICLE IV

MEMBERSHIP

A. General membership shall consist of all the parents/guardians of registered students in the full time school and the faculty/administration of the school.

B. EXECUTIVE BOARD –

1. The Executive Board shall consist of the principal, 1-2 faculty members, the four officers, and a past president advisor.
2. All executive board members are voting members. A two-thirds (2/3) majority of this board shall constitute an official vote.

C. OFFICERS

1. The officers of the CPTO shall be the President, Vice-President, Recording Secretary, and Treasurer.
2. No person shall serve more than two consecutive terms in the same office.
3. The officers shall be officially installed at the last board meeting of the school year and assume their duties following the completion of the meeting.

D. CPTO BOARD

1. The members of the CPTO Board shall be the Executive Board members plus all committee chairpersons.
2. All committee chairpersons are responsible for:
 - attending monthly meetings in order to vote on dates, expenditures, actions, events, and CPTO projects,
 - submitting plans, budgets and/or finished products to the Board for final approval,
 - organizing and providing updates for their event, arranging for publicity for their event,
 - providing written reports at the conclusion of their activity,
 - submitting receipts and invoices to the Treasurer for reimbursement and
 - providing job description updates to maintain a current and accurate Constitution.
3. All CPTO Executive Board members may spend up to \$100 in a school request emergency without prior board approval. However, these expenditures must have informal approval from three executive board members. The Treasurer will reimburse these amounts when the receipt is submitted. Any expenditure over \$100 must have prior CPTO or Executive Board approval at the monthly meeting or any special meeting.

E. FACULTY

1. 1 or 2 faculty members shall be appointed as members of the Executive Board each school year by the principal.
2. They will represent the entire faculty at each Executive Board meeting and will have one vote each.

ARTICLE V

DUTIES

A. OFFICERS

1. President

- a) There will be one person serving in this position. This person served as Vice President the previous one-year term.
- b) Shall preside at all meetings of the CPTO and Executive Boards.
- c) Shall administer all programs of the CPTO.
- d) Shall prepare an agenda for all meetings.
- e) In the event of any vacancy in any office other than President, shall appoint a member of the CPTO to serve until the next election for that office, with the advice and consent of the Executive Board.
- f) Shall maintain the records of the CPTO.
- g) May sign checks for the CPTO.

2. Vice-President

- a) There will be one person serving in this position. This person will serve as President after the one- year term.
- b) Shall attend all monthly meetings of the CPTO and Executive Boards.
- c) Shall assist the President in administering the activities as requested by the President.
- d) Shall assume the President's responsibilities in the absence of the President.
- e) In the event of any vacancy in any office of President, shall serve as President for the remainder of the school year. Shall appoint a member of the CPTO to serve as Vice President for the remainder of the school year, with the advice and consent of the Executive Board.
- f) May sign checks for the CPTO.

3. Recording Secretary

- a) There will be one person serving in this position. This position is appointed for a two-year term.
- b) Shall keep the minutes of each meeting of the Executive Board, CPTO Board and of the general membership and submit these minutes to the President in a timely manner.
- c) Shall notify all board members of any special meetings in a timely manner.
- d) Shall update Constitution and committee binders and define amendments as required.

4. Treasurer

- a) There will be one person serving in this position. This position is appointed for a two-year term.
- b) Shall be entrusted with the funds of the CPTO.
- c) Shall maintain accurate records of these funds.
- d) Shall make a verbal and written financial report at all CPTO Board meetings.
- e) Shall help prepare a budget for the CPTO Board to approve early in the school year giving each committee chairperson a guide to spending.
- f) Shall submit a summary of the financial report in writing annually to the CPTO Board.
- g) Shall prepare checks to pay bills or reimburse CPTO members for approved expenditures.
- h) Shall reconcile monthly bank statements on a timely basis.

B. EXECUTIVE BOARD

In addition to the above-named officers, the following are members of the Executive Board:

1. Past President Advisor

- a) There will be one person serving in this position. This position is appointed for a one-year term. Any past president of the CPTO may serve in this position.
- b) Shall advise the President and the Executive Board.
- c) Shall provide history of the CPTO policies and the planning and implementation of activities.
- d) May still sign checks for CPTO.

C. CPTO BOARD

The following positions will serve as the Coordinator/Chairman of the Committee. Any deviation from job description must be addressed to CPTO Board and/or Principal.

1. Room Mother Coordinator

- a) There will be one person serving in this position. This position is appointed for a one-year term.
- b) Shall coordinate all headroom mothers for school parties and any other activities as needed by homeroom teacher.
- c) Shall coordinate the collection and distribution of the party/teacher appreciation money from each student/family.
- d) Shall appoint head room mothers in all classrooms
- e) Shall set up party dates and times in coordination with the principal and school administrator.
- f) Shall organize and chair a fall meeting for all headroom mothers explaining duties and school guidelines.
- g) Shall act as liaison between HeadRoom Mothers and the CPTO Board, principal and faculty.
- h) Throughout the year, shall remind headroom mothers to turn in party volunteer lists at least one week prior to party and follow-up with school administrator to ensure this is done.
- i) Expenditures of this committee need prior CPTO Board approval.

2. Art-Aide Committee Chairperson

- a) There will be one person serving in this position. This position is appointed for a one-year term.
- b) Shall coordinate the weekly set up and display of children's artwork throughout the school.
- c) Shall assist art teacher in the coordination of set-up, take down of art for Evening of Fine Art/Art Fair.

3. Music Aide Chairperson

- a) There will be one person serving in this position. This position is appointed for a one-year term.
- b) Shall assist music teacher in preparing performances and/or concerts.

4. PE Aide Chairperson

- a) There will be one person serving in this position. This position is appointed for a one-year term.
- b) Shall coordinate the volunteers for the Friday Motor Perception Program for K-2 and any other PE events (i.e. Field Day).

5. Book Fair Chairperson

- a) There will be one person serving in this position. This position is appointed for a one-year term.
- b) Shall coordinate the book fair with librarian, set up work schedule for volunteers, and work with school office.
- c) All profits from this committee go directly to library.

6. Box Tops For Education

- a) There will be one person in this position. This position is appointed for a one-year term.
- b) Shall coordinate the collection of General Mills' boxtops and the purchasing of benefits from this program.

7. Campbell's Soup Label Coordinator

- a) There will be one person in this position. This position is appointed for a one-year term.
- b) Shall coordinate the collection of Campbell Soup Labels and the ordering of promotional prizes for school.

8. Catholic Schools Week

- a) There will be one person in this position. This position is appointed for a one-year term.
- b) Shall chair committee meetings.
- c) Shall coordinate the CPTO activities for the week (including teacher and student appreciation days) and work with the Board of Education to incorporate these activities into the week.
- d) Expenditures of this committee need prior CPTO approval.

9. Community Service Project Assistants

- a) There shall be one or two persons serving in this position. This position is appointed for a one-year term.
- b) Shall assist the classroom teachers and students in carrying out service projects as requested by each teacher/grade level throughout the year.
- c) Shall coordinate all school community service projects at Thanksgiving and/or Christmas and/or Lent. The Thanksgiving and Christmas project shall be joint projects with PSR.
- d) Shall keep up-to-date the Community Service Project Binder for school and religion teachers.

10. Cupcake/Cookies Sales

- a) There shall be one person in this position. This position is appointed for a one-year term.
- b) Shall coordinate monthly cupcake sales by grades, includes monthly reminder notes to the corresponding grade level and coordinating dates of cupcake sales with school administrator. Shall check the cleanliness of kitchen when through.
- c) Profits from this committee are used for Educational Enrichment.

11. Dinner for November Conferences

- a) There shall be one person in this position. This position is appointed for a one-year term.
- b) Shall coordinate the one formal meal and one box meal for the teachers during the evenings of the November Parent/Teacher Conferences.
- c) Expenditures of this committee need prior CPTO approval.

12. Ditto/Laminating Chairperson

- a) There shall be one person in this position. This position is appointed for a one-year term
- b) Shall coordinate the copying of papers, tests, and other educational supplements as requested by teachers.
- c) Shall also coordinate the laminating of posters, room decorations, bookmarks, and other educational supplements as requested by teachers. This may require being taught how to use and maintain the laminator, as well as how to change the laminator rolls.
- d) This committee checks in daily with the office in order to complete the needs of our teachers in a timely manner.

13. Health Room Screening Aide

- a) There shall be one person in this position. This position is appointed for a one-year term.
- b) Shall assist the school nurse on screening days, which include St. Louis Vision/Hearing and upper grades' scoliosis screening.

14. Hot Lunch Chairpersons

- a) There shall be one or two persons serving these positions. This position is appointed for a one-year term.
- b) Shall coordinate the hot lunch program, including staffing of the hot lunch teams and the collection and counting of money.
- c) Pricing of program is dependent on overhead costs and not intended for profit.
- d) Shall coordinate the ordering and distribution of the milk/juice program. Shall coordinate the collection of money. Shall manage the inventory and delivery of the milk/juice.

15. Innisbrook Wrapping Paper Fundraiser Chairpersons

- a) There shall be one or two persons serving in these positions. These positions are appointed for a one-year term.
- b) This committee funds the activities of the entire CPTO.
- c) Because this committee coordinates the first major event of the school year, the chairperson is appointed by May 1st.
- d) Shall coordinate the selling, ordering, and distribution of wrapping paper.
- e) Shall coordinate all aspects of fundraiser with the principal and CPTO president before May 30th.
- f) Expenditures of this committee need prior CPTO approval.

16. Library Volunteer (school librarian is chairperson)

- a) Shall assist the librarian in coordinating the volunteers for the library, including helping the students in checking-out of library books as well as library inventory.

17. Lunchroom Beautification Chairperson

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the seasonal decorations in the lunchroom.
- c) Expenditures of this committee need prior CPTO approval.

18. Lunchroom Duty Substitute Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the substitutes for lunchroom duty making sure they receive their \$10.00 payment per day.

19. Parent Social (Christmas Event, Progressive Dinner, etc.)

- a) There shall be one or two persons serving in this position. This position shall be appointed for a one-year term.
- b) Shall form a committee to coordinate a social event for the parents of Incarnate Word.
- c) Themes and dates need prior approval of CPTO board and administration.
- d) This is a non-fundraising event. Admission costs and expenditures are subject to CPTO approval.

20. Welcoming Mass Coordinator

- a) This is the first meeting of parents, teachers and faculty of the school year. Principal will determine involvement of CPTO Board.
- b) Shall assist the principal, administrative assistant in coordinating refreshments and clean up.
- c) Shall coordinate the collating and distribution of Parent and Student Handbook.
- d) Expenditures are subject to administration approval.

21. Political Action Committee

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate with the administration to get information out to our school families about items that might affect them.

22. School Picnic

- a) There shall be one or two persons serving in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the end-of-the-year school picnic including coordinating the date of the picnic with principal and administrative assistant and the collection of family admission money.
- c) CPTO board must approve location, date, and possible costs.
- d) Expenditures of this committee need prior CPTO approval.

23. School Pictures Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the date with the Lifetouch studio and school, send out the order forms and coordinate the actual picture taking and retake dates.

24. Science Teacher Helper Coordinator

- a) There shall be one or two persons in this position appointed for a one- year term.
- b) Shall coordinate with science teachers the special resources in the St. Louis area. (pick-up/delivery)
- c) The funding for this committee will be provided by the CPTO.

25. Skating Parties Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate skating party dates between school administrator and skating rink. This includes sending reminder memos to school families as to dates and times of skating parties, as well as the collection of profits from skating party from establishment owner. These profits are specifically used for the Science Program.
- c) All admission costs and party changes are subject to prior CPTO approval.

26. Special Event Day Coordinators

- a) There shall be one or two persons in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the Special Event Day to be alternated by year with the Science Olympiad. This committee shall choose the specific theme choice (i.e. Career Choice, Multi-cultural Day, Century Day) as approved by the school and CPTO.
- c) Shall coordinate this day's events with the school and faculty, as well as clean-up.
- d) The budget for this committee is not to exceed the profits from the most recent Trivia Night

27. Speech Team Coordinator For Grades Six Through Eight

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall assist students in grades sixth through eight in the after-school program in preparing for the Bellermine Speech meets held three times a year.
- c) Expenditures of this committee need prior CPTO approval.

28. Speech Team for Fifth Grade

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall assist with the in-house speech training league that prepares students for speech meets.
- c) Expenditures of this committee need prior CPTO approval.

29. St. Jude's Math-a-thon Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the Math-a-thon to benefit for St. Jude's Research Hospital for Children.
- c) Shall coordinate the distribution of forms, collection of money, distribution of t-shirts, prizes and Six Flags tickets.

30. St. Patrick's Day/ St. Nicholas Day Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate treats at lunch for St. Patrick's Day. Shall work with the 8th grade teacher for St. Nicholas Day activities.
- c) Expenditures of this committee need prior CPTO approval.

31. Student Appreciation Day Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall help plan and implement special activities on this date and coordinate this with principal.
- c) Shall help plan special appreciation day during Catholics Schools Week as well.
- d) Expenditures of this committee need prior CPTO approval.

32. Teacher Spotlight Chairperson

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the highlighting of different teachers and classes throughout the year, classroom treats, teachers' birthdays, and displaying these on the school bulletin boards.
- c) Expenditures of this committee need prior CPTO approval.

33. Treats For Teacher's Meetings

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the desserts/lunch treats for monthly teachers' meetings.
- c) Expenditures of this committee need prior CPTO approval.

34. Trivia Night

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the scheduling of date, organizing the trivia questions and "callers" to read questions, and collection of money for this event as well as clean-up after the event. This event funds our Special Event Day.
- c) Themes and dates need prior approval of CPTO. Admission costs are subject to CPTO approval.

35. Uniform Coordinator

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the date of the uniform fitting by Just Me Apparel with school office. Shall reserve the lower church hall for the fitting date and notify the church bulletin of the information for the fitting date and delivery date. Shall coordinate the delivery date and time with Just Me Apparel for August as well as distribution of the orders to Parents.
- c) Shall coordinate the resale of used uniforms as well as collection of unwanted and unclaimed uniforms.

36. Volunteer Coordinator

- a) There will be one or two persons serving in this position. This position is appointed for a one-year term.
- b) Shall distribute volunteer forms throughout school.
- c) Shall collect and organize completed forms.
- d) Shall coordinate committee heads, compile committee lists and distribute to CPTO President in a timely manner.
- e) Shall distribute the list of committee heads to President by the end of school year.

37. Welcoming Committee/Big Sister Program Coordinators

- a) There shall be one or two persons serving in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the assigning of a contact family for each new family in order to keep the new families informed throughout the school year.
- c) Shall organize the welcoming social for new families at the beginning of the school year.
- d) Because this committee's activities must begin at the start of school, the chairperson is appointed by May 1st. Principal and CPTO president must approve all plans before May 30th or as soon as possible before activities begin.
- e) Expenditures of this committee need prior CPTO approval.

38. Yearbook Chairperson

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the taking and collection of photos, photo layouts, meeting Lifetouch deadlines, as well as the collection of money and distribution of yearbooks.
- c) All subsidies of the CPTO are subject to prior CPTO approval.

39. Second Grade Reconciliation/First Communion Services Coordinator (usually first grade parents)

- a) There shall be one person in this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the volunteers to serve the receptions for the second grade Reconciliation and First Communion Services. This includes coordinating the making of cookies, ordering of drinks and other refreshments and clean-up of kitchen in direct cooperation with the DRE.
- c) All expenditures of this committee are subject to prior DRE approval.

40. Eighth Grade Liturgy and Graduation Activities (usually seventh or eight grade parents)

- a) There shall be one or two persons serving this position. This position shall be appointed for a one-year term.
- b) Shall coordinate the details of the 8th grade Graduation Day. This includes the coordinating of volunteers to serve the graduation reception.
- c) Expenditures of this committee need prior CPTO approval.

ARTICLE VI

NOMINATIONS & ELECTIONS OF OFFICERS

- A. If necessary, a nominating committee, comprised of three to five current CPTO board members, shall be appointed by the Executive Board to accept nominations for the positions of Vice President, Secretary, and Treasurer. The current Vice President will automatically fill the position of President.

- B. The work of this committee shall be to:
 - 1) Accept nominations
 - 2) Nominations may be submitted in writing, by self-nomination or offered from the floor.
 - 3) Nominations must be submitted by the close of the meeting prior to the election.

 - 4) Contact each nominee to confirm his/her willingness to serve.
 - 5) Draft a slate of candidates for Executive Board positions
 - 6) Present the candidates to the general membership (Election Voting Meeting).
 - 7) Conduct a fair election at meeting by majority of members present and voting.
 - 8) Install new officers at the final meeting of the school year. They assume full duties at the close of the final meeting.

ARTICLE VII APPOINTMENT OF COMMITTEE CHAIRS

Each standing committee shall have a chair that is a member of the CPTO Board. Each chair will have one vote. These positions are elected for a one-year term.

- A. The Executive Board will accept all submissions for new Committee chairs.
- B. Each person shall be contacted to verify his/her willingness to serve.
- C. If more than one person requests to be the chairperson, CPTO will determine if co-chairs are needed. If not, one of the respective names will be randomly drawn from a hat by the President in the presence of the CPTO Board prior to the last meeting of the school year.
- D. The new committee chairs assume chair duties at the close of the final meeting.

ARTICLE VIII MEETINGS

- A. General membership meetings will be held throughout the school year, usually once a month.
- B. CPTO Board meetings may also be held when requested by three members of the Executive Board.
- C. At least three members of the Executive Board will constitute a quorum for the transaction of any business and must include at least two officers.
- D. Issues will be voted on following a MOTION and a second to that MOTION. Passage of an issue will require a 2/3 majority of members present, provided that a quorum has been met.
- E. Special votes of the Executive Board or the CPTO Board may be conducted as needed.

ARTICLE IX AMENDMENTS

- A. Amendments to this Constitution must be submitted in writing to the Secretary or President and duly read at a CPTO Board meeting.
- B. Amendments may be accepted by a 2/3 vote of those present whom are eligible to vote at the next regular meeting. A quorum must be present.

ARTICLE X AD HOC COMMITTEE

- 1. Teacher Requisition Coordinator
 - a) There shall be one person in this position. This position shall be appointed for a one-year term.
 - b) Shall collect and organize teacher requisitions.
 - c) Shall make a copy of each request and distribute to Principle and CPTO President for their approval.
 - d) Shall inform the teacher who is the making request when their request will be approved or denied.
- 2. May Crowning Coordinator
 - a) There shall be one person in this position. This position shall be appointed for a one-year term.
 - b) Shall coordinate the buying and distribution of the May Crowning flowers.