

By-Laws

Saint Barbara's Greek Orthodox Church
Parent Teacher Organization
April 2013

ARTICLE I – NAME

The name of this group shall be the Parent-Teacher Organization of Saint Barbara's Greek Orthodox Church, Toms River, New Jersey.

ARTICLE II – MISSION STATEMENT

The objectives of this organization shall be:

1. To bring communication between all child related services such as: Sunday School, Greek School, Greek Dancing Beginner, and Greek Dancing Intermediate.
2. Raising funds to be spent on the above services for their classrooms, equipment, costumes, and any items that may be needed.
3. Sponsoring and fundraising for the interest of the children at Saint Barbara's Church.
4. Organizing registrations for the above services in September; all activities commence in October.
5. These By-Laws will be distributed and read at the initial PTO meeting of the start of each year.

ARTICLE III – POLICY

Section 1.

The purpose of this organization shall be supportive in any financial means necessary to create a well balanced atmosphere for the children of Saint Barbara's Church, and shall be developed through meetings, fundraisers, and outings.

Section 2.

This organization shall be non-commercial, non-profit, non-sectarian and non-partisan. No commercial enterprise or any candidate shall be endorsed by it.

Section 3.

One member of the Executive Board shall attend meetings for Greek School, Sunday School, and Greek Dancing, and report back to the PTO Board with written documentation.

Section 4.

This organization or its individual members shall feel free to offer to the Priest or the Parish Council such constructive suggestions as will to promote the interest of the child in all his relationships.

Section 5.

A liaison is appointed by the Parish Council President, who will be present at all PTO meetings and will be included in all emails.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1.

All persons who are interested in the objectives of this organization may become members in good standing upon payment of dues as provided in Section 3 of this Article, and as a Saint Barbara Greek Orthodox parishioner who is a paid steward.

Section 2.

All Saint Barbara's parishioners who are interested in the objectives of this organization may become members.

Section 3.

The annual dues for member shall be \$10.00(ten dollars) that will be charged on all registrations of Greek School, Sunday School, and Greek Dancing. ONE membership per family needed, not by all three services.

ARTICLE V – MEETINGS

Section 1.

Meetings of this organization shall be called by the board with approximately four (4) days notice via email.

Section 2.

The privilege of holding office, making motions and voting shall be limited to members of the organization.

Section 3.

A simple majority shall constitute a quorum, except for resolutions or motions amending the By-Laws, which shall require 2/3 (two-thirds) vote of the membership.

ARTICLE VI – OFFICERS AND THEIR ELECTIONS

Section 1.

The officers of this organization shall be President, Vice President, Secretary and Treasurer. These Officers shall be elected for a term of one year and shall constitute the Executive Officers. Officers shall serve until their successors are elected and installed. No officer shall be eligible for 3 (three) consecutive terms in the same office.

Section 2.

Nominations for officers shall be made by existing members. They shall be presented to the membership at the May meeting.

Section 3.

The members shall choose one candidate for each office. No candidate may be nominated for more than one office.

Section 4.

At the June meeting, the Secretary will present the candidates of officers and elections shall take place at this time.

Section 5.

Elections shall be by voice vote if there is but one candidate for each office. If there is more than one candidate for any office, elections will be by secret ballot.

Section 6.

Installation of officers will occur at the June general meeting. The new and old board will work jointly. All old business will be the responsibility of the outgoing board.

Section 7.

A vacancy occurring in an office shall be filled by the President and ratified by the membership at the next meeting, after notice has been given.

Section 8.

Any officer leaving the board must review and guide the upcoming officer for that position, and must be present to the first meeting of the following year.

ARTICLE VII – DUTIES OF OFFICERS

Section 1.

The President shall preside at all the meetings of the organization and of the Executive Board. The President, upon election, shall appoint chairpersons to the annual events/Coffee Hour and shall perform all other duties usually pertaining to the office. The President shall create a monthly agenda to be discussed at each meeting, prior to opening prayer.

Section 2.

The Vice President shall perform the duties of the President in the absence of that officer. The Vice President shall compile a list of parent volunteers and pass appropriate information to the standing committee's chairperson.

Section 3.

The Secretary shall keep the minutes of each meeting, shall record every motion or resolution that is adopted and furnish a copy of these minutes to the Executive Board, Members, and Liaison. The minutes shall be kept for 3 (three) years. Will handle all correspondence, publicity and prepare ballots for elections when necessary. An email of ***ptomembers9@gmail.com*** will be used by the Executive Officers in order to have all files for years to come. Every year the Board may change the password. The Secretary must provide any and all written and electronic record documentation to the newly elected Secretary.

Section 4.

The Treasurer shall receive all monies, shall keep an accurate record of the receipts and expenditures and shall pay out funds only as authorized by the organization or the Executive Officers. The records shall be kept for 5 (five) years. All checks shall be signed by either the Treasurer or President. All bank statements shall be mailed to the church. The Treasurer shall present a statement of account at every Board meeting of the organization that should include a verbal presentation along with the physical presentation of the current bank statement and cancelled checks. The books shall be open to inspection at any time.

ARTICLE VIII – EXECUTIVE BOARD

The Executive Board shall consist of the Officer of the organization.

1. The duties of the Executive Board shall be to transact necessary business between organization meetings.
2. They shall be responsible for drawing up a budget for the year and presenting and voting on it for approval at the first PTO meeting of the school year.
3. Monthly meetings of the Executive Board shall be held on a date convenient to the members. Special meetings may be called by the President or by a majority of the board.
4. It is the responsibility of the board members to attend meetings and report on their progress.

ARTICLE IX – STANDING COMMITTEES

There shall be such standing committees created by the executive officers as may be required to promote the objectives and interest of the organization. The chairperson of the standing committees shall be appointed by the President for a 1 (one) year term of office. All Committee Chairpersons shall be required to be members in good standing through payment of the annual PTO membership dues. All committee chairpersons shall submit a written report to the President at the last meeting of the school year or upon completion of their activity.

ARTICLE X – AMENDMENTS

These By-Laws may be amended at any regular meeting of the organization by a 2/3 (two-thirds) vote of the members present and voting, provided notice of the proposed amendment was given at the previous meeting and/or newsletter.

The rules contained shall guide this organization in all cases in which they are applicable and not inconsistent with these By-Laws.

The By-Laws of this Organization shall be reviewed by the Executive Board annually.

ARTICLE XI- ACTIVITIES

SEPTEMBER- Festival Booth geared to children's activities and/or food, along with registrations for Sunday School, Greek School, Greek Dancing Beginner and Intermediate

OCTOBER- Back to School- Baskets or Gift certificates to ALL Teachers and treats for the children

NOVEMBER- Christmas Trip

DECEMBER- Christmas Pageant, setting up Nativity, and Christmas Tree in Hall

JANUARY- Three Hierarchs Celebration alternating years hosting a Complimentary Dinner and Poems w/Saint George (2014 Our turn)

FEBRUARY/MARCH- Apokreatiko Glendi- Biggest Fundraiser/ Gift Auction

MARCH/APRIL- Easter Lenten Brunch and activities, Lenten Friday Dinner

JUNE- Teacher Appreciation Dinner, Greek and Sunday School Graduations, and End of the Year Bash.

These activities are suggestions and may be altered by the Executive Board at any time.

ARTICLE XII- DONATIONS

\$1,000- Sunday School and Greek School to improve the classrooms aesthetics, supplies, or any equipment needed.

\$1,200- Christmas Trip to alleviate the cost by all parishioners.

\$5,000- Saint Barbara Greek Orthodox Church/Hall/or Athletic Center

\$500- Teacher Appreciation Dinner and Graduating Goyans Gift

These donations are suggestions and may be altered by the Executive Board at any time.

ARTICLE XIII- DISSOLUTION

Upon dissolution of the PTO, the general fund in the Treasury shall be used for additional equipment and/or activities for the children of Saint Barbara's Church, leaving no money in the account.

April 2013