

Christ the King School
Parent Teacher Organization
Standing Rules and Recommendations

Article I: General Information and Definitions

Section 1. Definitions.

“CKS” shall mean Christ the King School, located at 412 Cochran Road, Lexington, Kentucky 40502.

“PTO” shall mean the CKS Parent Teacher Organization.

Section 2. General Information.

The CKS PTO is an informal organization comprised of members of the CKS community. The CKS PTO does not operate as an incorporated entity, and it does not file documents with the Kentucky Secretary of State. The CKS PTO operates at the discretion of the CKS principal (the “Principal”) and the Roman Catholic Diocese of Lexington. The CKS PTO does not directly maintain or manage any school funds, does not operate its own bank account, takes no active role in the administration of CKS, cannot vote on any policies or procedures of CKS, and cannot contract on behalf of or bind CKS in any way.

Article II: Purpose and Objectives

The objective of the CKS PTO is to serve the CKS community by: (a) recruiting and coordinating the parent volunteer base; (b) supporting CKS in its fundraising efforts; (c) working alongside the CKS administration to coordinate, organize, and facilitate social activities and the extracurricular school calendar to enhance the CKS community; (d) supporting the faculty and staff of CKS; and (e) providing an avenue for members of the CKS community to give and receive information related to CKS and its operations.

Article III: Membership, Dues, Member Meetings

Section 1. Membership and Dues.

All parents and guardians of a student currently enrolled in CKS are members of the CKS PTO upon payment of dues, and said dues are assessed as part of the fees charged by CKS as the “school supply fee” at the beginning of each school year. The CKS Principal determines, with the advice of the CKS PTO Advisory Committee, the portion of each student’s school supply fee that should be allocated as PTO dues. The dues are assessed per student and not per parent and/or guardian.

The CKS rector, Principal, faculty, and staff are all members of the CKS PTO and are exempt from the obligation of annual dues.

Section 2. Member Meetings

General meetings of the CKS PTO should be held no less than once each trimester unless the CKS PTO Advisory Committee recommends otherwise. Notice of general meetings should be sent to members electronically, via email when possible. The current Chair of the CKS PTO Advisory Committee, together with the CKS Principal, should lead the general meetings.

Article IV: Advisory Committee – Officers and Officer Duties

The CKS PTO will have an Advisory Committee with the general duties outlined in Article V. The Officers of the Advisory Committee, and their respective duties, should be as follows:

Chair: The Chair should attend, and preside at, all general meetings of the CKS PTO and all CKS PTO Advisory Committee meetings. The Chair is responsible for communicating the advice and recommendations of the Advisory Committee to the CKS Principal and administration. The Chair should work with the school administration to communicate with the general membership of the CKS PTO (for example, the Chair should provide PTO updates in regular CKS communication modalities (newsletter, social media, website, etc.)) at an interval agreed upon with by CKS communication staff and should be a liaison between PTO parent members and the CKS administration. The Chair should work with the Principal to prepare CKS PTO “reports” to be presented at CKS School Council Meetings. The Chair should hold office for one term, which should be one calendar year. Each January, the new Chair should meet with the CKS Principal to assess the role of the CKS PTO in the CKS community at large and to set goals and expectations for the upcoming school year, including setting the social, fundraising and classroom support efforts that the CKS PTO will be responsible for in the upcoming school year. This plan will also include a timeline that will be coordinated with the overall CKS annual calendar. After serving as Chair for one twelve (12) month term, the Chair should transition to the role of Past-Chair.

Incoming Chair: The Incoming Chair should attend all general meetings of the CKS PTO and all CKS PTO Advisory Committee meetings. The Incoming Chair should perform the duties of the Chair in the absence of that officer and, in general, should assist the Chair in completing his or her duties when requested. The Incoming Chair should communicate with head volunteers of the various CKS events and fundraising efforts to familiarize himself or herself with said events prior to entering the role of Chair. The Incoming Chair should hold office for one term, which should be one calendar year.

Past-Chair: The Past-Chair should attend all general meetings of the CKS PTO and all CKS PTO Advisory Committee meetings. The Past-Chair should assist the Chair and Incoming Chair in their duties when requested and should work to ensure a smooth transition upon his or her passage from Chair to Past-Chair. The Past-Chair should hold office for one term, which should be one calendar year.

Secretary: The Secretary should keep a written record of all general meetings of the CKS PTO and all CKS PTO Advisory Committee meetings. The Secretary should make all written records of any and all CKS PTO meetings, whether general or of the Advisory Committee, available to all CKS PTO members upon request. The Secretary should work alongside the Chair and the CKS administration to communicate CKS PTO information to the general membership. It is recommended that all written meeting minutes be published on the CKS PTO website for a period of approximately twelve (12) months following the date of said meeting.

Treasurer: The Treasurer should receive, at the discretion of the Principal, a written record of the fundraising targets, goals, and efforts of CKS and should present this information at each general meeting of the CKS PTO and at each CKS PTO Advisory Committee meeting. The Treasurer should, at the discretion of the CKS business manager and Principal, consult with the CKS business manager regarding goals and results of CKS fundraising efforts. The CKS PTO does not maintain its own bank account and cannot access any CKS funds without approval of the CKS administration or business manager, and the Treasurer therefore has no duty to assess the accuracy of any financial information or ledgers of CKS.

At-Large Officer: The CKS PTO Advisory Committee may have up to twenty (20) At-Large Officers. Prior to being admitted as an At-Large Officer, the five members of the CKS PTO Advisory Committee listed above should approve the admittance of the At-Large Officer at a meeting of the Advisory Committee.

Article V: Advisory Committee – General Duties and Advisory Committee Meetings

Section 1. General Duties.

The CKS PTO Advisory Committee is comprised of the Chair, the Incoming Chair, the Past-Chair, the Secretary, the Treasurer, and all At-Large Officers (if any). Members of the CKS PTO Advisory Committee must be members of the CKS PTO (parents or guardians of current CKS students). The general duties of the CKS PTO Advisory Committee are: (a) to coordinate the parent volunteer base of the CKS general membership to assist the CKS administration in all its efforts, including fundraising, school events, and social events; (b) to work with the school administration to set calendars, schedules, and timelines for said fundraising events, school events, and social events; (c) to make recommendations to the CKS principal and administration regarding general school matters, of whatever nature may arise; (d) to provide a platform where CKS general members, including parents and teachers, can give and receive information on general school matters; and (e) to nominate and recommend to the CKS PTO new and/or future Advisory Committee members. Every effort should be made by the Advisory Committee to arrive at its recommendations and decisions (if any) by consensus. In the event an issue cannot be resolved by consensus, each member of the Advisory Committee will have one vote, and a simple majority vote will be taken (and every effort will be taken to obtain each individual member's vote).

Whenever appropriate, meaning when there is a vacancy in the Advisory Committee or when it is time for a new Incoming Chair to join the Advisory Committee, the Advisory Committee will recommend to the CKS PTO, at a general meeting of the members, the name of an individual

to fill each vacancy. Unless there is an objection at the general member meeting, said individual will proceed to fill the recommended role.

Section 2: Advisory Committee Meetings

Meetings of the CKS PTO Advisory Committee should be held no less than once each trimester. If an Advisory Committee Member misses two consecutive Committee meetings without just cause given, the remaining members of the Advisory Committee may consider a replacement for said Member.

Article V: Amendments

These Standing Rules and Recommendations may be amended at any time by the CKS PTO Advisory Committee. Prior to said amendments taking effect, the proposed amendments should be: (a) presented at a general member meeting for member comments and (b) presented to the CKS Principal for approval. These Standing Rules and Recommendations should be reviewed by the Advisory Committee, at a minimum, once every five (5) years.

Revised August 2022