

Parent –Teacher Organization By-Laws

ARTICLE I: NAME

The name of the Association shall be the Parent-teacher Organization (PTO) of All Saints Catholic School in the State of Virginia Diocese of Richmond.

ARTICLE II: PURPOSE

The purpose of the PTO shall be to:

- a. Promote the welfare of children and youth at home, school, community, and place of worship.
- b. Bring home and school into closer relation so that parents and teachers may cooperate intelligently in the education of children and youth.
- c. Foster a relationship between education and parents through acts of volunteerism to promote physical, mental, social, and spiritual experiences.
- d. Conduct fundraising activities as needed to meet financial objectives.

ARTICLE III: MEMBERSHIP

All parents and/or guardians of any student enrolled in All Saints Catholic School, as well as all school faculty members, are eligible for membership in the PTO.

ARTICLE IV: VOLUNTEER HOURS

Each family should pledge to commit at least 10 hours or more of volunteer time during the school year to help with all PTO events; to include 2 of the hours during the Annual Spring Carnival/Silent Auction.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1: The officers of this Organization shall be:

- a. President, Vice-President, Secretary, Treasurer and Historian
- b. Officers shall be elected by ballot in the month of May. However, if there is one nominee for office, election for that office may be by unanimous vote.
- c. Officers shall assume their official duties following the close of the meeting in May, and shall serve for a term of one year, or until their successors are elected. Officers

may serve an additional year at the discretion of the Executive Board, and with the consent of the individual.

- d. A person shall not be eligible to serve more than two consecutive terms in the same office. A person who has served in that office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 2: Nomination Committee:

- a. There shall be a nomination committee composed of (an uneven number, no less than three) members who shall be selected by the Executive Board at least one month prior to the election of officers. This committee shall elect its own chairman.
- b. The nomination committee shall nominate an eligible person for each office to be filled and report its nominee at the regular meeting in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have given their consent to serve if elected shall be nominated for or elected to such office.

Section 3: Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by such a person elected by a majority vote of the Executive Board, unless notice of such election have been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The President shall:

- a. Preside at all meetings of the organization.
- b. Be an ex-officio member of all committees, except nomination committee.
- c. Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
- d. Perform such other duties as prescribed in these By-Laws or assigned by the Organization.

Section 2: The Vice-President shall:

- a. Act as an aide to the president
- b. Conduct meetings in the absence of the President
- c. Perform such other duties as prescribed in these By-Laws or assigned by the Organization.

Section 3: The Secretary shall:

- a. Record the minutes of the PTO Executive Board
- b. Have a current copy of the By-Laws
- c. Maintain a membership list.
- d. Perform such other duties as prescribed in these By-Laws or assigned by the organization.

Section 4: The Treasurer shall:

- a. Keep a full and accurate account of receipts and expenditures
- b. Present a financial statement at every meeting and at other times when requested by the Executive Board.
- c. Work closely with the principal to make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
- e. Perform such other duties as prescribed in these By-Laws or assigned by the Organization.

Section 5: The Historian shall:

- a. Keep a record of the activities and accomplishments of the organization for the school year.
- b. Compiled the information in permanent form to be maintained sequentially by the organization.
- c. Perform such other duties as prescribed in these By-Laws or assigned by the Organization.

All officers shall perform the duties outlined in these By-Laws. Upon the expiration of the term of office or in case of resignation, each officer shall relinquish to the President, without delay, all records, books, and other materials pertaining to that particular office.

ARTICLE VII: EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, Historian, chairperson of each standing committee, and Principal of the school or a representative appointed by the principal. The chairperson of each standing committee shall be elected by the officers of the organization and the Principal not more than 30 days following the election of officers or prior to start of the school year.

Section 1: The duties of the Executive Board shall be to:

- a. Transact necessary business (in the interval) between the organization meetings and such other business as may be referred to it by the organization.
- b. Create standing and special committees.
- c. Approve the purpose and objectives of the standing committees.
- d. Present a report at the regular meetings of the organization.
- e. Perform such other duties as prescribed in these By-Laws or assigned by the Organization.

- f. Prepare and submit to the Organization for adoption a budget and calendar for the year.
- g. Approve routine expenditures within the limits of the budget.

Section 2: Regular Meetings:

Regular meetings of the Executive Board shall be held monthly on a date determined by the Executive Board. Special meeting of the Executive Board may be called by the President of a majority of the members of the Board with three-day notice given. A quorum shall constitute two-thirds (2/3) of the Executive Board members.

ARTICLE VIII: COMMITTEES

Section 1: Nomination Committee shall:

- a. Consist of at least three members selected by the Executive Board.
- b. Shall present nominations from a ballot or floor at the meeting preceding the annual meeting.

Section 2: Standing Committees shall:

- a. Consist of Hospitality, Carnival, Room Parents, Fundraising, Social/Community Awareness, Marketing/Enrollment and any other committees deemed necessary by the Executive Board.
- b. Upon resignation, deliver to the incoming Chairperson, all records, books, papers or other property belonging to the organization.
- c. Responsibility of the Standing Committees:

- **Hospitality – Duties:**

- Coordinate with Room Parent and other committees for special events such as Teachers Appreciation Week, Administrative Assistant Day, etc.
- Help to welcome special guest
- Help with the purchase of supplies needed for an event
- Help with setup and cleanup

- **Carnival – Duties:**

- Attend Carnival meetings
- Help coordinate overall events
- Help contact suppliers for price list (rides, games, etc.)
- Help send out letters for donations & vendors
- Help determine food needed for the events
- Help establish game and rides and the layout

- Help purchase prizes and tickets
 - Help solicit and collect items for Silent Auction
 - Help with setup and cleanup
- **Room Parents – Duties:**
 - Attend Room Parent meetings
 - Help organize field trips, such as recruiting parents for chaperones
 - Help organize classroom parties
 - Help organize Community Service for the class grade level
 - Coordinate with Hospitality and other committees for special events , such as Teachers Appreciation Week, Administrative Assistant Day, etc.
 - Help to get 100% parent participation with the Annual Carnival/Silent Auction
 - Help assist with other school activities
- **Fundraising – Duties:**
 - Develop fundraising activities that will be raised to benefit school activities.
- **Social/Community Awareness – Duties:**
 - Coordinate Community Service projects as a ways for the school to give back and help in the community.

ARTICLE VI: MEETINGS

The general membership meetings of this organization shall consist of three monthly meetings annually.

ARTICLE X: AMENDMENTS

Section 1: Procedure for amendment of By-Laws:

- a. These By-Laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at previous regular meeting.
- b. A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.
- c. By-Laws should be reviewed annually.

ARTICLE XI: RULES

All meetings of the Organization and the Executive Board shall be conducted in accordance with the "Robert's Rules of Order", when not in conflict with these By-Laws.