

# **By-Laws of Our Lady's Christian School PTO**

## ***Article 1* Name & Objectives**

**Section 1** The name of this organization shall be Our Lady's Christian School PARENT/TEACHER ORGANIZATION (PTO).

**Section 2** The objective of this organization shall be:

- A.** To maintain an assemblage wherein the family, parents and supporters of Our Lady's Christian School shall cooperate with the faculty and administration in a united effort to provide every child with the highest advantage in physical, mental, social and spiritual education.
- B.** To work with the guidance counselor to plan and establish a parent education element to further parent understanding for today's education.
- C.** To provide a working organization that will financially assist in acquiring needed materials for students and the school deemed necessary for the operation of the school.
- D.** To assume the responsibilities requested by Our Lady's Christian School Board or related organization when deemed appropriate by the Executive Board.

## ***Article 2* Mission Statement**

The Our Lady's Christian School PTO shall be devoted to the welfare of the child. This organization shall respect the established policies and practices as set forth by the Diocesan Catholic Schools Office and the Our Lady's Christian School Board.

## ***Article 3* Membership and Dues**

**Section 1** The following are eligible for membership, with vote:

- A.** Parents or guardians of the children who attend Our Lady's Christian School.
- B.** All members of Our Lady's Christian School faculty.

**Section 2** Annual dues shall be determined and approved by the PTO Board at the last meeting of each school year. To be considered a member in good standing, dues must be paid in full. Dues for the faculty of Our Lady's Christian School shall be waived.

## ***Article 4* General Membership Meetings**

**Section 1** The General Membership Meeting of this organization shall be held annually at a time to be determined.

**Section 2** Any deviation from the preceding would be at the discretion of the Chair with the concurrence of the majority of the total Executive Board.

**Section 3** Those present at the regularly scheduled General Membership meeting of the Organization shall constitute a quorum.

## **Article 5 Executive Board**

**Section 1** The Executive Board shall consist of:

- A. The Chair of the Parent/Teacher Organization, with a voice and a vote only in the case of a tie.
- B. The Vice-Chair, Secretary, Treasurer, Past Chair, Room Parent Chair, Room Parent Co-Chair, and four Advisors, each with a voice and a vote.
- C. The Pastors of St. Andrew's, St. Jude's and St. Julia's, as member's ex-officio with a voice.
- D. The Principal of Our Lady's Christian School, representing the faculty and administration, with a voice and a vote.
- E. The Director of Advancement, also representing the administration, with a voice.

**Section 2 Meeting of the Executive Board**

- A. Shall meet at least once a month at a time and place designated by the Chair.
- B. Any deviation from the proceeding would be at the discretion of the Chair with the concurrence of the quorum of the Executive Board.
- C. Any Executive Board Member who anticipates missing a meeting shall inform the Chair of his/her absence in advance. Any Board Member who regularly misses Board meetings and/or does not fulfill his/her obligations without a valid excuse shall be replaced at the discretion of the officers. The Chair shall nominate a successor to fill the member's remaining term, and this nomination shall be approved by a quorum of the Executive Board.
- D. A quorum shall be defined as one half (1/2) plus one (1) of the Executive Board.

**Section 3** The following shall be considered Standing Committees, whose Chairpersons are appointed by the Chair from the members of the Executive Board:

- A. **Program** (Vice-Chair who is committed chairperson, one Advisor, and Room Parent Co-Chair)
  - 1. Shall develop programs for general membership meetings, including contacting speakers and designating meeting place.
  - 2. Shall make all necessary arrangements for meeting including reserving the meeting place and set-up.

3. Shall introduce program and speakers.
  4. Shall handle all necessary protocol.
- B. Publicity/Notification** (Secretary)
1. Shall make arrangements with news media to publicize the Organization and its activities.
  2. Shall take charge of sending out all necessary notices and publications regarding the Organization to the membership.
- C. Membership** (Room Parent Chair who is committee Chairperson, Room Parent Co-Chair)
1. Shall conduct the Organizations membership drive by informing eligible individuals of membership drive through written notice. Membership drive shall take place from the start of the school year until September 30.
  2. Shall collect membership dues and compile a list of current members.
  3. Shall present a list of PTO members to the Executive Board at the October meeting.
- D. Nominating** (Vice-Chair, 2 Advisors)
1. Shall seek nominations from the General Membership for all positions being vacated for the upcoming year.
  2. Shall present a slate of nominees to the Executive Board at the April Board meeting.
  3. Shall distribute election ballots to all current PTO members.
  4. Shall tally the returned ballots and notify the Executive Board and the General Membership of the results of the election.

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## ***Article 6* Officers and Their Duties**

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- A. Chair - Duties**
1. Shall preside at all meetings of the Organization.
  2. Shall acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the by-laws and standing rules of this association.
  3. Shall appoint all committees, standing and temporary, utilizing the present Executive Board.
  4. Shall announce all business.
  5. Shall entertain only one main motion at a time and state all motions properly.
  6. Shall permit none to debate motions before they are seconded and stated; shall encourage debate and assign the floor to those properly entitled to it.
  7. Shall remain fair and impartial during any necessary discussion while

presiding.

8. Shall extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
9. Shall have the power to dismiss from the floor all discussion deemed to be irrelevant to the purpose of the Organization.
10. Shall give signature when necessary.
11. Shall be ex-officio of all committees, except the nominating committee.
12. Shall co-sign all expenditures over \$2000 after approval from the Executive Board.
13. Shall notify all Board members of upcoming board meetings.
14. Shall serve as a member of the School Board, and attend monthly meetings as a representative of the PTO.
15. Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**B. Vice-Chair - Duties**

1. Shall perform duties of the Chair in the absence or inability of that officer to act.
2. Shall head Program and Nominating Committees as outlined in the by-laws.
3. Shall plan and oversee one major PTO fundraising event.
4. Shall attend all PTO Board meetings or inform the Chair in advance if a meeting must be missed.
5. Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**C. Secretary - Duties**

1. Shall keep written record of all meetings of the Organization.
2. Shall record and make available reports of the Executive Board meetings in a timely manner.
3. Shall review minutes of regular meetings of the Organization at each regular meeting.
4. Shall handle all communications and act as Corresponding Secretary, including handling of thank you notes and memorials.
5. Shall record the name of the member who introduces a motion. It is not necessary to record the name of the member who seconds a motion.
6. Shall call a general meeting to order in the absence of a Chair or Vice-Chair.
7. Shall submit ledger of year's activity to the St. Jude treasurer at PTO

year end. This shall consist of monthly minutes and year-end financial reports.

**8.** Shall attend all PTO Board meetings or inform Chair in advance if a meeting must be missed.

**9.** Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**D. Treasurer - Duties**

**1.** Shall receive and bank all moneys due the Organization.

**2.** Shall prepare a monthly financial statement.

**3.** Shall present a treasurer's report at each regular meeting.

**4.** Shall pay by check all expenses due under \$2000.

**5.** Shall obtain the co-signature of the Chair on all expenses of \$2000 or greater.

**6.** Shall pay bills from officers and committee members only when authorization form and receipts for expenditures are obtained.

**7.** Shall keep an accurate account of all money received and disbursed.

**8.** Shall submit books for unaudited review at the end of their term on the Executive Board. Shall submit books for audit when deemed necessary by the Executive Board.

**9.** All single expenditures unrelated to Organization events and totaling \$2000 or more shall be put before the General Membership for approval.

**10.** Shall oversee handling and collection of money at all PTO events.

**11.** Shall submit PTO year-end financial report to St. Jude treasurer.

**12.** Shall attend all PTO Board meetings or inform the Chair in advance if a meeting must be missed.

**13.** Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**E. Room Parent Chair - Duties**

**1.** Shall seek and appoint classroom coordinators at the start of the school year.

**2.** Shall direct the classroom coordinators in scheduling the classroom volunteers and activities, and in communicating with the homeroom teachers.

**3.** Shall communicate with the homeroom teachers regarding the duties of the classroom coordinators.

**4.** Shall be responsible for refreshments at all Organization membership meetings as well as other events deemed necessary by the Board.

**5.** Shall be responsible for goodwill communications with the faculty and staff of Our Lady's Christian School, as well as with others significant to

the school family (ex. birthdays, memorials, holidays).

6. Shall head the Membership Committee as stated by the by-laws, including the initial PTO membership drive.

7. Shall attend all PTO Board meetings or inform the Chair in advance if a meeting must be missed.

8. Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**F. Room Parent Co-Chair - Duties**

1. Shall work in coordination with the Room Parent Chair to assist him/her with his/her duties.

2. Shall be part of Program and Membership Committees.

3. Shall oversee one or more of the Organizations events if deemed necessary.

4. Shall attend all PTO Board meetings or inform the Chair in advance if a meeting must be missed.

5. Shall support all major PTO events by volunteering at and/or attending each event, if possible.

**G. Advisors - Duties**

1. Shall be part of a standing committee as outlined in the by-laws.

2. Shall oversee one or more of the Organizations events if deemed necessary.

3. Shall attend all PTO Board meetings or inform the Chair in advance if a meeting must be missed.

4. Shall support all major PTO events by volunteering at and/or attending each event, if possible.

## **Article 7 Eligibility and Terms of Office**

### **Section 1 Eligibility for Office**

A candidate for office must be an active member in good standing of the Organization.

### **Section 2 Terms of Office**

**A.** New officers shall assume their duties at the end of the school calendar year.

**B.** The Chair shall assume a one year term automatically after serving one year as Vice-Chair. The Chair will remain on the Board for a third year as the Past-Chair in an advisory role.

**C.** The Vice-Chair shall serve in this office for one year after which he/she shall automatically assume the position of Chair.

**D.** Newly elected Advisors shall serve a term of one year with the right to succeed themselves for an additional year should they desire. Advisors can serve a maximum of 2 consecutive years.

**E.** Newly elected Treasurer and Secretary shall serve a term of 2 consecutive years.

**F.** The Room Parent Chair shall serve in this office for one year after serving one year as Room Parent Co-Chair.

**G.** The Room Parent Co-Chair shall serve in this office for one year after which he/she shall automatically assume the position of Room Parent Chair.

### **Section 3**

#### **Nominating Process**

**A.** Prior to April 1, the nominating committee shall seek a minimum of two (2) nominees for each office of the Organization being vacated for the upcoming year.

**B.** If only one candidate can be found, the candidate for the position may run unopposed.

**C.** The general membership shall be notified that nominations are being sought, and that all members are welcome to submit nominations including self-nominations.

**D.** Before the name of a member is placed in nomination, permission must be obtained from the member.

**E.** The Nominating Chairperson shall present the list of nominees to the Executive Board no later than the April Board Meeting.

### **Section 4**

#### **Eligibility to Vote**

To be eligible to vote in the election of officers, a member must have paid dues for the current year or be a member of the faculty of Our Lady's Christian School.

### **Section 5**

#### **Method of Voting**

**A.** After approval of nominations at the April Executive Board meeting, ballots shall be distributed to each PTO member either electronically or by paper ballot.

**B.** Ballots shall be due within 2 weeks of distribution.

**C.** Votes are to be counted by the members of the Nominating Committee.

**D.** In the event of tie, another vote shall be taken of those tied for a specific position.

**E.** All nominees shall be notified immediately of the election results.

Notification to the membership shall be given by e-mail (eOLC) or by fliers sent home to members.

### **Section 6**

#### **Vacancies**

**A.** If a vacancy should occur in the office of the Chair, the Vice-Chair shall assume the office of Chair.

**B.** Any other vacancy shall be filled by a majority vote of the total Executive Board.

## ***Article 8* Amendments to the By-laws**

**Section 1** An amendment to the existing By-laws shall first be submitted to the Executive Board for review. The Board shall then decide whether to recommend approval or disapproval of the proposed amendment when it is presented to the general membership.

**Section 2** The secretary shall notify the membership of any pending amendment to the existing by-laws.

**Section 3** The proposed amendment shall be made available to all members of the Organization. At the next general membership meeting, the President shall present the proposed amendment, along with the Board's recommendation for approval or disapproval, to the membership for discussion and vote. If approved by a 2/3 vote of the membership in attendance, the change shall become effective immediately.

## ***Article 9* Review By-Laws**

**Section 1** Review of By-laws is recommended at least every five (5) years, or as deemed necessary by the Board.

**Section 2** An ad-hoc By-law Committee shall be formed for this purpose, and shall follow the protocol outlined above regarding Amendments to the By-laws.

## ***Article 10* Roberts' Rules of Order**

Any points of order not covered by these By-Laws shall be covered by Roberts Rules of Order.