

BY-LAWS

Of the Parent, Teacher Organization of St. Timothy Catholic School

I. Article I—Name and Purpose

The name of this organization is the Parent, Teacher Organization of St. Timothy Catholic School (PTO). The purpose of this organization is to further the objectives set forth in Article II of the PTO's Constitution.

II. Article II – Authority and Responsibility

A. The PTO has no authority for the administration of St. Timothy Catholic School.

B. All of the activities of the PTO must be consistent with the best interests of the physical and spiritual welfare of the children of St. Timothy Catholic School as determined by the Pastor of St. Timothy Parish and the Principal of St. Timothy Catholic School. The PTO has the responsibility of ensuring that all of its activities conform to the rules and direction provided by the Pastor of St. Timothy Parish, the Principal of St. Timothy Catholic School and appropriate authorities of the Diocese of Arlington.

C. The PTO shall serve as a forum for the discussion of issues related to St. Timothy Catholic School that are of interest to the members of the PTO. The PTO will function as a vehicle for the organized expression of opinions and recommendations related to St. Timothy Catholic School that the membership of the PTO collectively desire to convey to the Principal and Pastor.

D. Every effort will be made to address issues and concerns raised publicly by parents, teachers and administrators in a manner that (1) respects the inherent dignity of all of the persons involved, including children, (2) recognizes the right of each person to be treated justly and charitably, and (3) promotes the development of policies and programs that are faithful to the teaching of the Catholic Church.

E. Subject to prior approval of the Pastor and Principal, the PTO may raise and spend funds in support of its purpose, consistent with the established policies and regulations of St. Timothy Parish and the Diocese of Arlington.

III. Article III—Membership and Dues

A. All parents and legal guardians of students enrolled in St. Timothy Catholic School are considered members of the PTO, provided that no family shall have more than two (2) members entitled to vote on PTO matters. No person or family will be required to pay dues prior to participating in the PTO.

B. All faculty members of St. Timothy Catholic School are considered members of the PTO.

C. The pastor of St. Timothy Catholic Church and the principal of St. Timothy Catholic School have the right to override any decision(s) made by the PTO Board. The pastor shall hold the final authority over all PTO decisions.

D. Members shall elect annually the officers (Officers) of the PTO Board in accordance with Article V.E. of these By-Laws. Such Officers are: President; Vice President; Secretary; Treasurer; Committee Liaison Coordinator and PFP Coordinator.

E. All members are permitted to chair or serve on committees established by the PTO Board.

F. Dues will be established annually by the PTO Executive Board.

IV. Article IV—PTO General Membership Meetings

A. The PTO shall conduct a general membership meeting for all members in April or May of each year. This meeting shall be used for the election of the Officers of the PTO Board and other appropriate business.

B. The PTO Board shall determine whether additional general membership meetings are required and shall inform members of such meeting at least ten (10) days in advance.

C. A quorum shall be required to conduct business at a general membership meeting. For such meetings, a quorum is defined as the members present.

D. All members of the PTO are permitted to attend and speak at general membership meetings, following the agenda prepared for the meeting and in accordance with the rules and procedures established by the PTO Board.

E. The President of the PTO shall run general membership meetings following the agenda prepared for the meeting and in accordance with the rules and procedures established by the PTO Board.

F. All members are entitled to vote on matters presented to the general membership at general membership meetings. In the case of a tie vote, the President or Presiding Officer shall cast the deciding vote.

G. Members shall have the right to vote by secret ballot on all matters presented for a vote to the general membership. The vote of each member shall be accorded exactly the same weight as the vote of all others.

V. Article V—PTO Board

A. The PTO Executive Board

The PTO Executive Board (Board) shall consist of the President; Vice President; the Secretary; the Treasurer; and the Committee Liaison. Members of the Board shall serve without remuneration or benefit, either direct or indirect, for their service in connection with the PTO's activities. The Pastor, the Principal and a member of St. Timothy's faculty shall act as ex-officio members of the PTO board.

B. Subset of the PTO Executive Board

In addition to the Executive Board, a subset of the Executive Board shall exist for the purpose of managing the Points for Parents (PFP) Volunteer program. This PTO Board subset will include the position of a PFP Coordinator, a Points Tracking Coordinator and a Volunteer Coordinator if necessary; see section Article V, D, 7. The positions included in the PTO Board subset are not required to attend regular Executive Board meetings and do not have PTO voting authority.

C. Duties of the PTO Board

1. The Board shall carry out the objectives and policies of the PTO and propose new objectives and policies when necessary. The Board may solicit input from the general membership on any matter related to the PTO's objectives, policies, or activities and shall consider such input fairly and without prejudice.
2. The Board shall present a detailed budget to the membership for the following school year and shall take comments from the membership for 10 (ten) days before final approval of the budget. The Board shall only approve expenditures consistent with the budget. The Board may modify the budget during the course of the school year as circumstances warrant.
3. The Board shall present a report of its activities at each general membership meeting.
4. At the end of each school year, the Board shall prepare and distribute to the membership a report outlining the status of PTO finances and detailing initiatives undertaken during the year, as well as proposed initiatives for the upcoming year.
5. The Board shall conduct regular meetings at least every other month. A quorum of the Board shall be a majority of the Executive Board members, and a quorum shall be required to transact any business. Special meetings of the Executive Board may be called by the Principal or the President.
6. Each Executive Board member shall have one vote.
7. No Executive Board member shall speak on behalf of the Board as a whole without the express consent of a majority of the Board.

8. The Board shall conduct its affairs in accordance with the PTO Constitution and these By-Laws.

D. Duties of Board Members

1. President

The President shall formulate (with the Secretary) the agenda for and preside at all general membership meetings and all Board meetings. The President shall appoint, with the approval of a majority of the Board, the chairperson of each committee and any special committee and is an ex-officio member of all committees. The President, or his/her designee from the Board, shall be the PTO's primary liaison to the pastor and the principal and shall timely communicate to the whole Board any concerns the pastor or principal have with respect to PTO activities. The President, or his/her designee from the Board, shall be the PTO's representative for Diocesan meetings and parish meetings and functions.

2. Vice President

The President shall also designate one Vice President to perform the duties of the President in the President's absence and to assume the duties of the President if the President is unable to (i) preside at any PTO meeting or (ii) resigns or is removed from office. The President may assign other duties to the Vice Presidents as necessary.

3. Treasurer

The Treasurer shall receive and account for all PTO revenues and expenditures. The Treasurer shall prepare a PTO budget for the Executive Board's consideration and approval, as well as for the parish Finance Council's review. The Treasurer shall submit a detailed financial statement to the President monthly and shall give a status of funds report at each Board meeting. The Treasurer shall also submit a monthly financial statement to the parish Finance Council. The Treasurer may be assigned other duties as necessary.

4. Secretary

The Secretary shall be responsible for preparing correspondence distributed by the Board; keeping and distributing minutes of general membership and PTO Board meetings to the Board, the pastor, the principal and the general membership; working with the President to set the agenda for all PTO meetings; maintaining copies of (i) the minutes book for both general membership and Board meetings, (ii) these by-laws, (iii) any PTO procedural rules. The Secretary may be assigned other duties as necessary.

5. Committee Liaison

The Committee Liaison shall act as an interface between the PTO Board and a committee chairperson with respect to PTO activities and events. The Committee Liaison is responsible for all correspondences between the PTO Board and the committee chairperson, including but not limited to, event proposals, descriptions and budgets. The Committee Liaison will then present those correspondences to the entire PTO Executive Board for approval.

6. Points for Parent Coordinator

The Points for Parents Coordinator shall be responsible for the volunteer requirements necessary to support the school and PTO's sponsored events and activities. The PFP Coordinator along with the PTO President and School Principal will establish the total number of volunteer points each PTO member is required to meet. The PFP Coordinator will assign the number of PFP points that each volunteer will earn when volunteering for a specific event/activity. The PFP coordinator, with or without the support of an assistant, shall also track each family's points to ensure compliance with the school's mandatory volunteer service hours. Any change to the PFP program requires the approval of the Principal and PTO Board.

7. Volunteer Coordinator

This position supports the PFP Coordinator in all aspects of the PFP program. This is a discretionary position and the necessity of this position will be the decision of the PFP Coordinator at the beginning of each term.

E. Election of Officers

1. The election of Officers shall be held at the general membership meeting in April or May.
2. The election of PTO Officers includes the President, Vice President, Secretary, Treasurer, Committee Liaison, and PFP Coordinator.
3. The Board shall appoint an Election Committee consisting of at least three (3) members forty-five (45) days prior to the election meeting. No current Officer of the Board may serve as a member of the Election Committee.
4. A member may place his/her name in nomination for elected office by submitting it to the Election Committee at least thirty (30) days prior to the election meeting.
5. The Election Committee shall inform the Board of the nominees for elected office at least two (2) weeks prior to the election meeting and provide a slate of

nominees for the elected Board positions to the general membership at least seven (7) days prior to the election meeting.

6. The Election Committee shall prepare ballots and distribute them at the election meeting. Absentee ballots shall be made available at least three (3) days prior to the election meeting for those unable to attend the election meeting. Absentee ballots must be returned to the school prior to 3:00 PM on the date of the election meeting, and any ballots received after that time shall not be counted for any purpose.

7. Voting shall be by secret ballot. The Election Committee shall supervise the voting and count all ballots.

8. Within twenty-four (24) hours of the election meeting, the Election Committee shall count the votes and notify the President, principal, pastor, and candidates of the results.

9. The newly elected Board will hold an organizational and planning meeting within thirty (30) days of the election, at which time the new Board will determine Officer positions for the following year. Within twenty-four (24) hours of the organizational and planning meeting, the general membership will be informed of the Officer designations for the following year.

F. Terms of Office

Officers are elected for a one year term beginning the day after the last day of school until the last day of school of the following year. An Officer may serve no more than two (2) consecutive terms in the same office and no more than three (3) consecutive terms total. Each Officer may hold only one office at a time.

G. Removal of Board Members

In the event a Board member is unable, unwilling, or otherwise fails to discharge fully his/her responsibilities as set forth herein, he/she shall be removed from office upon a two-thirds (2/3) vote of the Board.

H. Board Vacancies

Upon the removal or departure any Board member during his/her term, the remaining Board members shall fill the vacancy from the general membership by a simple majority vote of the Board. A Board member appointed under this section shall serve the remainder of the term of the member he/she has replaced and shall not be deemed to have served a full term.

VI. Article VI, Committees

A. The President, with the approval of a majority of the Board, may form from time to time such committees as he/she determines necessary to advance the work and objectives of the PTO.

B. The President shall name the chair of each committee, who shall be responsible for organizing his/her committee, including, but not limited to determining the number of and recruiting the members for the committee, assigning committee member to head the committee's major activities, and recommending a successor as chair.

C. Each chair shall consult with the Board in the formulation of all activities and programs and at the expiration of his/her term, shall give the Secretary or the successor chair all records and materials pertaining to the committee's activities.

D. Each Chair shall submit to the Board a detailed budget relating the committee's activities/events at least thirty (30) days before the occurrence of the event. The budget must include estimated expenses to execute and run the event. The budget must be approved by the Executive Board no later than five (5) days after receipt of the budget.

E. Each chair's term of office shall be for one year from the day after the last day of school until the last day of school of the following year; provided, however, that the President, with the approval of a majority of the Board, may remove a chair at his/her discretion.

F. The Chair or members of any committee does not hold the authority to earmark any funds raised by running any PTO activity or event. The allocation and disbursement of PTO funds is the sole responsibility and authority of the PTO Executive Board and School Principal.

G. All reimbursements from any member of any committee must be accompanied with a receipt and must be submitted within thirty (30) days after the date of the event. An exception to the thirty (30) day rule can only be granted by both the President and Treasurer of the PTO Board.

VII. Article VII—Finances

A. The Treasurer shall prepare a year-end financial statement for distribution to the general membership.

B. The PTO's fiscal year shall begin on July 1 and end on June 30 of the following year.

C. All revenues and expenditures for PTO-sponsored activities must be submitted through the Treasurer.

D. All reimbursements for expenditures must be accompanied by a receipt.

E. All expenditures and disbursements of PTO funds in excess of \$100 require the approval of the PTO president.

F. The Treasurer shall submit a written financial statement to the President monthly and shall give a status of funds report at each Board meeting.

VIII. Article VIII—Amendments

A. The PTO Executive Board, Principle, and Pastor may propose amendments to the PTO Constitution or these By-Laws. Alternatively, a proposal to amend the Constitution or these By-Laws may be initiated by:

1. Any member whose proposed amendment is favorably endorsed in writing by at least thirty (30) PTO members; or
2. Any committee appointed in accordance with Article VI for the express purpose of amending the Constitution and/or these By-Laws.

B. The pastor and the principal and PTO President must approve any proposed amendment before its submission to the general membership for approval.

C. The Board shall present proposed amendments at a general membership meeting and such amendments shall become effective upon a favorable vote of a two-thirds (2/3) majority of the members present at that general membership meeting.

D. A newly amended Constitution or By-Laws must be dated with its effective date and shall supersede all prior versions.