



**Constitution and General Bylaws  
of the Diocese of Arlington  
and  
Saint Timothy Catholic School  
Parent Teacher Organization**

## **ARTICLE I – NAME, DESCRIPTION & PURPOSE**

### **Section 1: NAME**

The name of the organization shall be Saint Timothy Catholic School Parent Teacher Organization. Herein referred to as “STS PTO” or “PTO”. The PTO is located at Saint Timothy Catholic School, 13809 Poplar Tree Road, Chantilly, Va 20151.

### **Section 2: DESCRIPTION**

The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

### **Section 3: PURPOSE**

The purpose of the PTO is to enhance and support the educational experience at Saint Timothy Catholic School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Saint Timothy Catholic School through volunteer and financial support.

## **ARTICLE II – MEMBERSHIP**

**Section 1:** Membership shall be automatically granted to all parents and guardians of Saint Timothy Catholic School students, plus all staff at Saint Timothy Catholic School. There are no membership dues. Members have voting privileges, one vote per household.

## **ARTICLE III – OFFICERS**

### **Section 1: EXECUTIVE BOARD**

The Executive Board shall consist of the following officers: President, Vice President, Recording and Communication Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

### **Section 2: TERM OF OFFICE**

The term of office for all officers is one year, beginning immediately upon election, and ending on June 30th or upon officer election for the following school year.

### **Section 3: QUALIFICATIONS**

Any PTO member in good standing may become an officer of the PTO with approval from the School Principal, or his/her designee.

### **Section 4: DUTIES**

#### **Executive Board**

Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approved by a majority vote of the Board unbudgeted expenditures of no more than \$100.00.

#### **President**

The President shall serve as the official representative of Saint Timothy Catholic School Parent Teacher Organization. The President shall schedule and direct all meetings of the PTO and it's council, appoint chairs of committees, approve with majority vote of the Board unbudgeted expenditures in excess of \$100.00, govern all committees of the PTO, and be vested with any and

all executive authority necessary to properly uphold all duties and purpose of the PTO Executive Board. The President shall preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

*Vice President*

The Vice President shall perform the duties of the President in the absence of the President , shall oversee all the fundraising activities of the PTO, assist the President and shall perform such other duties assigned to the office by the President and/or council.

*Secretary*

Record and distribute the minutes of all Executive Board, meetings and all General PTO meetings, prepare agendas for official PTO meetings, give general information regarding PTO business, keep a list of all committee chairs and their responsibilities, with a copy given to the Saint Timothy Catholic School Principal. The secretary shall hold historical records for the PTO.

The Secretary shall notify all council members at least two (2) days in advance of the time and place of Council Meetings. Such notice may be written or by telephone. The Secretary shall notify all the newly elected members of the PTO council prior to their first meeting.

The Secretary shall manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

The secretary shall record the outcome of all votes in the minutes. No votes shall be taken electronically or by telephone unless agreed to by all Council members. The secretary shall keep the master copy of the constitution and by-laws of the PTO.

The secretary shall pass the minutes and general information of the PTO passed to the next elected Secretary and/or any council member within forty eight (48) hours of notification.

*Treasurer*

The treasurer shall receive and account for all dues and other monies received by the PTO and shall pay bills for all budgeted items. The treasurer shall give a written financial account at each council meeting as well as a written Annual report at the last council meeting of the year.

The treasurer shall keep all documents and reports relating to the PTO's finances in such a condition that they may be passed to the next elected treasurer and reviewed by any council member within forty eight (48) hours of request. Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

The treasurer shall pay all non-budgeted items in excess of \$100 upon approval of the PTO president and report such expenditures at the next PTO council meeting.

*Committees*

Committees are those groups which conduct the school year activities of Saint Timothy School. The Chair of each committee shall be responsible for organizing their committee in a manner necessary for the proper discharge of their functions and responsibilities. The Chairs shall inform the President, in writing, of the membership of their committees and each members responsibilities.

The Chairs of the committees may attend any council meeting with a forty eight (48) hour notification to the PTO President.

**Section 5: BOARD MEETINGS**

The Executive Board shall meet monthly during the school year, or at the discretion of the President.

## **Section 6: RESIGNATIONS AND REMOVALS**

Resignations by PTO council members and/or committee Chairpersons shall be submitted in writing to the PTO president who shall notify the Council.

All records relating to the office resigned and the committee, if office resigned is a committee chair, shall be delivered to the President within seven (7) days of the submission of the resignation.

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board or School Principal.

The outgoing council members shall give all of their records and documents relating to their respective offices to the newly elected council members.

## **Section 7: VACANCY**

The council shall fill any vacancy among the officers of the PTO subject to subsequent approval by a majority vote of the membership at the next PTO meeting; provided that members shall be notified in writing of the vote at least forty eight (48) hours prior to the next PTO meeting in whatever manner the President considers most expeditious.

## **Section 8: NEWLY ELECTED COUNCIL OFFICERS**

The newly elected Council Officer shall be invited to attend a Council Meeting. At this meeting, all newly elected PTO council members shall be given a copy of the then current Constitution and By-Laws. This meeting shall be conducted by the outgoing Council and the newly elected council shall observe the meeting without voting or discussion rights unless granted by unanimous vote of all outgoing council members.

## **ARTICLE IV – MEETINGS**

### **Section 1: GENERAL PTO MEETINGS**

General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. All meetings of this organization shall be conducted according to Robert's Rules of Order,

Revised, when not inconsistent with these By-laws and/or the Constitution of the PTO.

Any proposals made at a General PTO meeting may be referred to the council, with or without debate.

Any proposal made at a General PTO meeting so debated and/or voted upon at a general PTO meeting shall be addressed at the next council meeting. The person or a representative of those persons making the proposal shall be allowed to attend such council meetings.

The representative may make a prepared statement and provide a copy of this statement to the Secretary for entry into the minutes of the council meeting.

The president shall notify the PTO members of General meetings in writing at least one week prior to meetings.

### **Section 2: VOTING**

Each member in attendance at a PTO meeting is eligible to vote, one vote.

Absentee or proxy votes are not allowed.

### **Section 3: QUORUM**

A quorum of the council necessary to conduct a Council meeting shall be a majority thereof, provided that notification of the council meeting has been sent to all

members of the council in the manner provided for in Section Three (3), Secretary Duties, hereof.

#### **Section 4: SCHOOL DISTRIBUTION APPROVAL**

All information regarding Saint Timothy Catholic School or the PTO shall be approved by the School Principal before printing and/or distribution.

### **ARTICLE V – FINANCIAL POLICIES**

#### **Section 1: FISCAL YEAR**

The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

#### **Section 2: BANKING**

All funds shall be kept in a checking account in the name of Saint Timothy Catholic School PTO, requiring two signatures of the Executive Board and held at a local financial institution.

#### **Section 3: REPORTING**

All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

#### **Section 3: ENDING BALANCE**

The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

#### **Section 4: CONTRACTS**

Contract signing authority is limited to the President or the President's designee.

### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Saint Timothy Catholic School.

### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were reviewed on October 6, 2022.