

ARTICLE I: NAME

The name of this Organization shall be Sacred Heart Academy Parent-Teacher Organization located in Winchester, Diocese of Arlington, Virginia. Herein after referred to as PTO.

ARTICLE II: MISSION STATEMENT

The mission of this PTO is to assist the Pastor of the Sacred Heart of Jesus Catholic Church parish and Principal of the Sacred Heart Academy in their endeavors to provide a superior Catholic education to the student body of the Academy and to instill in them the values of the Catholic faith in our children. The PTO assists the Academy by working as a liaison between the school and the parents and families.

ARTICLE III: OBJECTIVES

The objectives of the PTO are to:

1. Encourage attendance and participation at all PTO meetings.
2. Promote a spirit of community among its members by conducting social events.
- 3- Encourage members to assist the teachers and principal through active volunteerism on behalf of the academy.
4. Supplement educational programs and materials for the direct benefit of the teachers and students.

ARTICLE IV: RESPECT FOR ACADEMY POLICIES

The PTO shall respect the established policies and directives of the Pastor of the Sacred Heart of Jesus Catholic Parish and the Administration of the Sacred Heart Academy.

ARTICLE V: MEMBERSHIP

Membership shall consist of the Pastor, Principal, Parents and Guardians of students enrolled in the Academy and the faculty employed by the Academy.

ARTICLE VI: OFFICERS AND BOARD OF DIRECTORS

SECTION 1:

The PTO Board shall consist of the following elected members: President, Vice-President, Treasurer and Secretary. Appointed members of the Executive Committee shall include a Volunteer Coordinator, Fundraising Chairperson, Hospitality Chairperson, Welcoming Committee Chairperson, Booster Committee Chairperson, and Events Committee Chairperson. The members of the Executive Committee shall be appointed by the elected members of the Board and shall serve for a concurrent term. A Teacher Representative shall also be appointed to the PTO Board by (and shall serve at the pleasure of) the Principal of the Academy. The Pastor and the Principal shall serve as ex-officio members of the PTO Board.

SECTION 2:

The PTO Board and Executive Committee shall have certain duties to facilitate PTO Business. This committee shall:

1. Set the agenda for all PTO general meetings. Meeting agendas shall be submitted to the Principal not less than seven (7) days prior to the general meeting.
2. Approve expenditures not in the budget between \$100.00 (one hundred dollars) and \$500.00 (five hundred dollars) per month. These expenditures may include, but are not limited to assemblies, staff development, gifts, etc.
3. Meet at least seven (7) days prior to each scheduled PTO general meeting.

ARTICLE VII: ELECTIONS

1. A nominating committee consisting of three members of the Board and/or Executive Committee, whose child (children) will be returning for the following year, shall with the approval of the Principal, be appointed by the President not less than 30 days prior to the last PTO general meeting of the school year, for the purpose of nominating a President, Vice-President, Treasurer and Secretary. The elections shall be held at the last PTO general meeting of the school year.
2. At the general meeting, and prior to any voting, the President shall announce the nominees that have been reported out of the Nominating Committee, and then open the floor and allow additional nominations for the various elected positions from the general PTO membership. A member **may** nominate him or herself to any open position on the Board. The President may close the nominations at any point.
3. Should there be only one nominee for any one or more positions on the Board, voting may be dispensed with by acclamation. For those positions that are contested, the nominees may be given an

opportunity to speak prior to any voting. However, it shall be in the sole discretion of the President to limit the time allowed.

4. The members of the PTO shall then elect the President, Vice-President, Treasurer and Secretary, with each PTO member having one vote.

ARTICLE VIII: DUTIES

The President Shall:

1. Preside at meetings of the PTO and Board of Directors.
2. Appoint chairs for Hospitality, Fundraising, Volunteer Coordinator, Booster, Welcoming, and Events Committees.
3. Set dates and agendas for all PTO general meetings in conjunction with the Principal.
4. Approve all payments of bills not in the budget that are less than \$100.00 (one hundred dollars) with a cap of \$500.00 (five hundred dollars) for each school year.
5. At the conclusion of the academic year, the President shall coordinate the efforts of the outgoing PTO Board and the Executive Committee to prepare a proposed budget for the next academic year. Copies of the proposed budget shall be provided to the Rectory, the Principal and the incoming PTO President, but it shall not be binding upon them.
6. Perform such other duties as are incumbent of this office

The Vice-President Shall:

1. Serve in the absence of the President.
2. Perform other duties prescribed by the President.

The Secretary Shall:

1. Keep accurate minutes of all meetings.
2. Arrange to notify members of meetings.
3. Arrange to notify Board members of the meetings.
4. Coordinate and inform the Academy community of PTO activities through various media.

The Treasurer Shall:

1. Compile a proposed budget in conjunction with the incoming PTO Board and the Principal, utilizing figures submitted by all PTO committees and

relevant sources prior to September 1 and subsequently presented at the first PTO meeting of the school year for ratification by the membership.

2. Collect all monies received through fundraising and contributions and submit to the Parish Bookkeeper within 24 hours.
3. Maintain records of all receipts and expenditures.
4. Present a financial statement at all Board and general PTO meetings.
5. Review and recommend payment of bills to the President.
6. Follow all Diocesan financial guidelines and protocols.

The Volunteer Coordinator Shall:

1. Be responsible for obtaining volunteers for PTO functions and other Academy functions requiring volunteers.
2. Assist the President and the PTO Board in selecting Chairpersons for the Executive Committee.

The Fundraising Chairperson Shall:

1. Determine the main fundraising objectives and monetary goals in conjunction with the Principal, Pastor, Board and Committee members.
2. Present ideas for fundraising activities to the Board and Committee members.
3. Review and evaluate all proposed fundraisers for profitability and volunteer support required.
4. Schedule fundraisers and assign event chairs in cooperation with the Volunteer Coordinator.
5. Ensure that fundraising programs are adhering to allotted schedule.
6. Present fundraising progress reports at all Board and general PTO meetings.

The Hospitality Chairperson Shall:

Be responsible for all hospitality at regular PTO meetings and all other PTO and Academy functions when requested. May include, but is not limited to, events such as the Advent Program reception, Catholic Schools Week, Teachers Workshops etc.

The Welcoming Chairperson Shall:

1. Arrange the first social event of the school year.
2. Organize the Guardian Angel program for new families.
3. Coordinate and prepare materials for the new parent orientation.
4. Provide hospitality for the Sunday open house during Catholic Schools week.

The Booster Chairperson Shall:

1. Coordinate with the Athletic Director to support and promote the Academy Athletic Program.
2. Be Responsible for the Sports Banquet activities.
3. Conduct fundraising activities to help support the athletic program.

The Events Chairperson Shall:

1. Coordinate community building events.
2. Coordinate assemblies for the Academy.
3. Plan enrichment activities to benefit students and families of the Academy.

ARTICLE IX: TERMS

The term of elected office shall be for one year beginning and ending with end of the year election. The President, Vice-President, Treasurer, and Secretary shall not serve more than two terms in their elected office.

ARTICLE X: VACANCIES

If a vacancy occurs in the office of President, the Vice-President shall succeed to that office for the remainder of the term. If a vacancy occurs in any other elected office, the Board of Directors, with the approval of the Principal, shall appoint a member to fill that vacancy.

ARTICLE XI: MEETINGS

PTO general meetings shall be held at least four times per year. PTO Board meetings shall be held at least seven (7) days prior to PTO general meetings. The President, in conjunction with the Principal, shall set the time and agenda for all general meetings.

ARTICLE XII: QUORUMS

For general meetings of the PTO membership, a majority of elected Board members must be present, along with either the Principal or the Teacher

Representative. There is no requirement that a minimum number of at-large PTO members be present in order for the PTO to conduct business. With the exception of amendments to these bylaws, any motion pending before the body shall pass on a simple majority of the members of the Board or, for the PTO general meetings, of the members in attendance. Board members shall be permitted to vote on any motion pending before the body unless there is a conflict of interest on the part of any Board member, who shall be recused. In the event of a tie, and there being no conflict of interest, the President's vote will carry or defeat the motion.

ARTICLE XIII: EXPENDITURES

Expenditures, which are not in the adopted budget, that are greater than \$500.00 (five hundred dollars) shall require the approval of the general membership. Expenditures between \$100.00 (one hundred dollars) and \$500.00 (five hundred dollars) shall require approval of the PTO Board. Expenditures less than \$100.00 (one hundred dollars) shall require approval of the President.

ARTICLE XIV: RULES OF ORDER

All PTO general meetings shall be governed by the following authorities in descending order of importance: first by the directives of the Bishop of the Diocese of Arlington; second, by the Pastor of the Sacred Heart Catholic Church; third, by the directives of the Principal of Sacred Heart Academy; fourth, by these bylaws; and fifth, by Robert's Rules of Order, Newly Revised.

ARTICLE XV: AMENDMENTS

These bylaws may be amended, subject to approval by the Pastor and Principal, by a majority vote of the members present at any general meeting, provided written notice has been made available 15 days prior to said general meeting. Written notice to the membership by delivery to Sacred Heart Academy students shall be sufficient.