

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 and Principal of the Academy in their endeavors to instill the values of Catholic education in our children. The PTO assists the Academy by working as a liaison between the school and family.

ARTICLE III OBJECTIVES

The objectives of the PTO are:

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. Provide programs for the PTO meetings when the Board considers appropriate.
5. 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 practices of Sacred Heart Academy as determined by the Principal and Pastor of Sacred Heart of Jesus Parish.

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 members: President, President-Elect, Treasurer and Secretary. The Volunteer Coordinator, Fundraising Chairperson, Hospitality Chairperson, Welcoming Committee Chairperson, Booster Committee Chairperson and a Teacher representative shall be members of the Board. The Pastor and Principal shall serve as ex-officio members of the board. All other officers and members of the Board shall serve at the discretion of the Pastor and Principal.

SECTION II

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

1. Set agenda of general PTO meetings and submit it to the Principal 1 week prior to the general meeting.
2. Approve excess expenditures not in the budget between \$100.00 (one hundred dollars) and \$500.00 (five hundred dollars) (inclusive). May include, but not limited to assemblies, staff development, gifts, etc.
3. Meet at least 1 week prior to each scheduled PTO general meeting.

ARTICLE VII ELECTIONS

A nominating committee consisting of three members of the Board whose child (children) will be returning for the following year, shall with the approval of the Principal, be appointed by the President 30 days prior to the last meeting of the school year, for the purpose of nominating a President, President-Elect and Secretary. The elections shall be held at the last PTO meeting of the school year.

The members of the PTO shall elect the President, President-Elect and Secretary, with each family unit having one vote and the teacher representative having one vote.

The Principal, contingent upon approval from the Pastor, shall appoint the Treasurer.

ARTICLE VIII DUTIES

SECTION I:

The President Shall:

- 1.Preside at meetings of the PTO and Board of Directors.
- 2.Appoint chairs for Hospitality, Fundraising, Volunteer Coordinator, Booster Chairperson and Welcoming Committee.
- 3.Serve as a representative to the PTO Diocesan Council.
- 4.Set dates for all meetings in conjunction with the Principal.
- 5.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.
- 6.Perform such duties as are incumbent of this office

The President-Elect Shall:

- 1.Serve in the absence of the President.
- 2.Perform other duties prescribed by the President.
- 3.Be responsible for programs at the regular PTO meetings when approved by the Board of Directors.
- 4.Be responsible for coordinating assemblies for the Academy.

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 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 and deposit all monies received through fundraising and contributions.
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. Pay all bills in accordance to the budget.

The Volunteer Coordinator Shall:

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

The Fundraising Chairperson Shall:

1. Determine the main fundraising objective and monetary goal in conjunction with the Principal, Pastor and Board of Directors.
2. Present ideas for fundraising activities to the Board of Directors.
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 report at all Board and general PTO meetings.

The Hospitality Chairperson Shall:

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

The Welcoming Chairperson Shall:

1. Arrange for the Ice Cream social for new incoming families.
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. Promote Academy athletics.
2. Be Responsible for the Sports Banquet evening.
3. Be Responsible for Cross Country after school activities.
4. Order uniforms for the appropriate team members as necessary.
5. Conduct fundraising activities to help support the athletic program.

ARTICLE IX TERMS

The term of elected office shall be for one year beginning and ending with end of the year election.

The President, President-Elect 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 President-Elect 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 meetings shall be held at least four per year.

PTO Board meetings shall be held at least 1 week prior to PTO meetings. The President, in conjunction with the Principal, shall set the time for all meetings.

ARTICLE XII QUORUMS

A quorum for all meetings and conduct of business with the exception of amendments to these by-laws, shall consist of a simple majority of the members of the Board or, for the PTO general meetings, of the members in attendance.

ARTICLE XIII EXCESS EXPENDITURES

Excess 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. Excessive expenditures between \$100.00 (one hundred dollars) and \$500.00 (five hundred dollars) (inclusive) shall require approval of the PTO Board. Excessive expenditures less than \$100.00 (one hundred dollars) shall require approval of the President.

ARTICLE XIV RULES OF ORDER

All meetings shall be conducted according to Robert's Rules of Order, Newly Revised, when not inconsistent with these by-laws.

ARTICLE XV AMENDMENTS

These by-laws 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.