

# **Bylaws of the Parent-Teacher Organization**

**All Saints Catholic School  
9294 Stonewall Road  
Manassas, VA 20110**

**Adopted: May 1991  
Amended: 2001  
Amended: 2009**

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**PTO Mission Statement**

We, the Parent Teacher Organization of All Saints Catholic School, grounded by our faith in God, commit ourselves to build community amongst school families and within the parish.

As dedicated parents and teachers, we work through fellowship to raise and expend funds necessary to enhance the learning environment of our students.

Empowered by the Holy Spirit, we promote sound communications and social activities in order to cultivate a harmonious relationship between home and school and in our community.

(i)  
**ARTICLE I**  
**IDENTITY**

The Organization subject of and to be governed in accordance with these Bylaws shall be the Parent-Teacher Organization of All Saints School, hereafter referred to as the P.T.O., which shall conduct business at All Saints School, 9294 Stonewall Road, Manassas, Virginia 22110. "All Saints Parish P.T.O.", "All Saints School P.T.O.", and "All Saints P.T.O." shall be recognized pseudonyms for the P.T.O.

**ARTICLE 11**  
**OBJECTIVES**

The objectives of the P.T.O. shall be as follows:

Interact with the Principal to improve both Catholic and secular educational opportunities offered to the students attending All Saints School.

Promote a harmonious relationship between home and school by promoting direct communications among parents/guardians, the faculty, and the administration of All Saints School.

Organize and coordinate a volunteer network to provide various services for the P.T.O., the teachers, and the administration. These services are those that can lighten the non-educational load of the professional staff and can improve the educational environment of the students.

Raise funds to improve the education environment by helping to purchase supplementary equipment and supplies, to fund enrichment programs, and to help promote a harmonious relationship within the community.

The P.T.O. shall not be involved in the formulation of school policies. This is the domain of the school administration and the Pastor.

The P.T.O. expends funds according to the annual budget which is approved by the Parish Finance Council and the Pastor. The P.T.O. shall in conjunction with the Principal decide how excess funds are spent with the approval of the Parish Finance Council and the Pastor.

### **ARTICLE III MEMBERSHIP**

Parents/guardians of students attending All Saints School and the school faculty shall be members of the P.T.O. The Pastor of All Saints Parish and the Principal of All Saints School shall be members ex-officio.

### **ARTICLE IV OFFICERS AND DUTIES**

**Section 1 - Officers:** The officers of the P.T.O. shall be:

President  
President Elect  
Secretary  
Treasurer  
Faculty Representative

**Section 2 - President:**

The President shall preside at all meetings of the P.T.O. and the Executive Committee; shall perform such duties as prescribed by these bylaws; shall perform such other duties as authorized by the Executive Committee; shall execute the P.T.O.'s plans and budgets; and shall coordinate the work of all officers and committees in order that the objectives of the P.T.O. are achieved.

**Section 3 – President Elect:**

The President Elect shall sit as aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve; perform other delegated duties as assigned; and shall succeed to the office and perform the duties of the President if that office is vacated at any time by the incumbent during his/her term.

The President Elect shall succeed the President at the end of the President’s term.

**Section 4 - Secretary:**

The Secretary shall record the minutes of the meetings of the P.T.O. and the Executive Committee; shall publish the minutes of meetings of the P.T.O. and the Executive Committee; and shall prepare official correspondence.

**Section 5 - Treasurer:**

The Treasurer shall coordinate with the Parish Financial Office to manage the P.T.O.'s accounts and shall initiate Parish check requisitions to purchase goods and services in accordance with the approved annual P.T.O. budget. The treasurer shall maintain and publish accurate records of all financial transactions of the P.T.O. The Treasurer shall oversee the creation of the annual budget for the approval by the P.T.O.

**Section 6 - Faculty Representative:**

The Faculty Representative shall represent the interests of the faculty in the P.T.O. and on the Executive Committee; and, working with the Principal, shall communicate the activities of the P.T.O. to the faculty.

**ARTICLE V  
ELECTIONS OF OFFICERS**

### **Section 1 - Eligibility:**

Only members shall be eligible for election to office. The officers of the P.T.O., less the Faculty Representative, shall be elected by majority vote of the members responding to the ballot.

### **Section 2 - Terms of Office:**

The officers shall be elected for a term of two (2) years. A term of office shall commence on July 1 of the year in which elected and shall conclude on June 30 of the second year. An individual shall not serve more than two consecutive terms in the same office. The President, upon conclusion of his/her elected term, shall serve ex officio for a period of one (1) year with no voting power to insure continuity and a smooth transition.

To provide functional continuity, the Secretary and Treasurer shall be elected on alternating years. The President Elect will be elected each year.

### **Section 3 - Mid-Term Vacancies:**

Officers unable to fulfill their term of office shall submit a written resignation to the Executive Committee. A mid-term vacancy in the office of President shall be filled by automatic succession of the President Elect for the remainder of the President's original term.

A mid-term vacancy in the office of President Elect shall be filled in either of two ways under the discretion of the Executive Committee:

The President may automatically assume the responsibilities of the President Elect in addition to those of the President for the remainder of the term.

The Executive Committee, with the approval of the principal, may appoint a President Elect for the remainder of the term.

The Executive Committee shall fill mid-term vacancies in all other offices by appointment. The appointee shall fill that office until the next general election, at which time the vacancy shall be filled by majority vote of the members responding to the ballot.

### **Section 4 - Nominations:**

The second week in February of each year, the President shall impanel a Nominating Committee consisting of at least three (3) persons, not currently serving as officers, to identify members interested in having their names placed in nomination for the offices about to be vacated. The Nominating Committee shall identify at least two (2) candidates for each elective office when possible, after consultation with the Principal.

#### **Section 5 - Elections:**

The Nominating Committee shall distribute the Election Flier to the General Membership through the weekly school newsletter on the second (2nd) Wednesday in March.

Write-in nominations shall be accepted by the Nominating Committee until one week prior to the ballot distribution. The Nominating Committee shall present the ballot to the General Membership on the third (3rd) Monday in April. Ballots shall be sent home through the school. Candidates may write a statement to present themselves to be attached to the ballot. The Candidates may also make a short presentation during the April General Assembly Membership PTO meeting.

Member shall fill out the ballot and return it to the Nominating Committee by the second (2nd) Monday in May. Ballots shall be counted by the Nominating Committee. Election to the office shall be by majority vote of the members responding to the ballot. Newly elected officers shall be announced at the May General Assembly Membership PTO meeting.

[Attachment 1]

#### **Section 6 - Faculty Representatives:**

The Faculty Representative(s) shall be elected by the majority vote of the faculty and shall be confirmed by the Principal for a term of two (2) years. Both scheduled and unscheduled vacancies in this office shall be filled in a manner similar to the original election procedure and shall be confirmed by the Principal.

## **ARTICLE VI**

# MEETINGS

## **Section 1 - Frequency:**

General Membership Meetings of the P.T.O. shall be held a minimum of five times per school year. Meetings shall be held during the third week of the designated months. They shall begin promptly at 7:30 p.m. and shall be held at All Saints School.

## **Section 2 - Special Meetings:**

Special General Membership Meetings of the P.T.O. may be called by the President as deemed necessary or in response to a written petition for such a meeting, signed by ten (10) percent of the general membership.

## **Section 3 - Notice of Meetings:**

Notice of regular General Membership P.T.O. meetings shall be published in the Parish Bulletin the Sunday prior to the meeting. Notice of special meetings during the academic year shall be sent home with the students. P.T.O. Executive and General Membership meetings are to be published in the All Saints School Calendar.

## **Section 4 - Order of Business:**

The order of business at meetings shall be as follows:

- Opening Prayer
- Approval of the Minutes
- Principal's Report
- Faculty Report
- President's Report
- Treasurer's Report
- Officer and Committee Reports
- Unfinished Business



New Business  
Closing Prayer

**Section 5 - Conduct:**

The meetings shall be conducted under the Rules of Parliamentary Procedure, know as “Robert's Rules of Order.” All readings, reports, and business matters are subject to discussion and debate by members. When the number of speakers warrants the imposition of a time limit per speaker, the President shall impose such constraint.

**Section 6 - Voting:**

All P.T.O. business that requires approval of the general membership shall be accomplished via ballot distributed to the members. When a vote is required, each member shall have one (1) vote.

**ARTICLE VII  
EXECUTIVE COMMITTEE**

**Section 1 - Membership:**

The Executive Committee shall be comprised of the officers of the P.T.O., the Chairpersons of all standing and special committees, and the ex officio members. Only officers and chairpersons of standing committees shall be voting members of the Executive Committee.

**Section 2 - Duties:**

The Executive Committee shall have the full responsibility for the business affairs of the P.T.O. This includes, but is not limited to the review of committee reports, resolution of P.T.O. administrative matters, and control of the P.T.O. assets within the confines of the approved annual budget.

**Section 3 - Meetings:**

Meetings of the Executive Committee are open to the general membership. Meetings shall be convened to receive reports from the committees, to measure progress in responding to the intentions of the membership expressed in prior general sessions, and to prepare for the next general session of the membership.

The Executive Committee shall meet during the first week of every month from August through June at All Saints School. The meeting shall be held in a room designated by the Principal. Special meetings of the Executive Committee shall be called by the President.

**Section 4 - Quorum:**

A quorum shall be required to ratify business decisions. A quorum shall exist when there is one (1) more than half the voting members of the Executive Committee present. Either the President or the Vice President must be present to constitute a quorum.

**ARTICLE VIII  
COMMITTEES**

**Section 1 - Types:**

There may be both standing and special committees. A standing committee is one which is intended to perform its function for a period of time in excess of one year. A special committee is a committee formed to investigate and resolve a specific issue and will usually be dissolved in less than one year.

**Section 2 - Membership:**

Only P.T.O. members shall be eligible to sit on a committee. The Executive Committee shall announce the formation of a committee and ask volunteers to chair and sit on P.T.O. committees. In the event that there are not volunteers or not enough volunteers, the Executive Committee may appoint members to sit on said committee. Standing and Special committees shall be voted upon by the Executive Committee each June for the following school year. New committees may be formed as needed throughout the school year.

**Section 3 - Chairperson:**

After the volunteers have been assembled, a chairperson for each standing and special committee shall be appointed by the President. The chairpersons of all standing committees shall become voting members of the Executive Committee. Chairpersons may serve consecutive terms at the discretion of the Executive Committee.

#### **Section 4 - Charters:**

The P.T.O. Executive Committee is dedicated to furthering the Mission Statement of the P.T.O. and meeting the P.T.O. objectives in accordance with the P.T.O. by-laws.

All committees are encouraged to work in such a manner as to reflect the P.T.O. Mission Statement and objectives of the P.T.O.

Committee chairpersons and volunteers are encouraged to work within the structural framework of the P.T.O., (attachment #2). Committees are expected to provide, on a annual basis, a summary of activity or evaluation of its work for said year.

### **Article IX Annual Budget and Fiscal Responsibility**

#### **Section 1 – Annual Budget**

The P.T.O. officers, in conjunction with the Principal, shall provide and approve an annual P.T.O. budget. The Pastor is responsible for the safekeeping of all Parish assets including those of Parish organizations including the P.T.O. as per Canon Law. The Pastor is the guarantor that funds acquired for the specific purpose of the P.T.O. budget are so expended.

#### **Section 2 – Budget Specifications**

Each annual proposed budget is voted upon and approved by the Executive Committee in March, approved by the Pastor, and then forwarded to the General Membership for vote at the next General Assembly meeting.

#### **Section 3 – Check Requisitions**

Cash disbursements are initiated by a Parish Check Requisition. Check Requisitions are submitted by the P.T.O. Treasurer with signature for the P.T.O. President's, and the Principal's signature. All checks are signed by the Pastor.

## **Article X AMENDMENTS**

Proposed amendments shall be submitted to the President in writing, signed by ten (10%) percent of the members or shall be proposed by majority vote of the Executive Committee. The amendment(s) shall be published and distributed at least fourteen (14) days prior to a scheduled ballot. Amendments to these Bylaws shall require a two-thirds (2/3) majority vote of the members responding to the ballot. Any amendment(s) may not be in conflict with the Commonwealth of Virginia or Canon Law.

## Attachment 1

### Nominating Committee Timeline

#### February:

- 2nd Week - Nominations Committee impaneled by PTO President
- Begin meeting to discuss possible candidates

#### March:

- 2nd Wednesday - Elections Flier sent to General Membership through the Sentinel.
- Collect any responses to the Election Flier
- Compile list of candidates, identifying at least two candidates per elective office
- 3rd Monday - give list of candidates to Mr. Conroy for review
- 4th Monday - begin calling approved candidates to confirm their desire to run for office
- Anyone wishing to run may submit a personal statement to be included with the ballot. Due by 2nd week of April

#### April:

- 1st week - begin preparing ballots
- 2nd Monday - deadline for write-in nominations. Review any new names with Mr. Conroy. Once approved, call to confirm.
- Update ballot as necessary
- 3rd Monday - Election Ballot sent home through school
- 3rd Monday - General Assembly Membership PTO meeting - any candidate who so desires may make a short presentation at the meeting.

#### May:

- 2nd Monday - deadline for Ballots to be returned

- 2nd Wednesday - collect and count ballots - election shall be by majority vote
- 2nd Friday - inform PTO board and candidates of election results