

BLESSED SACRAMENT SCHOOL PARENT-TEACHER ORGANIZATION (PTO) BY-LAWS

(As amended May 20, 2008)

Article I. Name

The name of this organization is the Blessed Sacrament Parent-Teacher Organization, (hereafter referred to as "PTO").

Article II. Purpose and Objectives

This PTO is formed to provide a structure in which the parents and guardians of Blessed Sacrament Grade School and Early Childhood Center students ("Parents"), faculty, Principal of the Grade School ("Principal"), Vice Principal of the Grade School ("Vice Principal"), Director of the Early Childhood Center ("Director") and Pastor can work together to further the growth and development of the students and the school. It will advise and consult with the Principal, Vice Principal and Director about the school's educational programs and policies including long-range planning, policy development, and public relations. It is the vehicle through which Parents will support fundraising, extracurricular programs, and other special activities.

Article III. Membership

The PTO shall consist of all Parents, the faculty, the Principal, Vice Principal, the Director, and the Pastor of Blessed Sacrament Catholic Community (collectively the "Members").

Article IV. Meetings of the General Membership

- A. Scheduled Meetings. There shall be a minimum of two open meetings of the membership during each school year. The first meeting shall be held during the course of the Back-to-School nights in the fall. The second scheduled meeting shall be held during the spring semester, at which elections shall be conducted at the spring semester meeting.

- B. Special Meetings. The Executive Board of the PTO (the "Board"), as defined in Article V, may call special meetings of the Members at any time. Written notice of any special meetings shall be delivered to the Members through normal school channels and posted on the designated bulletin board at least five days prior to the date of the meeting. The Notice of the meeting shall state the date, time, place, and purpose of the special meeting.
- C. Voting Procedures. All Members present at meetings of the Members shall be entitled to vote. Members may also use absentee ballots for Board elections. All absentee ballots must be received on or before 6:00 p.m. on the first school day following the spring semester meeting. A simple majority of the votes cast shall be sufficient to elect candidates to office and/or pass any motion, with the exception of amendments to the Bylaws, which must be passed by a two-thirds majority. Election of the Board shall be by written ballot and tabulated by the nominating committee. To facilitate fair and orderly elections, the Board shall establish procedures for conducting absentee balloting, including the establishment of a log to record the names of those casting ballots.

Article V. Executive Board

- A. The Board shall consist of a President, Vice President, Treasurer, Secretary, Parent Volunteer-Coordinator, Publicity Chairperson, Fundraising Chairperson, a Pastoral Council Representative, an ECC Parent Representative, a Grade School Parent Representative, a Middle School Parent Representative, an Extended Day Care Program Representative, a Catholic Youth Organization ("CYO") Sports Coordinator, a Cultural Arts & Enrichment Coordinator, a Diocesan Council Representative, and Alumni Representative and two Faculty Representatives. The Members elect these Board Members.
- B. The Principal, Vice Principal and Director are automatically Board Members. The

Pastor is an ex-officio Member of the Board. The Board acts for the Members between meetings of the Members.

C. **Voting Procedures.** - At sessions of the Board, only Board Members shall be allowed to vote.

D. It shall be the function of the Board to:

1. Organize activities that will accomplish the purpose and objectives of the PTO as outlined in Article II above.
2. Serve as an advisory group to the Principal, Vice Principal and Director.
3. Guide the fundraising and extracurricular programs of the school.

E. Duties of the Board. It shall be the duty of the Board to:

1. Assist the Principal, Vice Principal and Director in fulfilling their duties by acting as an advisory group.
2. Hold monthly meetings during the school year and any additional meetings as called for by a majority of the Board. All agenda items must be submitted to the Board one-week prior to its meetings. Board meetings are open to all Members unless an Executive Session is convened. Participation in Board meetings is restricted to Board Members, however, unless a non-Board Member has been asked to speak on a specific agenda, item. The Pastor, Principal, Vice Principal, Director and/or the PTO President may at any time call an Executive Session of the PTO by giving as much advance notice to the Members of the Board as possible. Attendance at Executive Sessions is limited to the Members of the Board as provided in Article V, Section A.
3. Advise the Principal, Vice Principal and Director by reviewing the PTO operating budget and any contributions from the PTO to the Grade School and/or the ECC.

4. Organize and conduct the general and special meetings of the PTO.

F. Responsibilities of the Board Members.

1. The President shall:

- a. Call and preside at all meetings of the Board and the Members;
- b. Compile an agenda for all meetings and distribute it one week prior to the meetings;
- c. Act on behalf of the PTO in urgent matters arising between Board meetings;
- d. Attend federation of PTO meetings; and
- e. Fill vacancies on the Board with the approval of other Board Members between elections.

2. The Vice President shall:

- a. Act as the President in the absence or incapacity of the President;
- b. Chair ad hoc committees at the discretion of the President; and
- c. Coordinate parent education programs as required.

3. The Secretary shall:

- a. Record, post and report the minutes of all PTO meetings and ensure that one copy is maintained in the official record book, and copies are made available to each Board Member, and the Pastor as soon as possible;
- b. Prepare and distribute notices and communications of the Board; and

- c. Post the agenda for all meetings one week in advance on the bulletin board; and
 - d. Prepare and disseminate official correspondence of the PTO and maintain a file of all such correspondence.
4. The PTO Treasurer shall:
- a. Assist the school finance manager, as member of an ad hoc finance committee, by reviewing the school's annual budget;
 - b. Present prior year financial report to the Members;
 - c. Update the Board and the membership on the school's financial status on a regular basis (quarterly at minimum);
 - d. Coordinate with the school's finance manager regarding all receipts and disbursements; and
 - e. Attend Parish Finance Council meetings to report on the financial condition of the school.
5. The Principal, Vice Principal and Director shall:
- a. Inform the Board and seek its input concerning any issues regarding changes vis-a-vis the school's goals, policies, procedures, curriculum or personnel;
 - b. Report on school activities, special programs or events, and financial status; and
 - c. Provide their expertise on issues before the Board.
6. The Faculty Representatives shall:
- a. Act as liaison between the faculty and the Board at all Board

meetings.

7. The Parent Volunteer Coordinator will:
 - a. Coordinate staffing of all classroom support, fundraisers and other school programs and activities requiring the time and talents of the Parents; and
 - b. Maintain records of the hours worked or the sums paid by each family to ensure compliance with the agreements entered into by the families concerning contributions to the school; and
 - c. Collect money from those families who elect to pay the fee.
8. The Publicity Chair:
 - a. Coordinate all publicity for school fund-raisers and other school activities or programs sponsored by the PTO; and
 - b. Be responsible for submitting items for publication in church bulletins, the Arlington Catholic Herald, and local newspapers concerning school activities, accomplishments and the like.
9. The Fundraising Chairperson shall:
 - a. Select chairpersons for each major fundraising event by early spring of the previous school year and ensure that these chairpersons, select committee heads also by early spring so that planning can get underway before the end of the previous school year;
 - b. Oversee and coordinate all fundraising events and insure

- that accurate records are maintained on expenditures;
 - c. Set dates for each fundraiser and consult with the Parish Office so that these dates can be incorporated into the school and parish calendars;
 - d. Reserve necessary facilities such as the school gym or cafeteria for fundraising events well in advance;
 - e. Maintain accurate records and reports on all fundraisers;
and
 - f. Investigate and present recommendations as to new fundraising ideas.
10. The Pastoral Council Representative shall:
- a. Act as a liaison between the Pastoral Council (also known as the Parish Council) and the school by attending monthly Pastoral Council meetings and any other necessary parish meetings or functions; and
 - b. Encourage and assist the school and the parish in developing family-centered workshops, programs, social events, and other activities that promote the spiritual growth of school and parish families.
11. The Extended Day Care Program Representative shall:
- a. Act as a liaison for consultation with the Extended Day Director; and
 - b. Report status of all programs and issues to the Board.
12. The Sports Coordinator shall:
- a. Coordinate all CYO sports programs for the school and parish;

- b. Promote sports activities that encourage participation by the students in the school and the members of the parish;
and
 - c. Maintain financial records for the NVCYO organization.
- 13. The ECC Parent Representative shall:
 - a. Act as liaison for the ECC faculty;
 - b. Represent the Parents and Guardians of ECC students for at the Board and serve as a conduit for information back to Parents and Guardians; and
 - c. Provide assistance to the ECC Director as requested.
- 14. The Middle School Parent Representative shall:
 - a. Serve as a conduit for information between the Parents and guardians of students in the Middle School (grades 6-8) and the Board;
 - b. Report on Middle School activities to the full school community through articles in the school newsletter; and
 - c. Assist the Principal, Middle School teachers, and Volunteer Coordinator as requested.
- 15. The Grade School Parent Representative shall:
 - a. Serve as a conduit for information between the Parents and Guardians of students in the Grade School (grades K-5);
 - b. Assist the Principal, teachers and/or Volunteer Coordinator in the areas of communication, grade school enrichment programs (development and operation of) and hospitality responsibilities in coordination with the representatives of ECC and Middle School (e.g.

the annual Welcome Dinner held at the beginning of the fall semester for new families).

16. The Cultural Arts & Enrichment Coordinator shall:
 - a. Work with the principal and teachers in planning and coordinating programs for the school;
 - b. Organize and plan Enrichment Day in conjunction with the grade school and junior high representatives;
 - c. Arrange for speaker for Catholic Schools Week
 - d. Assist as requested with Career Day; and
 - e. Maintain a resource file on available guest speakers and teachers.

17. Diocesan Council Representative shall:
 - a. Serve as the Board's liaison to the Diocesan PTO Council;
 - b. Attend all Diocesan PTO Council Meetings (3 per year);
and
 - c. Assist with the maintenance of the legislative network for the Grade School and ECC.

18. The Alumni Representative shall:
 - a. Serve as a liaison between the School and the alumni community;
 - b. Plan social events as appropriate to bring alumni together;
and
 - c. Work to enhance the alumni network.

Article VI Standing Committees

- A. The Executive Board and/or the President may appoint ad hoc committees on an as-needed

basis.

- B. While not required every year, the Board should appoint a Finance and Fundraising advisory committee every two to three years to review and make recommendations about financial management and fundraising priorities. When appointed, this committee shall consist of the Principal, the President, the Vice President, the Treasurer, the School's finance manager, up to two Faculty Representatives, and up to two Parents.

Article VII. Elections

- A. The Board shall be held elected annually. All Members are eligible to vote.
- B. The nominating committee shall consist of the current President, the Principal and Director, and the current Volunteer Coordinator, or individuals designated by the board should either of the officers be running for office. The committee shall take nominations from the membership and shall present a slate of candidates for each position to the Executive Board by the March meeting. The slate shall then be made known to the membership at least one week before the elections.
- C. The faculty shall nominate a faculty representative from the ECC and a faculty representative from the Grade School for the Board.
- D. Elections shall be held at the spring semester meeting of the Members. The newly-elected Board Members shall assume their duties at the final meeting of the Executive Board for the current school year.
- E. In the event the President cannot continue in office, the Vice President shall succeed him/her for the remainder of the term. The Executive Board until the next elections shall fill a vacancy in any other office or position.
- F. All Board Members shall be elected for a one-year term and may be eligible for a second term in a particular office on the Executive Board, but may not thereafter

immediately succeed themselves in that office. However, if at the end of the spring semester, no new candidates have been identified for a particular office for which the incumbent has served two consecutive terms, and the current incumbent is willing to continue to serve a third term, the Board may nominate the current incumbent to serve a third term and the nomination will be placed before the general membership at the Spring meeting along with the other board nominations.

Article VIII. Amendments

These bylaws may be amended or suspended by a two-thirds vote of the Members present at any PTO meeting, provided no less than 21 days written notice has been given to all Members.

Article IX. Procedure

All meetings of the PTO and the Board shall be conducted in accordance with Robert's Rules of Order, Revised, when not inconsistent with these bylaws.