# BYLAWS OF THE OUR LADY OF THE VALLEY CATHOLIC SCHOOL

# PARENT TEACHER ORGANIZATION

# ADOPTED: November 11, 1999

# REVISED: January 16, 2019

# ARTICLE I

# OFFICERS AND THEIR ELECTION

# Section 1. The Parent Teacher Organization (PTO) officers should be: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. These officers, along with the principal, make up the Executive Committee. Each one of these members is entitled to a vote.

Section 2. All officers will be appointed by the principal through a nomination process. The appointment of the officer positions should be staggered to ensure continuity.

Section 3. All officers shall serve for a term of three (3) years. An officer may serve a second term, but none may serve more than two consecutive terms in the same officer position. An officer who fulfills an unexpired term for less than one-half of the term shall be eligible to serve two full terms.

Section 4. In February, the President shall appoint a nominating committee consisting of up to three members. The nominating committee shall designate one of the members as Chairman. The nominating committee shall notify the school community of the nomination process, solicit nominations and validate qualifications. Members of the committee are not eligible for election or re-election as a PTO officer that year.  The committee shall follow the nomination guideline to obtain names of parents nominated by the school, by other parents, or self-nominated candidates to serve in the designated position(s).

 Section 5. The nominees shall be presented to the principal for selection by the end of March. Appointments will be presented to the membership at a general meeting and/or via a newsletter by the end of April.

Section 6. New officers shall assume responsibilities on June 1.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. Duties of each office are as follows:

* The PRESIDENT shall …
	+ Preside at all general meetings.
	+ Preside over PTO Board meetings.
	+ Appoint the chairs of standing committees.
	+ Serve as the liaison between the school principal, School Advisory Board, Pastoral Council, and PTO.
	+ The President shall notify the Executive Committee should a vacancy occur and appoint a representative to fill the unexpired term as approved by the PTO Board.
	+ The President shall serve as an ex-officio member of all committees, except the nominating committee, and be a voting member of these committees.
* The 1st VICE PRESIDENT shall …
	+ In the absence of the President, perform all duties of the President’s office.
	+ Share responsibility for the committee duties with the Second VP and serve on the PTO Board.
* The 2nd VICE PRESIDENT shall …
	+ In the absence of the 1st Vice President, perform all duties of the office.
	+ Share responsibility for the committee duties with the First VP and serve on the PTO Board.
* The SECRETARY shall …
	+ Keep the minutes of all general meetings, Executive Committee meetings and Board meetings.
	+ Place the minutes on the website.
	+ Perform all duties of corresponding secretary and serve on the PTO Board.
* The TREASURER shall …
	+ Oversee receipt, deposit and disbursement of all funds of the PTO.
	+ Keep an accurate account of all income and expenditures.
	+ Prepare a financial statement for all meetings of the organization.
	+ Serve on the Executive Committee.
	+ Sign all checks.
		- The PTO account is to be kept separate from the general account of the school.
* The Principal (ex-officio) shall …
	+ Keep the PTO informed of the accomplishments, objectives and needs of the school.
	+ Ensure disbursement of monies raised through the fundraisers as authorized by the PTO Board.
	+ Perform any other tasks that will facilitate the achievements of the PTO.
	+ Serve on the PTO Board.

Section 2. An individual or a husband/wife team may fill all appointed offices but shall only cast one (1) vote.

ARTICLE III

STANDING COMMITTEES AND THEIR DUTIES

Section 1. There shall be a minimum of the following standing committees:

* BALL is responsible for the annual PTO fundraiser, including event planning, publicizing, soliciting and organizing volunteers, setup and cleanup. BALL planning and execution is a year-long process and is critical to funding the PTO budget for the next year.
* BOX TOPS FOR EDUCATION is responsible for the collection, sorting, preparation for bundling, and shipping of the Box Tops for Education to the General Mills Company, or its representative, for cash redemption. This committee is also responsible for keeping an inventory of box tops collected, and for publicizing and coordinating bonus promotions and special programs.
* EAGLE FLIGHT is responsible for the annual PTO fundraiser, including event planning, publicizing, soliciting and organizing volunteers, setup and cleanup. EAGLE FLIGHT is critical to funding the PTO budget for the next year.
* FAMILY FUN is responsible for organizing and publicizing all Family Fun Events.
* FOOD FESTIVAL is responsible for coordinating support for the annual parish food festival and organizing the children’s games for the food festival. This includes publicizing, soliciting and organizing volunteers, setup and cleanup.
* pmmGROUNDS is responsible for the annual grounds cleanup day prior to school starting. This includes logistics, publicizing, soliciting and organizing volunteers and ordering needed materials.
* HEAD HOMEROOM MOTHER is responsible for recruiting, organizing and scheduling volunteers as needed throughout the school year.
* HOSPITALITY is responsible for the logistics of providing food and beverages for designated PTO functions and the coffee cart for the teachers.
* NEWCOMERS is responsible for welcoming new families to the school. This includes contacting all new families during the summer before the new school year begins and providing them a newcomer packet with spirit items from the PTO.
* SCHOOL SPIRIT is responsible for maintaining sufficient inventory to support demand for spirit items, and for providing spirit sales at major PTO and school events. This includes obtaining design approval for clothing and other spirit items, obtaining price information, publicizing items, soliciting and organizing volunteers for spirit sales and ordering and communicating with manufacturer.
* USED UNIFORMS is responsible for the used uniform program. This includes gathering, sorting and running the used uniforms sale, soliciting and organizing volunteers for the sale and disbursing earned money to parents as necessary.

Section 2. Committees shall be created or dissolved by the PTO Board as may be deemed necessary to reflect the needs of the school.

* Each chair may appoint members to serve on the committee.
* Upon request, the chair must be prepared to present an oral report to the Board regarding their plans and results.
* An individual or a husband/wife team may fill committee chairs and co-chairs.

Section 3. Committee Chairs are appointed by the President.

ARTICLE IV

REPRESENTATIVES AND THEIR DUTIES

Section 1. PARENT REPRESENTATIVES are appointed by the President and shall serve as a liaison for all parents, faculty and students they represent, informing the Board of any concerns, ideas, resources and support. They shall also serve on at least one PTO working committee.

Section 2. The FACULTY REPRESENTATIVE is appointed by the Principal and shall serve as a liaison for faculty and staff they represent, informing the Board of any concerns, ideas, resources and support. They shall also serve on at least one PTO working committee.

ARTICLE V

MEETINGS

Section 1. General meetings may be scheduled as deemed necessary by the PTO Board; other special meetings may be called by the President, in consultation with the PTO Board.

Section 2. Board meetings may be held monthly on a schedule as provided prior to or at the first board meeting of the year. Special meetings may be called by the President, which may be in writing, by telephone or by email. Appropriate committee reports will be presented in each meeting. New business topics to be covered in the meeting must be submitted in advance to the Secretary.

ARTICLE VI

FINANCES

Section 1. The fiscal year of the PTO is July 1 through June 30.

Section 2. The PTO will publish in September the final financial report for the preceding fiscal year.

Section 3. A minimum of $45,000.00 shall remain in the PTO accounts at the end of each fiscal year. The executive board may vote to release funds if the balance necessary is insufficient to meet pending expenses.

ARTICLE VII

REVISIONS/AMENDMENTS

Section 1. The PTO Board at any Board meeting may amend these bylaws by a 2/3 vote of the members present, provided the proposed amendment was presented at the previous meeting. An official copy of these bylaws shall be kept on file with the Secretary and the Principal and in the school library.