# CONSTITUTION OF THE OUR LADY OF THE VALLEY SCHOOL

# PARENT TEACHER ORGANIZATION

# APPROVED BY PTO BOARD FOR GENERAL MEMBERSHIP VOTE: November 11, 1999

# ARTICLE I

# Section 1. The name of this organization is the Parent – Teacher Organization (herein called the PTO) of Our Lady of the Valley School (OLV), Birmingham, Alabama (herein called the school). In the event the name of the school changes, the name of the school in the PTO’s name shall be automatically changed to the then current name of the school.

# Section 2. The purpose of the PTO is:

# to offer, through scheduled programs, information of particular interest to parents, teachers and students,

# to provide financial and voluntary support for the improvement of the school through special fund raising activities,

# to foster cooperation, support and communication among parents, administration and faculty and OLV Parish for the welfare of the students enrolled in the school.

# Section 3. This purpose is achieved by servicing, when requested, all aspects of OLV school through membership involvement in fund raising projects, through advisory, financial and labor support capacities of the administration, teachers and staff, and through a genuine concern for the students to support all goals and ideals of Catholic education.

# ARTICLE II

# MEMBERSHIP AND DUES

# Section 1. All parents and guardians of students enrolled in the school, faculty, professional staff, and the administration are members.

# Section 2. Annual dues per family are determined by the PTO Executive Committee, in conjunction with administration, and are collected as part of the fees paid at the time of student registration prior to the opening of school each year.

# Section 3. The OLV administration, faculty, and professional staff, who do not have students enrolled in the school are exempt from annual dues.

# ARTICLE III

# EXECUTIVE COMMITTEE AND PTO BOARD

# Section 1. The officers of the PTO along with the Principal make up the Executive Committee.

# Section 2. A vacancy occurring in any office other than Principal and Faculty Representative shall be filled by appointment of the Executive Committee for the unexpired term.

# Section 3. The Executive Committee cannot modify any action taken by the PTO Board.

# Section 4. The Executive Committee will appoint standing committees and chairs.

# Section 5. The PTO Board will consist of the Executive Committee, standing committee chairs and co-chairs, parent/faculty representatives, and parents-at-large.

# ARTICLE IV

# MONETARY PROVISIONS

# Section 1. The PTO Board or the Executive Committee must approve all expenditures. Checks may be signed by either the Treasurer or the Principal, with the exception of Section 2.

# Section 2. The President may approve the spending of up to $100.00 without the approval of the Executive Committee or the PTO Board.

# ARTICLE V

# BY-LAWS

# Section 1. The PTO Board may adopt, amend and repeal By-laws as necessary for the smooth operation of the PTO. The By-laws may contain any provision consistent with this Constitution.

# Section 2. All meetings of the PTO shall be conducted according to Roberts Rules of Order, except as otherwise provided in this Constitution or the By-laws.

# ARTICLE VI

# QUORUM

# Section 1. The members present at any PTO General meeting shall constitute a quorum.

# Section 2. **A minimum of 3 members** of the PTO Board present at any meeting of the PTO Board when a vote is taken shall constitute a quorum, and any resolution or matter submitted to a vote at the meeting shall be adopted if approved by a majority of a quorum.

# Section 3. The members of the Executive Committee present at any meeting of the Executive Committee when a vote is taken shall constitute a quorum, and any resolution or matter submitted to a vote at the meeting shall be adopted if approved by a majority of a quorum.

# Section 4. The By-laws may provide (or authorize the PTO Board to adopt rules to provide) a procedure for taking a vote of or authorizing action by the PTO Board or the Executive Committee without a meeting.

# ARTICLE VII

# AMENDMENTS

# Section 1. This Constitution may be amended at any general meeting of the PTO by a majority of the members present and voting, provided notice of the proposed amendment shall have been given 15 days prior to the date of the meeting. The notice may (but need not) be included in any newsletter, letter, bulletin or other communication sent to the members of the PTO (In their capacities as such or as parents and guardians of students in the school, teachers and administration) by, or at the direction of the PTO Board, the Executive Committee, the President, the Secretary, the school, the Principal or the administration. If mailed, the notice shall be deemed to have been given when deposited in the United States Mail. The notice shall include such description or summary of the proposed amendment or amendments as the President, the Secretary or the person designated by the President to prepare the notice, shall deem appropriate. If a copy of the proposed amendment or amendments (or copy of the constitution as proposed to be amended by the amendment or amendments) is available for review by the members at the meeting, it shall not be necessary to read the proposed amendments or amendments at the general meeting which votes on the amendment or amendments. The vote on the proposed amendment or amendments at the general meeting may be by voice vote, by show of hands or by written ballot, as the President or the person presiding at the general meeting shall determine.

# ARTICLE VIII

# REVISIONS

# Section 1. The PTO Board (or a committee thereof appointed in accordance with the Bylaws) shall review this Constitution every three years and any revisions, which the PTO Board determines are necessary or advisable as a result of such review shall be presented for adoption as provided in Article VII. In addition, amendments to this Constitution may be presented for adoption as provided in Article VII at any time by the PTO Board or the Executive Committee. An official copy of the Constitution shall be kept on file with the Secretary and the Principal and in the school library.