
Queen of Apostles Catholic School
Parent-Teacher Organization
BY-LAWS

MISSION STATEMENT

The mission of the Parent-Teacher Organization of Queen of Apostles Catholic School is to provide support in achieving the overall educational purposes of the school according to its mission. Mindful of the fact that parents are the primary educators of their children, this organization dedicates itself to offering encouragement to parents in their parenting role while forming a mutual partnership with the pastor, administration and faculty of the school. This partnership will strive to provide financial support to help meet the needs laid out by the pastor and administration which would enable each and every child to be offered a quality Catholic education.

Article 1: Name

The name of this organization shall be the Queen of Apostles Catholic School Parent -Teacher Organization (PTO), Alexandria, Virginia, Diocese of Arlington.

Article 2: Purpose and Objectives

The purpose of Queen of Apostles Catholic School PTO is to:

- promote the mission of Queen of Apostles Catholic School
- encourage communication and understanding among the parents, teachers, administration, students, and community of Queen of Apostles Catholic School through an exchange of ideas on topics of mutual interest
- serve as an instrument to help unify the efforts, time, and talents of the students, parents, teachers, administration and pastor
- organize volunteers for designated school needs and activities
- bring Catholic education into the home so that parents and teachers may cooperate in the religious education of the children;
- sponsor and organize fundraising activities to supplement Queen of Apostles Catholic School's financial needs as defined by the Pastor and Principal.

The Parent-Teacher Organization cooperates with the Pastor and Principal in all matters that pertain to the school. The role of the PTO Executive Board is to serve in an advisory and support capacity to the school administration. Final authority in matters of decision-making and school policy rests with the Pastor and Principal.

Article 3: Membership

Each parent or legal guardian of a student currently attending Queen of Apostles Catholic School is a member of the Queen of Apostles PTO. The faculty and staff of Queen of Apostles Catholic School, the Principal, and the Pastor or Administrator shall also be members of the Queen of Apostles PTO. Other family members of a student may also attend the general meetings of the PTO, but they do not hold voting rights. Parents/guardians, faculty, and the administration are voting members of the PTO. Members are asked for annual dues to off-set PTO costs.

Article 4: Officers and Terms of Office

Section 1

The officers shall be President, Vice President, Treasurer, Secretary, Publicity Chair, and Past President.

Section 2

All officers shall be elected annually at the last general meeting of the school year. Officers shall be elected by ballot vote, unless there is only one nominee for any office. If there is only one nominee, a voice vote shall be taken.

Section 3

Officers shall assume their official duties on July 1st and shall serve for the term of one year. The former Board shall transition with the new Board during June and shall ensure that all paperwork, reports, and information are transferred to the appropriate officers.

Section 4

No officer shall serve more than three terms in the same office. No person may serve as President who is not an active member of the Roman Catholic Church.

Section 5

Any PTO member elected by a majority vote may fill a vacancy occurring in any office, with the exception of the President, for the remainder of the unexpired terms. Election for vacant positions must be announced to all PTO members at least five days prior to a vote that shall be **held at a general PTO meeting**. The Vice President shall serve as President if the office of President becomes vacant.

Article 5: The Executive Board

All matters of policy and administration shall be vested in the Board under direct authority and supervision of the Pastor or Administrator.

Section 1

The Executive Board shall consist of the officers of the PTO, two members-at-large from the PTO, two teacher representative, the school Principal, and the Pastor or Administrator of Queen of Apostles Catholic Church.

Section 2

Any Executive Board officer may call for a special meeting of the Executive Board.

Section 3

All PTO meetings will be held on the school campus with prior knowledge and approval of the principal.

Section 4

The duties of the Executive Board shall be to:

- Transmit minutes of Executive Board meeting to the PTO members within two weeks of an Executive Board meeting;
- Create standing committees;

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- Transact necessary business between the PTO and other entities as may be referred to it by outside organizations;
 - Create and approve the work of committees.

Section 5

All PTO printed material for publication and distribution shall be approved prior to distribution by the PTO President and school Principal under the final authority of the Pastor or Administrator.

Article 6: Duties of the Officers

The **President** shall:

Preside at all meetings of the PTO and the Executive Board, perform other duties as assigned by the PTO, coordinate the work of the officers and committees in order to ensure that the objectives of the PTO are being promoted, and assist with PTO-sponsored events.

The **Vice President** shall:

Coordinate fundraising efforts, aid the President, perform the duties of the President in his or her absence, assist at meetings of the PTO and Executive Board, and assume other duties assigned by the Executive Board, including assisting with PTO-sponsored events.

The **Secretary** shall:

Record, transcribe, copy, and distribute the minutes of all meetings of the PTO to the Executive Board within two weeks of an Executive Board meeting and perform other duties assigned by the Executive Board, including assisting with PTO-sponsored events.

The **Treasurer** shall:

Receive all funds of the PTO, keep an accurate record of expenditures and receipts, approve the payout of funds as authorized by the Executive Board, present a written financial statement for every Executive Board and general PTO meeting, and make a full report at the final meeting of the school year.

The Treasurer in coordination with the parish business manager shall produce monthly reports and conduct periodic reconciliations. The Treasurer coordinates deposits with the Parish Accountant to ensure timely deposits and accurate accounting of funds.

No money (cash, check or otherwise) may be delivered via a student to the treasurer. The treasurer must arrange a time with the school office to collect any monies.

All disbursements must have the final approval of the principal and pastor. All procedures must follow diocesan and parish policies.

The **Publicity Chair** shall:

Write and distribute to the PTO members a weekly newsletter that contains upcoming events, date changes, and announcements and perform other duties assigned by the Executive Board, including assisting with PTO-sponsored events. The Publicity Chair shall also promote Queen of Apostles School in the community at large through ongoing public relations.

The **Members-at-Large** shall:

Help represent the general PTO members on the Executive Board. They shall perform duties assigned by the Executive Board, including assisting with PTO-sponsored events. A member-at-large may be either a prior PTO officer who desires to remain active or one who is just entering the PTO Board and desires to be an officer in future years.

The **Past President** shall:

Serve one more term as an advisor to the current Board, act as a liaison to the faculty representatives, and assist with PTO-sponsored events.

Article 7: Teacher Representatives

Each year, the teaching staff at Queen of Apostles Catholic School shall select two representatives to the PTO Board from both upper and lower grades. More than one teacher may share the responsibility of a Teacher Representative. A Teacher Representative may send another teacher as an alternate to any meeting.

Article 8: Committees

The standing committees shall include, but not be limited to, the following: Spaghetti Dinner, Pancake Breakfast, Used Uniforms, International Festival, Hot Lunch, Hospitality, and Cultural Arts.

The Executive Board shall encourage all PTO members to volunteer to chair, co-chair, or assist a committee. To that end, the Executive Board shall distribute to all PTO members a flyer or newsletter that describes all committees and how to volunteer.

Committee chairs should submit a final report to the PTO Board detailing procedures followed, problems incurred, and suggestions for future consideration.

Article 9: Budgeting and Disbursement of Funds

All members of the Executive Board shall follow the disbursement procedures when seeking funds. The Executive Board shall also provide written disbursement procedures to all PTO members requiring reimbursements and ensure that these procedures are being followed. The Treasurer shall ensure that this process (Steps 1 to 8 below) is used for reimbursements and shall notify the Executive Board of any payment of funds made that did not follow this process.

1. The Annual PTO budget should be approved prior to the beginning of the school year. Final approval must be made by the Principal and Pastor or Administrator.
2. Only PTO-approved budget items can be expended or reimbursed.
3. Expenditures not included in the approved budget shall be submitted to the Executive Board for prior approval and receive approval from Principal and Pastor or Administrator.
4. The PTO Treasurer coordinates directly with the volunteer(s) for budgeted events and activities. To ensure that the disbursement process is efficient and timely, other Executive Board members shall not review disbursement requests for budgeted items.
5. The request for expenditure is submitted to the principal for prior approval and then goes from the volunteer(s) to the Treasurer in advance, when possible. When it is not possible to obtain an advance, the volunteer should request reimbursement at the conclusion of the event or activity. In both cases, the volunteer must turn in receipts to the Treasurer for record purposes.

6. The Treasurer approves or disapproves if it is a budgeted item (Board approval is required only if it is not a budgeted item) and sends it to the parish business manager for payment, with disbursement instructions as applicable. Copies of disbursement requests shall be available to the President. In the absence of the Treasurer, the President shall oversee budgeted requests.

7. The parish business manager reviews the request for reimbursement, prepares a check, and disburses it as requested.

8. If there is need, the Pastor or Administrator may approve a non-budgeted item proposed by the Executive Board.

Article 10: Meetings

Section 1

The Principal and Executive Board shall set the meetings for the school year and communicate this by September. The agenda is set prior to Executive Board meetings by the PTO president and the Principal.

The Executive Board of the PTO, consisting of the officers, Principal, and Pastor, shall meet once a month to formulate the agenda for the general PTO meetings and to conduct other business of the organization. Event chairpersons normally meet with the Executive Board to present their plan and update the Board as necessary. There shall be a minimum of a meeting once each quarter. The Board may schedule additional meetings as appropriate with prior approval of the principal.

Section 2

A minimum of three general PTO meetings shall be held in each academic year.

Section 3

All members of the PTO must have at least five days advance notice before a special meeting is held.

Section 4

Those present at a PTO meeting shall constitute a quorum.

Article 11: Election Process

Nominations for the new PTO Board members will be taken prior to the May meeting. Any member of the PTO may be nominated for office. The President shall appoint a Nominating Committee of three members. The committee shall nominate at least one candidate for each office.

The voting process is as follows:

1. Any member shall be eligible to vote.
2. Voting for office shall take place during the May meeting by ballot unless only one person is nominated for office, in which case a voice vote will be held.

Article 12: Amendments

These bylaws may be amended at **any general meeting** by a two-thirds vote of the members present and voting, provided notice has been given in writing five days in advance through the Executive Board to all members. Final approval is given by the principal and pastor.

BOARD MEETING ORDER OF BUSINESS

1. CALL TO ORDER – The President opens the meeting at the designated time. The President announces the purpose and business to be conducted.
2. OPENING PRAYER – The Pastor, if present, always offers the prayer. If the Pastor is not present, the Principal will offer the prayer. If neither is in attendance, the President would designate a member of the PTO (priest, parent, or faculty member) to offer a prayer or reading. Ideally, the designated person should be given time to prepare for this role.
3. SECRETARY'S REPORT – Approval of previous meeting minutes by membership. Minutes should be distributed prior to meeting for membership to review.
4. TREASURER'S REPORT – Prepare and present report of all receipts and disbursements that have taken place since the last meeting.
5. REMARKS BY PASTOR AND/OR PRINCIPAL – These come first, before anyone else's remarks – preferably as new business.
6. COMMITTEE CHAIR REPORTS – Focus and invite those committees engaged in current activities. Follow-up summaries/reports and guidance for future chairs at the end of events are most valuable for future planning.
7. OLD/NEW BUSINESS – Address any unresolved issues from the previous meeting first; then entertain new matters on the agenda.
8. PROGRAM – Guest Speaker, panel discussion, etc.
9. CLOSING PRAYER – Given by the Pastor, if available, but usually the Principal. If both are not available, the President would designate a member.