

PTO CONSTITUTION

ARTICLE 1 - NAME

The name of this Organization shall be the Parent-Teacher Organization (PTO) of Our Lady of Good Counsel (OLGC) School, Vienna, Virginia, Diocese of Arlington.

ARTICLE II - OBJECTIVES

The objectives and purposes of this Organization shall be to:

1. Help parents and teachers acquire a profound appreciation of the ideals of Catholic education.
2. Encourage the home and the school to a greater degree of cooperation and understanding in the discharging of their respective responsibilities.
3. Promote clearer understanding of the mutual educational responsibilities of parents and teachers.
4. Assist OLGC School by sponsoring and conducting fund-raising projects.
5. Provide counsel and advice to the pastor and principal in the operation of OLGC School.

ARTICLE III - RESPECT FOR AND IMPLEMENTATION OF SCHOOL POLICIES

The PTO shall respect the established school policies and practices as set forth by the pastor, the school principal, and the Diocese Education Office.

ARTICLE IV - MEMBERSHIP

Membership in the PTO shall consist of the parents and legal guardians of the students of OLGC School, the pastor, principal, and school faculty.

ARTICLE V - GOVERNANCE

The conduct of business by the PTO shall be as set forth in the By-Laws of the PTO.

ARTICLE VI - SPIRITUAL ADVISOR

The Pastor of OLGC parish or priest appointed by him shall be the spiritual advisor of the PTO.

ARTICLE VII - MEETINGS

Meetings of the PTO shall be held as set forth in the By-Laws of the PTO.

ARTICLE VIII - AMENDMENTS

This Constitution may be amended, in whole, or in part, at any meeting of the members at which a quorum is present by a two-thirds vote of the members present: provided, however, that written notice of such proposed amendments shall have been presented to the members at least ten (10) days prior to the meeting.

PTO BY-LAWS

ARTICLE I - ORGANIZATION

Section 1. Name. The name of the Organization is the Parent-Teacher Organization (PTO) of Our Lady of Good Counsel (OLGC) School. The PTO is a non-incorporated organization.

Section 2. Membership. The membership of the PTO shall consist of the parents and legal guardians of the students of OLGC School, the pastor, the principal, and faculty of OLGC School. Membership shall also be conferred by appointment to the PTO Board.

Section 3. Purpose. The PTO shall have the objectives and purposes set forth in its constitution.

ARTICLE II - PTO MEETINGS

Section 1. Annual Meeting. The annual meeting of the PTO shall be held in May of each calendar year for the election of the PTO Board members and for such other matters as may be brought before the meeting.

Section 2. Other Meetings. Meetings other than the annual meeting shall be held as determined by the PTO Board.

Section 3. Quorum. A quorum for the transaction of business by the PTO shall consist of the members present at a PTO meeting.

ARTICLE III - PTO BOARD

Section 1. PTO Board. The PTO Board shall have responsibility for the general management of the affairs of the PTO. The PTO Board shall consist of elected members and appointed members. The PTO Board shall include the following thirteen (13) members: President, Vice-President, Corresponding Secretary, Recording Secretary, two (2) Members-at-Large, Treasurer, Marketing and Communications Liaison, a Faculty Representative of the Preschool, a Faculty Representative of the Lower School, a Faculty Representative of the Middle School, the School Principal, and the Parish Director of Development. An annual meeting of the PTO Board shall be held following the annual May meeting of the PTO. In addition, the PTO Board shall meet as necessary to attend to the affairs of the PTO.

Section 2. Elected Members. The elected members of the PTO Board shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, and two (2) Members-At-Large. PTO Board members shall be elected at the PTO annual meeting for the following terms:

President/Vice-President: The Vice-President shall be elected at the PTO annual meeting for a term of one year and shall, upon completion of one term, succeed to the office of President for the succeeding term;

Corresponding Secretary/Recording Secretary: The Corresponding Secretary shall be elected at the PTO annual meeting for a term of one year and shall, upon completion of one term, succeed to the office of Recording Secretary for the succeeding term;

Members-At-Large: One (1) Member-At-Large shall be elected at each PTO annual meeting for a term of two years.

All PTO Board members, other than the President and Vice-President, are eligible for re-election for successive terms.

Section 3. Appointed Members. The appointed members of the PTO Board shall be the Treasurer; the Marketing and Communications Liaison; and the Faculty Representatives of the Preschool, Lower School, and Middle School; and other persons as may be appointed to the PTO by the pastor or principal.

Section 3.1. Treasurer: The Treasurer shall be appointed by the pastor and approved by the principal, as well as serve on the Parish Finance Council, for a term of three years;

Section 3.2. Marketing and Communications Liaison: The Marketing and Communications Liaison shall be appointed by the principal in consultation with the PTO Board for a term of two years.

Section 3.3. Preschool, Lower School, and Middle School Representatives: The Preschool, Lower School, and Middle School Representatives shall be appointed by the principal.

Section 4. Duties.

Sections 4.1. President The President shall prepare the agenda and preside at meetings of the PTO and the PTO Board. The President shall attend meetings of the Parish Council.

Section 4.2. Vice-President. The Vice-President shall, in the absence of the President, perform the duties of the President, and shall perform such other duties as may be assigned by the PTO Board. The Vice-President will maintain and coordinate the volunteer positions.

Section 4.3 Treasurer. The Treasurer shall account for all revenues and expenditures of the PTO. The Treasurer shall submit a written financial statement to the PTO Board on a bi-monthly basis. The Treasurer shall prepare an annual budget and present it to the Board at its May annual meeting for Board approval at its June meeting. The Treasurer will then submit the approved budget to the Parish Pastoral Associate by June 30th. The Treasurer shall also attend the meetings of the Parish Finance Council. The Treasurer shall also perform such other duties as assigned by the PTO Board.

Section 4.4. Recording Secretary. The Recording Secretary shall keep and maintain the minutes of the PTO Board meetings, shall distribute the minutes to the PTO Board, and shall perform other duties as assigned by the PTO Board.

Section 4.5. Corresponding Secretary. The Corresponding Secretary shall be responsible for the preparation of the weekly Chatter distributed by the PTO and shall perform other duties as assigned by the PTO Board.

Section 4.6. Marketing and Communications Liaison. The Marketing and Communications Liaison shall work with the School and Parish communications staff to

publicize the School and its activities, shall sit on the Enrollment Committee, and shall perform other duties as assigned by the PTO Board.

Section 4.7. Members-at Large: The Members-at-Large shall perform duties as assigned by the PTO Board.

Section 4.8: Faculty Representatives of the Preschool, Lower School, and Middle School: The Faculty Representatives of the Preschool, Lower School, and Middle School shall perform duties as assigned by the PTO Board.

Section 5. Quorum. A quorum for a PTO Board meeting shall be three (3) persons. .

Section 6. PTO Board Decisions. The PTO Board shall attempt to achieve a consensus of the PTO Board with respect to all matters that come up for decision before it. Votes shall be cast in the event of the inability to achieve a consensus. The voting members of the PTO Board are: the President, the Vice-President, the Corresponding Secretary, the Recording Secretary, the Treasurer, the Communications Liaison, and the two (2) Members-at-Large. Votes shall be cast only if there is a quorum of voting members present. A quorum for voting purposes shall be five (5) voting members. If votes are cast, the affirmative vote of a majority of those voting PTO Board members present shall be necessary for the taking of any action or the adoption of any matter.

ARTICLE IV - COMMITTEES

Section 1. Committees. The PTO Board may, at its discretion, appoint committees to assist the PTO Board in carrying out its responsibilities. The composition, purpose, and tenure of the committees shall be determined by the PTO Board.

ARTICLE V - ELECTIONS

Section 1. Nominating Committee. The PTO Board shall, no later than March 31 of each year, appoint a Nominating Committee of three (3) members of the current PTO Board. The Nominating Committee shall accept nominations for and may solicit the nomination of candidates for election to the PTO Board. Membership on the Nomination Committee is open to any Board Member not in a position to run for an elected position in the upcoming school year.

Section 2. Distribution and Return of Ballots. The Nominating Committee shall prepare and distribute candidate statements and ballots to the PTO members at least ten (10) days prior to the PTO's May annual meeting. Ballots shall be returned to the school prior to 3:00 p.m. on the date of the PTO annual meeting. Ballots returned after 3:00 p.m. on the date of the PTO annual meeting shall not be counted in any election for any purpose.

Section 3. Election Committees. The Nominating Committee shall, prior to the PTO annual meeting, appoint an Elections Committee. No one standing for election in the current election may be on the Election Committee. The Elections Committee shall count all ballots and shall report the results of all elections at the annual May PTO general meeting.

Section 4. Election Results. The Elections Committee shall report the results of all votes without disclosing the number of votes cast for or against any candidate. All ballots and tabulations of

ballots shall be destroyed promptly after the Elections Committee reports the results of any election.

ARTICLE VI – VOTING ON OTHER MEASURES

Section 1. Voting on Other Measures. The PTO shall attempt to achieve a consensus with respect to all matters that come up for decision before it. In the event that a matter comes before the PTO for a vote, the vote may be taken at any PTO general meeting provided that written notice of such a vote shall have been presented to the members at least ten (10) days prior to the meeting. A measure shall pass by the affirmative vote of a majority of the members present at the meeting and voting.

ARTICLE VII - AMENDMENT

Section 1. Amendment. These By-Laws may be amended at any PTO general meeting by an affirmative vote of a majority of the members present and voting at the PTO General Meeting, provided that written notice of such a vote shall have been presented to the members at least ten (10) days prior to the meeting.