



OUR LADY *of*  
GOOD COUNSEL

Parent-Teacher Organization

Bylaws

2024-2025

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## Mission Statement

The mission of the Our Lady of Good Counsel (OLGC) Parent-Teacher Organization (PTO) is to advance the Catholic education and garner good citizens to our parish and community. The OLGC PTO provides an environment for Parents, Teachers and Administrators to work together to deliver high quality education with Catholic values.

The PTO aims to:

1. Be the liaison between school parents and the school
2. Assist school leadership with advancement/development activities
3. Assist the school to garner volunteers for PTO functions
4. Support school programs

## Article 1 – Membership

Membership consists of parents, guardians of registered students at OGLC school, faculty, staff and school administrators.

## Article 2 – Amendments

Amendments to this Constitution may be made by a majority vote of the members of the PTO at a PTO General Meeting with a quorum of voting members. Written notice of a vote should be noted at least two (2) days prior to the meeting. Final approval will be the School Principal.

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.

## Article 3 – By Laws

The By-Laws are intended as guidelines to assist the members of the PTO members to provide a structure for the organization but allow for adaptation to the needs of OLGC school.

**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 legislative authority of the PTO is in the PTO Council, which consists of the President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Members at Large (2), Principal, three (3) Faculty representatives

(1 Preschool, 1 Lower School, 1 Middle School). Membership may also be conferred by appointment to the PTO Board.

OLGC PTO terms start July 1 and the term for each council position is one year with the exception of the Treasurer and Member at Large (see below). An annual meeting of the PTO Board shall be held in May. In addition, the PTO Board shall meet to attend to the affairs of the PTO.

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:

1. **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.
2. **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 the Recording Secretary for the succeeding term.
3. **Members-At-Large:** One (1) Member-At-Large shall be elected at each PTO annual meeting for a term of two years. This means that the Members-at-Large terms will be staggered, with one member cycling off each year.

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

The **appointed members** of the PTO Board shall be the Treasurer 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 the principal.

1. The treasurer shall be appointed by the pastor and principal, as well as serve on the Parish Finance Council, for a term of three years.
2. The Preschool, Lower School, and Middle School Representatives shall be appointed by the principal for a term of 1 year; however, they are eligible for re-appointment.

### Section 3: DUTIES

The duties of PTO Council members are as follows:

**PRESIDENT** The President shall prepare the agenda and preside at the meetings of the PTO and PTO Board. The President will provide support to committees and other PTO Board members as needed in order to successfully plan and execute events.

**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.

**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 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 30<sup>th</sup>. 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.

**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 assigned by the PTO Board.

**CORRESPONDING SECRETARY** the Corresponding Secretary shall be responsible for the preparing of the weekly Chatter distributed by the PTO and shall perform other duties assigned by the PTO Board.

**MEMBERS-AT-LARGE** The Members-at-Large shall perform duties assigned by the PTO Board. This includes planning and executing schoolwide events (such as Trunk or Treat and Spring Fling).

**FACULTY REPRESENTATIVES** The Faculty Representatives shall perform duties as assigned by the PTO Board. Faculty Representatives will also provide feedback to PTO Board from staff members.

A quorum for a PTO Board meeting shall be three (3) persons. The PTO Board shall attempt to achieve consensus of the PTO Board with respect to all matters that come up for decision. 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, 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 the 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.

#### Section 4: 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. At the discretion of the Board, these other committee members may be invited to PTO Board meetings as non-voting members.

***NOMINATING COMMITTEE*** The PTO Board shall, no later than April 15 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 of the Nomination Committee is open to any Board Member not in a position to run for an elected position in the upcoming school year.

***DISTRIBUTION AND RETURN OF BALLOTS*** The Nominating Committee shall prepare ballots to the PTO Members at least two (2) days prior to the PTO's annual meeting in May. No one standing for election in the current election may be on the Election Committee.

***ELECTION RESULTS*** The Elections Committee shall report the results of all votes without disclosing the number of votes for or against any candidate.

***ADVANCEMENT COMMITTEE*** The Advancement Committee should consist of the Wild Cat Fund Leads; the aim is to keep the PTO Council members abreast of upcoming campaigns or needs.

***EVENTS COMMITTEE*** The Events Committee should consist of School/Church employees that are in charge of School and Church events. Volunteers Members may also be added for events that need additional assistance. Annual events may include: Fall Fest, School Auction, Bingo, Casino Night, etc.

## **Section 5: MEETINGS**

Meetings are held according to the needs of the PTO – usually one per month for one hour. General meetings should be held periodically throughout the school year with consideration to the following: Back to School nights, and guest speakers covering topics important to parents.

***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.

***OTHER MEETINGS*** Meetings other than the annual meeting shall be held as determined by the PTO Board.

### ***Order of Business***

PTO Council meetings should follow a basic format:

**Call to Order** – The President shall open the meeting with an announcement of the purpose of the meeting.

**Opening Prayer**- Meetings should begin with an opening prayer.

**Principal's remarks** – The Pastor and/or the Principal share any necessary information.

**Secretary's Report** – Previous meetings minutes shall be distributed at least two (2) days before the next meeting; approval of the previous meetings minutes is recorded.

**Treasurer's Report** – Treasurer's Report consists of sharing all receipts and disbursements that have taken place since the last meeting.

**Committee Chair Reports** – Reports from active and pertinent committee chairs are shared.

**Old/New Business** – Updates from old business and new business are discussed.

**Closing Prayer** – Meetings should end with a closing prayer.

**PTO Council Archives** At the end of each school year, all Board Minutes and other Board materials should be passed down to the new incoming President and Principal.