

**OUR LADY OF HOPE CATHOLIC SCHOOL
PARENT TEACHER ORGANIZATION
BY-LAWS**

ARTICLE I: Duties of Officers

The President shall preside and establish the agenda at all meetings of the PTO and of the Executive Board, shall appoint the Chairs of all Standing Committees governed by the PTO; shall be an ex-officio member of all committees, and shall perform all other duties usually pertaining to the office. The President must have served as a member of the Executive Board at least once during the three years preceding his/her running for the Office of President, and be an active member of the parish.

The Vice President shall act as aide to the President; shall perform the duties of the President in the absence of the President, and shall be responsible for drafting and revising for vote the bylaws of the PTO.

The Secretary shall keep a correct record of all meetings of the PTO and of the Executive Board; send official notices to PTO members and handle other official correspondence that falls within secretarial province; shall keep an up-to-date record of the members of the Executive Board. Within two weeks after an Executive Board Meeting, copies of the minutes shall be sent to the President of the PTO. After their approval by the President, they will be presented for approval at the next PTO meeting. The minutes shall be preserved in the permanent records of the PTO.

The Treasurer shall receive all general funds of the PTO and shall keep an accurate account of the same; shall render a written report of the General Fund at each Executive Board Meeting, and at designated General Meetings, and whenever otherwise requested to do so by the President or the Executive Board; shall receive and review written reports on all PTO funds other than the General Fund, including but not limited to individual fund raising projects or specific (designated) funds, and render written reports on these funds whenever requested to do so by the President or the Executive Board. The Treasurer shall make all financial records pertaining to the PTO and its activities available for review by the Pastor or his Financial Review designees, and shall submit requested records for all Parish audits or reviews as requested by the Parish Bookkeeper or Parish financial staff.

The Officers shall meet at the beginning of their term with the Principal and Pastor to establish common goals and objectives for the coming year.

ARTICLE II: Duties of the Executive Board

1. The Executive Board is comprised of:
 - i. The Pastor
 - ii. The Principal
 - iii. The PTO Officers
 - iv. The Standing Committee Chairs
 - v. The Teacher/Staff Representative(s)
2. Carry out the established objectives and policies of the PTO and propose and receive proposals for new objectives and policies for approval of the membership.
3. Transact necessary business of the PTO.

4. Prepare an annual calendar of all meetings and functions for presentation to the membership and for inclusion in the overall Parish Calendar.
5. Oversee Budgets and Expenditures
 - i. Prepare a budget for the PTO Board based on the requested budgets of individual standing or special committees. Beginning with the 2006/2007 school year, the budget will be presented to the membership for their approval at the May General Meeting, to be effective July 1.
 - ii. Approve expenditures consistent with the budget as approved.
 - iii. Consider all other expenditures from the general fund and recommend them for approval at a General Meeting of the PTO.
6. Present a report of its activities at General Meetings of the PTO.
7. Conduct regular meetings of the Executive Board at least twice per quarter as scheduled by the President, beginning in September. A majority of members must be present to be considered a quorum. Special meetings of the Executive Board may be called by the Pastor, the Principal or by the President.
8. Each member of the Executive Board shall have one vote. On matters pertaining to the areas of interest of a special committee, the representative of that committee shall have one vote.

ARTICLE III: Duties of the Standing Committees

The President shall appoint the Chair of each Standing Committee. The Chair's term of office shall be for the year beginning July 1 and ending June 30. The President, in consultation with the Executive Board, may remove a Standing Committee Chair for cause, including a continuing neglect of responsibilities.

The Chair of each Standing Committee shall consult with the Executive Board in the formulation of all plans and programs and shall render to the Secretary at the expiration of the Chair's term all records and materials pertaining to the function of the committee. The Chair of each Standing Committee shall determine the number and recruit the members of that committee.

Each Standing Committee Chair will present a proposed budget to the Executive Board at the April meeting, to be approved at the May Executive Board meeting.

The following Standing Committees are deemed necessary to promote the objectives of the PTO and include, but not limited to the following:

A. Fund Raising:

Note: All fund raising activities must be approved by the PTO Executive Board, Pastor and the Principal in advance.

Dinner/Dance/Silent Auction Committee - Plans and coordinates the operations of the annual Dinner/Dance and Silent Auction, and prepares and maintains full records concerning receipts and expenditures pertaining to these activities.

General Fund Raising Committee - Is primarily responsible as approved by the Executive Board for coordinating the raising of funds to be expended by the PTO in furtherance of the PTO objectives. It will also attempt to encourage active participation by parishioners in the activities of the PTO. Fund raising activities may include, but are not limited to, Bingo, Book Fair, Gift Wrap, Spirit Wear, Collection of store/product receipts, and Restaurant Nights.

B. Operations

Cafeteria – Prepare/revise cafeteria plans, prepare and distribute volunteer schedule,

make school staff aware of any needs that arise in making the cafeteria operate safely and effectively.

Playground and Recess – Prepare/revise playground and recess plans, prepare and distribute volunteer schedule, make school staff aware of any needs that arise in making the playground operate safely and effectively while providing the children an environment conducive to play.

Traffic – Prepare and distribute carpool drop-off and pick-up schedules and routes. Review as needed and revise. Interface with local Police and Fire Authorities as needed.

Volunteer Coordinator – Coordinate the overall PTO volunteer efforts in the school, and will update and distribute the PTO Volunteer Handbook which outlines the positions, responsibilities, training and guidelines for all PTO school volunteers. Coordinate and track attendance for all school and diocesan training requirements. Coordinate the activities and guidelines for the classroom Room Parents. Organize the Fall Volunteer Orientation meeting, as well as the Spring Volunteer Appreciation event. Advertise and recruit volunteers to fill specific needs as they arise. Coordinate and distribute volunteer badges.

Room Parent – Each classroom will have at least one Room Parent who will help with class parties, volunteer schedules, field trips, teacher lunches, Field Day, teacher gifts, classroom donations for the Silent Auction, and with other events and activities as requested by the teacher or the PTO. The Room Parent will follow the Room Parent Guidelines when planning classroom events.

C. Communication

Responsible for publicizing PTO meetings, fund-raising activities of the PTO, and individual programs of Committees of the PTO to the general membership and through newspaper and other media as they have news or public appeal value. Oversee the dissemination of all written and website communication for the school within the OLOH community, including newsletter, email, website, and insertions in the church bulletin.

D. Nominating Committee

Responsible for communicating vacancies of the PTO Officers, and soliciting nominations for the upcoming school year. Begin nomination gathering in February of each year for vote by the General Membership during the May meeting. The list of candidates must be approved by the Pastor and Principal before being communicated to the General Membership. This committee shall be in place by January of each calendar year.

E. Hospitality

Responsible for planning Back-To-School, Catholic Schools Week, and any other Open House-type activities that require tours, refreshments, or coordination.

ARTICLE V: Nominating and Election of Officers

A Nominating Committee shall be formed by the Nominating Committee Chair, consisting of two members and the Chair, at least two months prior to the meeting for election of officers. No elected officer may serve as a member of the Nominating Committee. The Nominating Committee shall report at the first General Meeting preceding the election meeting the names of candidates for each office to be filled. Additional nominations may be made from the floor at the time of the report; however, they must be approved by the Pastor and the Principal prior to the vote at the May PTO General Meeting. The consent of a candidate must be obtained before that name is placed in nomination. At the May General Meeting, the ballot is secret. If a tie occurs, the Pastor and Principle will make the decision.

A vacancy occurring in an office shall be filled by appointment of the Executive Board at

its next meeting with the exception of the Office of the President, in which case the Vice President shall succeed.

Each elected Officer (President, Vice President, Treasurer and Secretary) shall have a one-year term, with no term limit in effect. Any parent or teacher may run for these positions by communicating their desire to the Nominating Committee chair.

ARTICLE VI: Rules of Order

In the absence of special provisions in the By-Laws, "Robert's Rules of Order Revised" shall govern parliamentary procedures.

Note: These bylaws may be modified as necessary by the Principal or Pastor of Our Lady of Hope if the need arises.