

Constitution and By-Laws

St. Veronica Catholic School Parent-Teacher Organization

I. Article I – Name and Purpose

Section 1. The name of this organization is the St. Veronica Parent-Teacher Organization (PTO). The PTO is organized under the authority of the Pastor of St. Veronica Catholic Church in Chantilly, Virginia and shall operate in accordance with applicable rules of St. Veronica Catholic Church and the Diocese of Arlington.

Section 2. The purpose of the PTO is to support the efforts of the Parents, Teachers and Administrators of St. Veronica Catholic School to provide an authentic Catholic education to the enrolled students.

II. Article II – Authority and Responsibility

Section 1. The PTO has no authority for the administration of St. Veronica Catholic School.

Section 2. All of the activities of the PTO must be consistent with the best interests of the physical and spiritual welfare of the children of St. Veronica Catholic School as determined by the Pastor of St. Veronica Parish and the Principal of St. Veronica Catholic School. The PTO has the responsibility of ensuring that all of its activities conform to the rules and direction provided by the Pastor of St. Veronica Parish, the Principal of St. Veronica Catholic School and appropriate authorities of the Diocese of Arlington.

Section 3. The PTO shall provide the Principal and the Pastor with such advice and assistance as the Principal and Pastor may request from time to time.

Section 4. The PTO shall serve as a forum for the discussion of issues related to St. Veronica Catholic School that are of interest to the members of the PTO. The PTO will function as a vehicle for the organized expression of opinions and recommendations related to St. Veronica Catholic School that the membership of the PTO collectively desire to convey to the Principal and Pastor.

Section 4. Every effort will be made to address issues and concerns raised publicly by parents, teachers and administrators in a manner that (1) respects the inherent dignity of all of the persons involved, including children, (2) recognizes the right of each person to be treated justly and charitably, and (3) promotes the development of policies and programs that are faithful to the teaching of the Catholic Church.

Section 5. Subject to prior approval of the Pastor and Principal, the PTO may raise and spend money in support of its purpose, consistent with the established policies and regulations of St. Veronica Parish and the Diocese of Arlington.

III. Article III – Membership and Dues

Section 1. All parents and guardians of children attending St. Veronica Catholic School shall be eligible to become Members of the PTO provided that no family shall be entitled to have more

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than two (2) Members who are entitled to vote. No person or family will be required to pay dues prior to participating in the PTO.

Section 2. The teachers of St. Veronica Catholic School are automatically considered Members of the PTO.

Section 3. All Members of the PTO will be permitted to attend and speak at general membership meetings in accordance with the rules established by the Executive Board for such meetings. All Members will be permitted to volunteer to chair committees as such are established by the PTO Board. All Members will have the right to serve on such committees as are established.

Section 4. All Members shall be entitled to vote on such matters as shall be presented to the general membership of the PTO. Each Member shall have the right to exercise one (1) vote. No family shall be permitted to exercise more than two (2) votes.

Section 5. As specified herein, Members shall elect annually from the community of parents and faculty, the Officers of the PTO Executive Board (hereinafter, "Executive Board"). Such Officers consist of the: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parent Volunteer Coordinator and two At-Large Board Members, with the first At-Large member being the Immediate Past President, and the second being elected annually.

Section 6. Members shall have the right to vote by secret ballot on all matters presented for a vote of the general membership by the Executive Board. The vote of each member shall be accorded exactly the same weight as the vote of all other members.

IV. Article IV – Officers: Executive Board

Section 1. The administrative body of the PTO shall be known as the Executive Board. The Executive Board shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parent Volunteer Coordinator and two At-Large Board Members. The Pastor and Principal shall also serve as a matter of right as ex officio officers of the Executive Board.

Section 2. The President shall formulate the agenda for and preside at all meetings of the PTO and the Executive Board. He/she will perform all duties pertaining to the Office, shall be an ex officio member of all committees, and shall instruct the Corresponding Secretary to give notice of all meetings. The President, with the approval of the Executive Board, shall have the right to form and disband committees and to appoint the Chair of such committees as may be formed. The President shall serve as the Executive Board's liaison to Diocesan meetings, parish meetings and functions, but has the authority to delegate responsibility as appropriate.

Section 3. The Vice President shall perform the duties of the President in the absence of the President and as such duties are assigned by the President. The Vice President shall assume the duties of the President in the event that the President is unable to complete his/her term.

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Section 4. The Recording Secretary shall keep a true and accurate account of the minutes of all meetings of the general membership and the Executive Board. The minutes of the Executive Board meetings shall include the names of the voting members present and the result of all votes resulting in final action taken by the Executive Board during the meeting. The minutes of the general membership meetings shall be posted on the school website and made available in a reasonably prominent and public place on the premises of St. Veronica Catholic School. The minutes of PTO Executive Board meetings shall also be available upon request to all Members, the Principal and Pastor.

Section 5. The Corresponding Secretary shall be responsible for providing notice of all meetings of the general membership of the PTO no less than seven (7) days prior to such meeting. Notices of all meetings of the Executive Board shall also be given no less than seven (7) days prior to such meeting, provided that the Executive Board may meet on fewer than seven (7) days notice where circumstances require, with the exception of the April meeting (see Article VI, Section 1). In such circumstances, the Executive Board shall provide as much advance notice of its meeting as is reasonably possible. The Corresponding Secretary shall handle such correspondence as the President or Executive Board shall designate, and general correspondence between the Executive Board and the general membership.

Section 6. The Treasurer shall receive all dues and other monies given to the PTO from any source, and shall be responsible for handling such monies in accordance with the policies and rules established by the Pastor, the Diocese of Arlington and applicable local, state and federal law. The Treasurer shall have a fiduciary duty to handle such monies with care and to be able to make a full accounting of all monies given to the PTO from all sources. The Treasurer shall be prepared to make a financial report at each meeting of the general membership and of the Executive Board. (Due to the unique responsibilities of this position, it is recommended that the Treasurer have an accounting or finance background, or similar relevant experience.)

Section 7. The Parent Volunteer Commitment (PVC) Coordinator shall be responsible for the volunteer requirements necessary to support the PTO's sponsored events and activities, for example, fundraising, social, school community, and after school enrichment programs. (See St. Veronica Catholic School Parent Volunteer Opportunities Handbook.) The PVC Coordinator will assign the number of PVC points that each volunteer will earn when volunteering for a specific event/activity. The PVC Coordinator, with or without the support of an assistant, shall also keep track of each family's PVC points to ensure compliance with the school's mandatory volunteer service hours. The PVC Coordinator shall provide quarterly updates to the Principal displaying family PVC totals, upon which the Principal has the discretion to correspond with families not meeting their PVC obligation. (Note that if an assistant is used to help track family point totals, he/she is not considered a member of the elected PTO Executive Board.)

Section 8. The At-Large Members of the PTO Executive Board are intended to be representative voices from the community at large. The At-Large Board Members conduct projects and accept duties as assigned by the President, the School Principal or the Executive Board. There are two At-Large positions; one being the Immediate Past President, and the second being elected annually.

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Section 9. Where meetings of the Executive Board are held at a time other than that specified for a meeting of the general membership, such meetings of the Executive Board shall be closed. The Executive Board reserves the right to invite any person relevant to the development of a particular program to speak to the Executive Board. Such persons shall participate in the meeting of the Executive Board only with respect to the program which such person was invited to discuss. The Officers of the Executive Board shall be entitled to confidentiality with respect to matters discussed in meetings of the Executive Board. All votes of the Executive Board shall be made by secret ballot. Final decisions of the Executive Board shall not be subject to appeal.

Section 10. The term of office for elected officers shall be for one (1) year. No person shall be eligible to hold the same elected office for more than three (3) consecutive terms.

Section 11. In the event an elected Officer of the Executive Board is unable or unwilling to discharge his/her responsibilities as designated herein, or in the event of conduct unbecoming an Officer of the Executive Board, negligence, public immorality, public dissention from the teaching of the Catholic Church, criminal behavior or any other circumstances which seriously call into doubt the ability of an Officer to faithfully discharge his/her responsibilities hereunder, such elected Officer may be removed from office. The removal from office of any elected Officer of the Executive Board shall require a vote 2/3 majority of the Executive Board and the express approval of the Principal and Pastor.

Section 12. The Executive Board shall fill any vacancies created by the dismissal or permanent departure of any elected Officer during the school year by the vote of a simple majority. An Officer appointed to office under this section shall serve the remainder of the term of the elected officer he/she has replaced, and shall not be deemed to have served a full year for purposes of Article IV, Section 9.

Section 13. The Executive Board shall carry out the objectives and policies of the PTO and propose new objectives and policies when necessary. It shall be the obligation of the Executive Board to solicit input from the general membership, to consider all input fairly and without prejudice, and to conduct the affairs of the PTO in a spirit of charity, truth and justice.

Section 14. The Executive Board shall conduct the affairs of the PTO in accordance with the provisions of its Constitution and By-Laws.

Section 15. The Executive Board shall be responsible for adopting a budget for the following school year by June 1st of each school year. Such budget shall take effect upon receiving the express consent of the Pastor and Principal. The Executive Board will be required to disburse all monies in the manner approved in the annual budget. However, the Executive Board may modify the budget during the course of the school year as events require with the express consent of the Pastor and Principal.

Section 16. All expenditures in excess of \$250 require the prior approval of the Executive Board. The Treasurer, with the agreement of the President, may make disbursements up to \$250 for the purposes of facilitating the purchase or reservation of such products and services as the Executive Board has voted to purchase. Officers will be personally liable for all monies for

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which a receipt documenting the expenditure is not provided. All disbursements shall be reported to the Executive Board at the next scheduled meeting.

Section 17. The Executive Board shall approve the plans, programs and actions of all PTO committees, e.g. an event's chairperson and volunteers, and shall be responsible to the general membership, Principal and Pastor for all such plans, programs and actions. Committees shall have only such authority as is expressly given them by the Executive Board. All requests for additional authority shall be submitted by the Committee Chair on less than seven (7) days prior to the next scheduled meeting of the Executive Board.

V. Article V – Committees and Events

Section 1. The President, along with other Board members, may propose new PTO sponsored events or activities as he/she deems necessary to advance the work and objectives of the PTO. Any new event/activity must be approved by the Executive Board.

Section 2. The PVC Coordinator will recommend and/or attempt to find an appropriate PTO member to be named the Chairperson of each committee. Each Chairperson, with the assistance of the PVC Coordinator, shall be responsible for organizing his/her committee, appointing such deputies and establishing such sub-committees as he/she deems necessary.

Section 3. Each Chairperson shall submit a proposed budget to the PTO and shall be responsible to make an accounting of all monies received and expended by such committee.

VI. Article VI – Election of Officers

Section 1. Officers for the following school year shall be elected to the Executive Board at the April meeting of the PTO, but in no event later than May 15th. The Executive Board shall give no less than fifteen (15) days prior notice of the election.

Section 2. Members who would like to run for office may do so by submitting a short bio outlining their reasons for running to the Executive Board in writing no less than ten (10) working days prior to the election. Candidate's bios will be shared with the general membership no less than seven (7) days prior to the election. The Executive Board shall undertake to hold an election and offer each candidate for office an opportunity to address the general membership. Members shall have the right to vote by secret ballot.

Section 3. The Officers to be elected consist of the Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Parent Volunteer Coordinator and one At-Large member. The current Vice President will assume the duties of President for the following school year unless that person declines. Additionally, the current President will assume the duties of an additional At-Large member to the Executive Board unless that person declines.

Section 4. The Executive Board shall supervise the counting of votes. Any person receiving a simple majority shall be deemed the winning candidate. Any contested elections shall be mediated exclusively by the Pastor and Principal. Any uncontested elections shall be apparent to the community in the posting of the candidate bios, and any candidate presenting

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themselves unopposed for any board position shall be automatically seated in that position for the following year.

Section 5. The term of the Executive Board shall be 1 July to 30 June.

Section 6. In the event that any position on the Executive Board is unfilled after the election, the Pastor and Principal may appoint an Officer to serve in that capacity.

VII. Article VII – General Membership Meetings

Section 1. From time to time, there shall be meetings of the general membership at the discretion of the Executive Board, except that one meeting must be held in April or no later than May 15th, to elect new Officers to the Executive Board. In no event, however, shall the Executive Board schedule fewer than two (2) meetings of the general membership in any given school year or more than eight (8).

Section 2. Those present at a meeting of the general membership at the time set for the start of the meeting shall constitute a quorum. If at any time a vote is required by the general membership, sufficient prior notice will be given.

Section 3. Meetings of the general membership shall be run by the President of the PTO and shall follow the agenda established by the Executive Board. Members shall be given an opportunity to propose matters for discussion that are not included on the agenda.

Section 4. All meetings shall be run in accordance with rules and procedures established by the Executive Board. The Executive Board shall have the right to establish limits on the time given to individual speakers and to discussion overall, provided that all participants are subject to the same limits. Where the Executive Board allows one (1) hour of open discussion on any particular topic, it shall be deemed presumptively reasonable for the Board to close discussion for purposes of the meeting, and where final action cannot be taken, to defer continued discussion to a subsequent meeting. Where necessary, the Executive Board may convene a special meeting to address a particular topic exclusively.

Section 5. The Recording Secretary shall keep minutes of all meetings of the general membership.

VIII. Article VIII – Rules of Order

Section 1. All meetings of this organization shall be conducted according to Robert's Rules of Order (10th edition), where such rules are not inconsistent with the provisions of this Constitution and By-Laws.

IX. Article IX – Amendments

Section 1. Modifications to this Constitution and By-Laws must be proposed in writing to the Executive Board and approved by two-thirds majority of the Members present at the next

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meeting of the general membership. Such modifications must be ratified by the Pastor and Principal in order to take final effect.

Section 2. The Pastor and Principal have the authority to reject all proposed modifications. Modifications to the Constitution and By-Laws that have been rejected may not be resubmitted until the commencement of the following school year.

Section 3. The Pastor has the right to change the Constitution and By-Laws unilaterally. The Pastor shall not be required to consult with the Principal or the Executive Board or to seek the prior approval of the Principal or the Executive Board.

X. Article X – Effective Date

Section 1. This Constitution and By-Laws shall become effective upon ratification by a simple majority of the Members present at the first meeting of the St. Veronica PTO on October 18, 2004. Date of first amendment is 21 September 2005. Date of the second amendment is 25 April 2006. **The date of the third amendment is 30 April 2009.**

Section 2. This Constitution and By-Laws shall be deemed effective even in the event a new Pastor is assigned to St. Veronica Parish or a new Principal is hired for St. Veronica Catholic School.