

St. John Catholic School
McLean, Virginia
Parent - Teacher Organization
By - Laws

Article I
Name

The name of this organization shall be St. John Catholic School Parent-Teacher Organization (hereinafter referred to as Organization or PTO).

Article II
Articles of Organization

This organization exists as an un-incorporated association of its members. These articles comprise the Organization's by-laws, its articles of association.

Article III

The objectives of the PTO are;

- a. To support and promote the welfare of St. John Catholic School and it's students;
- b. To assure that all student's at St. John Catholics School receive a quality, Catholic education;
- c. To advance the Catholic Education of all children of St. John parish, and to encourage the enrollment of school-aged children living in the St. John area as students at St. John Catholic School;
- d. To establish effective communication between parents, teachers and school administrators in matters relating to the school and its students.
- e. To increase parents' knowledge of the education process through better understanding of school methods and goals, so parents and teachers can work in harmony for the good of the students;
- f. To assist the Pastor and school administrators by providing funds, equipment, and other needs of the school.

Article IV
Membership

All current parents/caretakers with children attending St. John Catholic School and all teachers including the principal are members of the Parent Teacher Organization, a vital link between the school and home.

Any other member of St. John parish who subscribes to the objectives of the PTO may become an associate member, with all the rights of membership other than the right to vote or hold office.

The membership committee shall conduct an annual membership drive at the beginning of each school year. Families may be admitted to membership at any time, and will be encouraged to join throughout the school year.

Each member of the PTO, other than Faculty members, shall pay dues, the amount to be determined annually by the PTO officers. Funds collected will be used to support the activities of the PTO and the school.

Article V Officers

The PTO shall have a President, Vice President, Secretary, Treasurer as well as an Ex-Officio. Each Officer (other than the President) shall choose one committee (FSHP, Fund Raising, Social, Publicity, Alumni) to participate on for the school year and represent the Executive Board at all committee meetings.

The President shall preside over all meetings of the PTO and it's Executive Board; appoint Chairpersons of all committees; coordinate the work of the PTO's officers and committees; represent the PTO at Parish Council meetings, or appoint a member to do so; and perform all other executive functions, including those required by these by-laws.

The Vice President shall assist the President, as assigned, and shall perform the duties of the President when he or she is absent or otherwise unable to act. The Vice President shall represent the PTO at all Diocesan meetings throughout the year.

The Secretary shall record the minutes of all meetings of the PTO and the Executive Board, provide copies of such minutes to the members of the Executive Board, and have copies of the minutes available for inspection by the membership at all general meetings.

The Secretary also ensure the minutes and other important information are posted on the PTO bulletin Boards in a timely manner. The Secretary is also responsible for overseeing Thank - You notes have been completed for all donations and support to the PTO. The Secretary works with the School Office to ensure the School Telephone Directory and Wish List are completed.

The Treasurer shall keep a full and accurate account of receipts and disbursements; obtain Executive approval for all disbursements; present a financial report at each Executive Board meeting, and a complete financial report to the membership at the final meeting of the school year. The Treasurer works with all Chairpersons of all committees handling money to ensure Diocesan rules are maintained. A photocopy and detailed report of all checks must be kept before handing deposit to the Parish Office.

Article VI Executive Board

The Executive Board of the PTO shall consist of the Pastor, the School Principal, a teacher selected by the School faculty, the officers, the chairpersons of all committees, and the representative to the Northern Virginia PTO Federation.

The Executive Board shall establish an annual agenda for the PTO, establish committees to carry out activities to assist in the administration of the school, approve the expenditure of the PTO funds, and consider other business for the good of the PTO and the school.

The Executive Board shall meet each month. The Board may also meet at the call of the President, the Pastor or the Principal. Upon the call of a majority of the board members or twenty percent (20%) of the members of the organization, the board shall hold a meeting within 15 days to consider any issue identified in writing by those requesting such meeting.

Article VII

Membership Meetings

There shall be at least three general membership meetings held during each school year. Special meetings may be called by the Pastor, the Principal, or by a majority of the Executive Board. Appropriate notice shall be given of any special meetings, including the specific purpose of such meeting.

Robert's Rules of Order shall govern PTO meetings in all situations applicable, where this would not conflict with these by-laws. A quorum shall consist of twenty percent (20%) of the PTO membership.

Article VIII

Standing Committees

The Executive Board has the authority to create or eliminate any committee it considers appropriate to carry out the objectives of the PTO. A person appointed to chair any such committees shall serve for the school year, and their term shall expire upon the next general election of PTO officers. The President shall be a member, ex-officio, of all committees except the Nominating Committee.

The Chairperson of each committee shall present to the Executive Board an outline of the goals of the particular committee, and a program to reach such goals, and shall not undertake any such program or spend funds until such plan is approved by the Executive Board.

Committees of the PTO may include:

Fund-Raising	Alumni
Fair Share	Technology
Social	Publicity
Room Parents	Special Projects
Spiritual	Membership

And any other committees deemed appropriate by the Executive Board.

Article IX

Election of Officers

At least one month before the final PTO membership meeting, the President shall appoint three members to a nominating committee, at least one of which shall be a member of the Executive Board who shall be

the chairperson of such committee. This committee shall submit a list of potential nominees for each office to the Pastor for his approval. Only members of the PTO are eligible to be nominated for such office. Upon approval by the Pastor, and the consent of those nominated, a list of nominees will be circulated at least ten (10) days prior to the final membership meeting to the PTO membership.

If a member wishes to nominate another member for an PTO office, the member shall submit the name of such person to the Nominating Committee Chairperson at least five (5) days prior to the final membership meeting, who will submit such name(s) to the Pastor for approval.

The Chairperson of the Nominating Committee shall report to the final PTO meeting the names of those persons nominated as Officers for the following year. If more than one person is nominated, election for that office shall be by written ballot.

Election of Officers shall take place at the final PTO membership meeting of the school year, and new officers shall assume office upon their election. A person shall not be eligible to serve more than two consecutive terms in the same office.

A vacancy occurring in any office shall be filled for the un-expired term by a person appointed by the President, subject to the approval of the Executive Board.