

Our Lady of Victory PTO By-laws

Revised: May 2018

Article I – Name

The name of the organization shall be the Our Lady of Victory PTO.

Article II – Organizational Authority

- A. This PTO is an independent organization
- B. This PTO is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501 (c) (3) of the Federal Internal Revenue Code of corresponding section of any future Federal Internal Revenue Code.

Article III – Purpose

The objectives of the PTO shall be:

- A. To promote open communications among parents, teachers, and administration.
- B. To provide parents and teachers with information to aid in all aspects of education, growth, and development.
- C. To promote goodwill and cooperation between and among parents, faculty, administration, School Board and the Parish of Our Lady of Victory.
- D. To direct and coordinate parental support to Our Lady of Victory School through assistance in activities, social functions, and fundraisers.

Article IV – Membership & Fees

- A. Membership shall consist of the parents and guardians of Our Lady of Victory and the faculty of the school.
- B. The membership fees shall be determined by the executive committee of the PTO annually at the time of registration for the following school year, or as needed.
- C. The Pastor, faculty, and other parish staff members shall be considered honorary members.
- D. All dues and monies will be used to operate the organization and finance its programs and activities.
- E. Membership year shall be for the entire academic calendar year.

Article V – Executive Committee

The executive committee shall consist of all PTO Board members, the Pastor or his delegate, the Principal, Dean of Students and may ex-officio and ad hoc officers. The Executive Committee shall:

- A. Conduct the PTO business affairs
- B. Provide general meeting programs of interest
- C. Form committees as deemed necessary and appropriate

- D. Review all committee recommendations and report on their final disposition
- E. Review and recommend disbursements of money collected from dues, fundraising events and contributions. *Note: All expenses over \$1,000 must be approved by School Finance Committee.*

Article VI – Board Members & Duties

- A. The board members of the PTO shall consist of:
 - a. President
 - b. Vice President
 - c. Major Fundraising Coordinator
 - d. Treasurer
 - e. Secretary
 - f. Our Lady of Victory Service Program Coordinator/Communications Coordinator
 - g. JES Coordinator
 - h. Faculty Representative (teachers alternate turns or Principal will represent for all faculty).

Term for all board members is 2 years.

All board members will be voting members of the Executive Committee. Non-voting, ex-officio members shall include but not be limited to the Principal and Dean of Students of Our Lady of Victory School and the Pastor of Our Lady of Victory Church. Additional ex-officio members may be appointed by the President of the PTO. Officers shall assume their official duties at the close of the fiscal year, on July 1.

- B. The duties of the board members shall be defined as follows:

The President shall:

1. Preside at and lead all regular, special, and executive committee meetings.
2. Call special meetings of the PTO's Executive Committee.
3. Is the official spokesperson for the PTO.
4. Have co-signature authority with the treasurer for payment of the PTO's bills and be a signer on the PTO bank account (can approve expenses up to \$500 without board approval).
5. Serve as an ex-officio member of all PTO committees.
6. Perform such duties as are incumbent of this office.
7. Serve as SAC (School Advisory Committee) representative during presidency. In the event that you cannot attend a meeting, the 1st Vice President or PTO Board member must attend in your absence.
8. Attend School Finance Committee meetings as needed

The Vice President shall:

1. Assume the duties of the president in his/her absence.
2. Perform additional duties designated by the President.
3. Assist in the formation of all PTO event committees and serve as an ex-officio member.
 - a. Be key contact person for PTO committee/event chairs.
 - b. Maintain an up to date list of all committee chairs and PTO event calendar.

- c. Contact chairperson 4 weeks prior to event to assure that committees meet their goals and report their results and recommendation to the PTO.
- d. Ensure chairpersons fill out facilities request form and submit to Parish Office
- 4. Help solicit volunteers for chairs/events through use of committee sign-up sheets and volunteer/talent questionnaires at PTO meetings, back to school night, etc.
- 5. Attend Parish Council Meetings as PTO Representative
- 6. Be key contact for Room Moms

The Major Event Fundraising Coordinator shall:

- 1. Work with Principal and PTO Board to establish/maintain a major fundraising plan
- 2. Establish team to lead auction and off year events
- 3. Oversee smaller fundraising initiatives such as restaurant days, etc.

Note: this is a new position in 2018-2019

The Treasurer shall:

- 1. Collect and deposit all dues and other monies received through fundraising and contributions.
- 2. Be appointed to all fundraising committees as an ex-officio member to coordinate and to help prepare fundraising reports.
- 3. Maintain receipts and expenditure.
- 4. Keep a list of membership dues paid if collected.
- 5. Review and recommend payment of bills to the President.
- 6. Have co-signature authority with the President for payment of the PTO bills.
- 7. Provide a written monthly cash accounting at the general membership meeting of all income and expenditure.
- 8. Perform additional duties designated by the President.
- 9. Shall make the fiscal year end reports available to any member upon request at the September general membership meeting.
- 10. Confirm Parish Accountant does the following:
 - a. Finalizes a working budget for the following year. All programs shall be reviewed on a yearly basis by the PTO Board.
 - b. Transfers funds in excess of \$1,500.00 from PTO checking accounts to Archdiocese savings prior to June 30 each year.
 - c. Prepares the annual Michigan Sales & Use tax return for the year.
- 11. Keep accurate records and documentation for the year.
- 12. Serve as PTO representative at School Finance Committee
- 13. Ensure all PTO Expenses over \$1,000 are taken to School Finance Committee for approval.

The Secretary shall:

- 1. Record the minutes of general committee meetings and promptly post to PTO section of school website
- 2. Maintain an action item log for PTO Board from all meetings
- 3. Be responsible for the recording and correcting as amended the Bylaws of the PTO and posting them to PTO section of school website

OLVSP/Communications Coordinator shall:

1. Oversee the OLV Service Hour process.
2. Document all the hours for each service performed by family.
3. Publicize meetings and functions in the school and the PTO Newsletter and any other means they see fit (example: Facebook).
4. Shall be responsible for coordinating all advertising; newspaper, church bulletin, PTO newsletter, school newsletter, school website and sandwich board.
5. Communicate to parents through Facebook and/or a Quarterly PTO Newsletter our accomplishments, funds raised/spent, events coordinated, needs, open positions, etc.

The JES (junior enrichment series) coordinator shall:

1. Coordinate special programs to meet the needs of the students and be responsible for overseeing the activities of the JES.
2. Work with the Dean of Student to coordinate special programs to enrich/supplement the school and religious curriculum.
3. Must attend all JES programs as an OLV Ambassador to program presenters.
4. Work with the Dean of Students to research/acquire grant monies if needed.
5. Communicate upcoming JES programs to teachers via Dean of Students and to parents via Communications Coordinator.

The Dean of Students/Principal shall:

1. Serve as liaison between the faculty and the PTO.
2. Report PTO business at faculty meetings.

Article VII – Election and Tenure of Board Members

- A. All Board Member Positions are a 2 year term.
- B. Candidates for open positions shall be solicited from the membership during the regular meeting in March.
- C. Should more than one candidate volunteer for an open board position, there will be a vote at the May regular meeting during which each volunteer shall be given the opportunity to present their qualifications to the membership in written or verbal form. A vote at the May meeting shall take place and the candidate with the most votes wins. If there is a tie, one of the two candidates with the most votes shall be elected in a runoff election.
- D. If an officer is unable to complete their term in office, the President shall solicit volunteers and choose a replacement with the consent of the members of the executive board.
- E. A PTO Board Member may be removed from the Executive Committee by a majority vote of the Executive Board.

Article VIII – Committee Responsibilities

At any PTO sponsored event, the chairperson will take on responsibility to oversee the PTO fundraiser/event under the following guidelines:

1. Approach the PTO Vice President with date, function expense, and budget at least one month prior to the event in person at a general meeting.
2. Submit a Facilities Request form to the Parish Office (available on OLV website)
3. Have expenses approved prior to the event.
 - a. No final checks to be issued unless an expense report is submitted.
 - b. Prior to any monetary distribution, a check request form must be submitted to the Treasurer.
 - c. If advanced funds are required, chairperson must come before PTO Treasurer for approval.

Article IX – Disbursements

1. President can approve expenses under \$500 without board approval.
2. All expenditures in excess of \$500 will be approved by a 2/3 vote of the Board Members.
3. Expenses over \$1,000 must go to the School Finance Committee.

Article X – Distribution of Funds

If a raffle or any other fundraiser is held during the school year and the current Our Lady of Victory School PTO is dissolved, all funds and assets collected, raised, or donated, will revert directly to Our Lady of Victory School.