

# **Lebanon Catholic School**

## **Parent-Teacher Organization Bylaws**

### **Article I – Name and Mission**

The name of this organization is the Lebanon Catholic School Parent-Teacher Organization (which shall hereinafter be referred to as the LC PTO). The LC PTO supports Lebanon Catholic School's vision and mission and serves to enhance the educational and social environment of the school through effective activities and communications designed to support academic and financial goals for students in Pre-K through 12<sup>th</sup> grade. The LC PTO shares the core value beliefs of Lebanon Catholic School. The LC PTO does not actively participate in curriculum or school administration. The organization receives direction and is ultimately accountable to the school principal and in his/her absence, the school assistant principal.

### **Article II – Purpose and Restrictions**

The Lebanon Catholic PTO was formed as an official organization on October 17, 2001 as a volunteer committee of parents whose main purpose is to:

- Organize and/or contribute funds and services to special projects and extra-curricular activities for the school
- Coordinate and implement family-oriented activities and special program/project fundraising
- Promote a sense of community and an "LC Family" atmosphere among our students, parents, teachers, and administration and encourage participation by all parties at school functions.
- Develop a closer connection between school and home by encouraging parent involvement.
- Enhance the educational experience by supporting academic and enrichment activities
- Improve the environment of our schools and facilities by providing volunteer and financial support

#### Restrictions:

- No LC PTO member shall voice an opinion that represents the LC PTO without a vote, with the exception of the elected executive officers who may vote outside the general meetings when the need arises.
- The sources of support shall be contributions, interest earned on bank accounts, and revenues from fundraising efforts. No part of the net earnings of the LC PTO shall incur to the benefit of, or be distributable among its members, officers, or other private persons except that the LC PTO shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of such purposes.
- The LC PTO shall be nonpartisan. It shall not be affiliated with a national parent-teacher organization and therefore shall not require any dues or membership fees.
- The LC PTO may cooperate with other organizations and agencies as long as their mission falls within the Lebanon Catholic School values. The LC PTO shall not engage in any activities that are counter the Lebanon Catholic School or The Diocese of Harrisburg policies or procedures.

- Binding commitments of resources (i.e. financial or service) of the LC PTO can only be made by majority vote of the members present at a General meeting or by a majority vote of the officers.
- Reimbursement requests must be made within 45 days of the expenditure, otherwise the request will be denied.
- The LC PTO shall not seek to direct the administrative activities of the school, or to control its policies.

### **Article III – Membership and Meetings**

The PTO holds, at a minimum, three general meetings per year which are open to any parent/guardian with a student in any grade attending Lebanon Catholic, and also all faculty or administration members. There are no dues for the PTO, and all contributions of time, labor and materials are voluntary. The LC PTO benefits all students of Lebanon Catholic, from Pre-K through 12<sup>th</sup> grade.

The meetings shall be governed in accordance with Parliamentary Procedure. The President of the LC PTO shall confirm the dates and locations of the meetings and communicate them to the membership at the first meeting of the school year. The schedule for these meetings will be sent by means of written notification in the communications folder and will be posted on the school and the LC PTO websites as well.

Minutes shall be recorded at the meetings.

Special meetings of the LC PTO may be called by the executive board (officers) when necessary.

Meetings of the executive board of officers shall be called when deemed necessary, with or without public notice. A majority of the officers shall constitute a quorum.

The fiscal year of the LC PTO is from July 1 to June 30.

### **Article IV – Duties of Officers**

Lebanon Catholic PTO officers are elected for two-year terms, and may be re-elected for unlimited consecutive terms at the general meetings. Nominations are officially made, and a general election is held once per year for any vacant or expiring officer positions. Currently, there are officer positions for President, Vice President, Secretary, and Treasurer and there are also one official faculty representative and one administration representative at each meeting.

#### Section 1 – President – Duties include, but are not limited to:

- Set the agenda for all general, special, and executive board meetings of the LC PTO
- Preside over general, special, and executive board meetings of the LC PTO
- Serve as the official spokesperson and have contract signing authority for the organization.
- Create and obtain approval for the annual PTO calendar by coordinating with the official school calendar
- Coordinate the work of the officers and committees, in order that the LC PTO mission may be fulfilled and promoted.
- Should have been a committee member or committee chairperson of the LC PTO for at least one (1) year prior to being elected, whenever possible.
- Establish a strong working relationship with Principal, Assistant Principal and academic and support staff.
- Approve use of budgeted funds for committee chairpersons when appropriate.
- Schedule and Cancel events as necessary, with approval from Principal/Asst. Principal.

Section 2 - Vice President – Duties include, but are not limited to:

- Oversee and have authority over all **Events Committee** Chairpersons and their working committee members and sub-committees.
- Manage the recruitment of volunteers for the Events Committee
- Shall assume the duties of the President in the case of absence or inability to serve.
- Should have been a committee member or committee chairperson of the LC PTO for at least one (1) year prior to being elected, whenever possible.
- Aid in running the general meetings using Parliamentary Procedure.
- Organize childcare for the PTO meetings when necessary.
- Is responsible for ensuring that all volunteers have the proper clearances required and have passed the Diocesan Child Safety certification each year. This is to be coordinated with the school office on a regular basis (preferably once each month) to be certain that all volunteers have the proper documentation before being permitted to volunteer each year.
- Fulfill the duties of Secretary when that position is vacant or Secretary is unavailable.

Section 3 – Treasurer – Duties include, but are not limited to:

- Oversee and have authority over all **Fundraising Committee** Chairpersons and their working committee members and sub-committees.
- Keep and report an accurate accounting record of receipts and expenditures for all events and projects.
- Track the LC PTO budget expenditures and fundraising efforts.
- Have responsibility for the safekeeping of funds and financial records of the LC PTO.
- Disburse all funds designated and approved by the LC PTO. All checks, which are written for disbursement to pay an expense, should be signed by the Treasurer and the school principal.
- Manage bank account and transfers. Have journal and bankbooks available for inspections and/or questions at all LC PTO meetings
- Prepare and submit an annual budget and written financial status reports on a regular basis at general, special, and executive board meetings of the LC PTO.

Section 4 – Secretary – Duties include, but are not limited to:

- Oversee and have authority over all **Hospitality Committee** Chairpersons and their working committee members and sub-committees.
- Record minutes, obtain necessary approvals, and post minutes in a timely manner.
- Prepare the agenda for the general meetings with the assistance of the other officers. Also prepare any materials needed for distribution at general meetings.
- Coordinate correspondences to and from the LC PTO.
- Coordinate public relations of the LC PTO, including, but not limited to, gestures of appreciation and sympathy
- Have responsibility for the safekeeping of official correspondences, papers, and documents belonging to the LC PTO.
- Hold an official copy of the bylaws making them available upon request at any general, special, and executive board meetings of the LC PTO.

## Section 5 - Teacher and Administration Representatives:

- Act as a liaison between their respective teaching staffs and the LC PTO.
- Represent the interests of other concerns of Lebanon Catholic School and the Diocese of Harrisburg.

Nominations and elections shall be staggered with the objective of retaining two of the four officers for each new year. However, during years when more than two of the offices are being vacated, single-year nominations may also be made to maintain the two-officer stagger.

Officers shall be elected by simple majority vote of the members present during a general meeting. A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot.

An officer may be removed by majority vote of all officers (excluding the officer in question) if an officer does not take an active role within the PTO as specified by their particular job description; if an officer does not attend LC PTO events, meetings, or provide reasonable communication with the other officers; if an officer is acting in a way derogatory to the organization or school.

## **Article V – Committee Chairpersons**

The LC PTO executive committee (officers) shall determine core committees for each upcoming school year. Chairpersons shall be appointed on a volunteer basis to head committees deemed necessary by the LC PTO officers. In the event of multiple volunteers, the parties may agree to co-chair, or a vote will be taken.

Each committee is the direct responsibility of the Chairperson. Each committee will be overseen by one of the officers of the executive committee. Any concerns should be brought to the attention of the officer-in-charge. Said officer will determine whether immediate action is necessary and take appropriate steps on behalf of the chairperson.

Chairperson Responsibilities include but are not limited to:

- Overseeing and implementing the goal work plan of the committee
- Obtaining approval from LC PTO President, who will then obtain final approval from the school principal before distributing any communication or notices to teachers or students.
- Keeping minutes and/or data regarding committee activities
- Preparing and presenting a status report to the LC PTO at each general meeting. In the event the chairperson will be absent from a general meeting, provide the overseeing LC PTO officer with a report for presentation at the meeting. A delegated committee member may also present at the meeting.

## **Article VI – Dissolution**

The LC PTO may be dissolved in the following manner:

The executive committee (officers) shall give notice to the entire membership that the dissolution is being considered by publishing the Articles of Dissolution.

At least two weeks following the notice, a special meeting shall be called to discuss the dissolution proposal and to vote.

Dissolution requires approval of the Articles of Dissolution by two-thirds of the members present by written vote.

Dissolution shall take effect when specified in the Articles of Dissolution.

Upon dissolution, remaining funds and any assets remaining after paying all debts shall be the said property of Lebanon Catholic School and the Diocese of Harrisburg.

### **Article VII – Adoption and Amendments**

The bylaws of the Lebanon Catholic PTO may be revised as needed only at a general meeting of the LC PTO. The proposed bylaws or amendments can then be ratified by a two-thirds affirmative vote of the members present at any general meeting of the LC PTO.

The executive committee of officers unanimously approved the original bylaws on October 17, 2001.

Revisions were approved on the following dates:

May 7, 2004

November 22, 2006

September 15, 2008 \*\*pending meeting 9/15/08

September 20, 2010