



# Our Lady of the Cross School

## Parent-Teacher Organization Bylaws

### **Article I – Name and Mission**

The name of this organization is the Our Lady of the Cross School Parent-Teacher Organization (which shall hereinafter be referred to as the OLC PTO or PTO). The OLC PTO supports Our Lady of the Cross 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 OLC PTO shares the core value beliefs of Our Lady of the Cross School. The OLC PTO does not participate in curriculum or school administration. The organization receives direction and is ultimately accountable to the Head of School and the LC Strong Foundation Board.

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

The Our Lady of the Cross PTO was formed as an official organization on September 19, 2022, 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 "OLC 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 OLC PTO member shall voice an opinion that represents the OLC PTO without a vote of the organization (or the elected executive officers if necessary) and the approval of the Head of School.
- No part of the net earnings of the OLC PTO shall inure to the benefit of, or be distributable among, its members, officers, or other private persons, except that the OLC PTO shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of such purposes.
- The OLC 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 OLC PTO may cooperate with other organizations and agencies as long as their mission falls within the Our Lady of the Cross School values and has the approval of the Head of School. The OLC PTO shall not engage in any activities that are counter to the Our Lady of the Cross School Student Parent Handbook or vision statement.
- The OLC 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 Our Lady of the Cross, and all faculty or staff members. There are no dues



for the PTO, and all contributions of time, labor, and materials are voluntary. The OLC PTO benefits all students of Our Lady of the Cross, from Pre-K through 12<sup>th</sup> grade.

- The meetings shall be governed in accordance with Parliamentary Procedure. The President of the OLC 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 OLC PTO page as well.
- Minutes shall be recorded at the meetings.
- General meeting votes will be won by a majority vote of the members in attendance.
- If a vote requires executive officers to vote, their votes may be cast electronically or by proxy.
- Special meetings of the OLC 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.

#### **Article IV- Finances**

A bank account may be established in the name of the OLC PTO. The bank account and all assets remain the property of the LC Strong Foundation. Checks should require 2 signatures, either the Treasurer or President of the PTO and the Head of School. The sources of support shall be contributions, interest earned on bank accounts, and revenues from fundraising efforts. The fiscal year of the OLC PTO is from July 1 to June 30.

- Binding commitments of resources (i.e., financial or service) of the OLC PTO can only be made by majority vote of the members present at a General meeting or by a majority vote of the officers, with the approval of the Head of School.
- Reimbursement requests must be made within 45 days of the expenditure; otherwise, the request will be denied. All money for events, fundraisers, etc., needing to be paid prior to or on the day of the event, must be coordinated with the treasurer so that timely payments can be made. An invoice or receipt is necessary for all payments.
- All money from events, fundraisers, etc. MUST be given to the OLC administrative assistant within 72 hours of the close of the event/fundraiser, prior to the end of the month if possible, and prior to 2 weeks before the end of the fiscal year.
- Reimbursement forms must be submitted and must be accompanied by receipts or invoices. Reimbursements will be mailed to the recipient from OLC in a timely manner. All reimbursements MUST be approved by the OLC PTO and Head of School.

#### **Article V – Election & Duties of Officers**

Our Lady of the Cross 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 expiring officer positions. Vacated positions may be filled by a special vote during the year, and the officer will complete the previously elected term. Ideally, there are officer positions for President, Vice President, Secretary, and Treasurer, 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 OLC PTO
- Preside over general, special, and executive board meetings of the OLC 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 OLC PTO mission may be fulfilled and promoted.
- Should have been a committee member or committee chairperson of the OLC PTO for at least one (1) year prior to being elected, whenever possible.
- Establish a strong working relationship with the Head of School and academic and support staff.
- Approve use of budgeted funds for committee chairpersons when appropriate.
- Schedule and cancel events as necessary, with approval from the Head of School.

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 OLC PTO for at least one (1) year prior to being elected, whenever possible.
- Aid in running the general meetings using Parliamentary Procedure.
- Is responsible for ensuring that all volunteers have the proper clearances required. This is to be coordinated with the school office on a regular basis.
- Fulfill the duties of the Secretary when that position is vacant or the 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 OLC PTO budget expenditures and fundraising efforts.
- Have responsibility for the safekeeping of funds and financial records of the OLC PTO.
- The OLC accountant will supply monthly OLC PTO balances.
- Manage OLC PTO bank ledger. Must have bank ledger available for inspections and/or questions at all OLC 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 OLC 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 correspondence to and from the OLC PTO.
- Coordinate public relations of the OLC PTO, including, but not limited to, gestures of appreciation and sympathy
- Have responsibility for the safekeeping of official correspondence, papers, and documents belonging to the OLC PTO.
- Hold an official copy of the bylaws, making them available upon request at any general, special, and executive board meetings of the OLC PTO.



#### Section 5 - Teacher and Administration Representatives:

- Act as a liaison between their respective teaching staffs and the OLC PTO.
- Represent the interests of other concerns of Our Lady of the Cross School.

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 a simple majority vote of the members present during a general meeting. Members may attend and vote in person or virtually; votes shall be limited to one vote per member. 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 OLC PTO events, meetings, or provide reasonable communication with the other officers, or if an officer is acting in a way derogatory to the organization or school.

#### **Article VI – Committee Chairpersons**

The OLC 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 OLC 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. The 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 the OLC 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 OLC PTO at each general meeting. In the event the chairperson is absent from a general meeting, provide the overseeing OLC PTO officer with a report for presentation at the meeting. A delegated committee member may also present at the meeting.

#### **Article VII – Dissolution**

The OLC PTO may be dissolved in the following manner:

- By decision of the LC Strong Foundation Board at any time.
- By decision of the membership and/or executive committee of the PTO
- If dissolution is by means other than the LC Strong Foundation Board, then notice must be given by the executive committee (officers) to the entire membership that dissolution is being considered by publishing the Articles of Dissolution.
- Once notice of dissolution is given, spending of funds by the organization is frozen.
- 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, all funds shall revert to the LC Strong Foundation.

#### **Article VIII – Adoption and Amendments**

The bylaws of the Our Lady of the Cross PTO are a function of the Head of School and the LC Strong Foundation Board. Bylaws and any amendments must first be approved by the LC Strong Board. If revisions are necessary, suggestions may be put forth for approval by the Board. Bylaws and amendments require ratification by a  $\frac{2}{3}$  vote of the members present at any general meeting of the OLC PTO.

Bylaws approved by the LC Strong Foundation, Inc Board on \_\_\_\_\_.

Bylaws approved by the general membership on \_\_\_\_\_.

Signature of Head of School \_\_\_\_\_

Signature of Original President of the OLC PTO \_\_\_\_\_

The executive committee of officers unanimously approved the original bylaws on

September 19, 2022

Revisions were approved on the following dates:

November 10, 2025