

HOLY CROSS ACADEMY
Parent Teacher Organization
Statutes

ARTICLE I NAME

The name of this organization shall be the Holy Cross Academy Parent Teacher Organization (PTO).

ARTICLE II OBJECTIVES

The objective of the PTO is to support the Principal and Assistant Principal in their responsibilities. To this end, the PTO provides the means:

1. through which parents can articulate their values and expectations for the school and those they are attempting to develop in their children.
2. to support and promote quality Catholic education and encourage Catholic standards of family life.
3. to acquaint parents with up-to-date information concerning current legislative proposals so that they can lobby for the rights of their children.
4. to offer opportunities for parent education.
5. to unify parents in fund-raising efforts for the school.
6. to offer services to the school and to coordinate parent volunteer efforts in the school.
7. to support the endeavors of the Diocesan PTO Board.

ARTICLE III FINANCIAL POLICIES

1. In collaboration with the Principal and Assistant Principal, the PTO Executive Board will establish an annual budget prior to the start of the school year.
2. The budget will list activities that will generate revenue and related expenses.
3. The school will serve as the custodian of all PTO monies.
4. The PTO Treasurer will generate regular financial reports in collaboration with the school Business Manager.
5. The PTO budget will show the transfer of funds to the school.

ARTICLE IV MEMBERSHIP

1. The membership of the PTO is composed of the parents or guardians of all students attending Holy Cross Academy and the school faculty.
2. The Pastor of St. Mary of the Immaculate Conception Church, the Principal and the Assistant Principal shall be ex officio members.

ARTICLE V OFFICERS

1. The officers of the PTO shall consist of a President, Vice President, Secretary, and Treasurer.
2. The officers shall be elected and installed annually for one-year terms by the last regular Executive Board meeting of the school year. Executive Board members will not serve more than three consecutive years. An exception will be made if the 3rd year of service is the 1st term as President, in which case the President can choose to run for a 2nd term as President during his or her 4th year.
3. It is preferred that officers have experience on the executive board, serving i.e. as member-at-large for a term or more before seeking an officer position.
4. In the event that the President is unable to complete a full term, the Vice President shall fulfill the President's duties for the remainder of the year. In the event that any other officer is unable to complete a full term, the vacancy may be filled by appointment of the President with the consent of the Executive Board and the Principal. In the event that any other officer consistently fails to perform his or her duties, a de facto vacancy will have been created, and this de facto vacancy may be filled by appointment of the President with the consent of the Executive Board and the Principal.
5. Spouses may not serve on the board concurrently.

ARTICLE VI EXECUTIVE BOARD

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, four elected Members-at-Large, and then in an ex officio capacity, the Pastor, the Principal, the Assistant Principal, and the immediate past President of the PTO.
2. At-large members may only serve two consecutive years in that position.
3. The Executive Board shall have full responsibility and authority for the PTO's business affairs. A quorum of the Executive Board shall be a majority of its elected members (four or more).
4. One member of the Executive Board shall serve as the Diocesan liaison.
5. One or more member(s) of the Executive board will be appointed as Director(s) of Communication, the duties of which include compiling the weekly newsletter, coordinating with the parish newsletter, serving as liaison to the Virginia Catholic Conference, and updating the website.
6. Each Executive Board member must serve as chair of at least two events or committees, unless there is such a surplus of interest that all events and committees are chaired by PTO members.

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ARTICLE VII AMENDMENTS

1. A proposal to amend the statutes may be presented in one of the following manners:
 - a. Amendments may be proposed from the general membership. The proposed amendment must be submitted to the Executive Board at least ten days before a regular or special meeting of the board and must be approved by the Principal and Assistant Principal.
 - b. Amendments may be proposed from the PTO Executive Board after approval by the Principal and Vice-Principal and a simple majority of the Executive Board.
2. The text of the proposed amendment will be sent to all general members along with the Executive Board's recommendation regarding the amendment.
3. Approval of the amendment shall be by a two-thirds majority of votes returned by members on or before the due date.

ARTICLE VIII AFILIATIONS

The PTO shall be affiliated with the Diocese of Arlington Catholic Parent Teacher Organization.

HOLY CROSS ACADEMY
Parent Teacher Organization
By-Laws

ARTICLE I DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the PTO and of the Executive Board; be an ex officio member of all committees except the nominating committee; appoint all special committees and standing committee chairpersons; assume the duties of the Treasurer in his or her absence; and perform all other duties pertaining to the office.
2. The Vice-President shall act as an aide to the President and shall perform the duties of the President in his or her absence or upon his or her resignation.
3. The Secretary shall keep an accurate record of all general meetings of the PTO and the meetings of the Executive Board. The Secretary shall send copies of the minutes of the aforesaid meetings to all Executive Board members, chairpersons of standing committees and the school Business Manager. Following the election of new officers, it shall be the duty of the out-going secretary to distribute a copy of the Statutes and the By-Laws to each newly elected Executive Board member.
4. The Treasurer shall: receive and disburse all funds of the PTO, keep an accurate account of all receipts and disbursements, deposit all funds with the school Business Manager, and be prepared to render a financial report when called upon. Expenditures from the general funds shall be approved by a majority of the voting members of the Executive Board. The President or the Treasurer may authorize obligations in amounts not in excess of \$200.00 to meet current and reasonable expenses and report such action at the next Executive Board Meeting. The out-going Treasurer shall assist the newly elected Treasurer until the end of the year reports are finished.

ARTICLE II THE EXECUTIVE BOARD

1. The duties of the Executive Board shall be as follows:
 - a. To coordinate the implementation of the established objectives and policies of the PTO and to propose new objectives and policies for the approval of the membership.
 - b. To prepare and adopt budgets for the expenditure of PTO funds.
 - c. To transact necessary business of the PTO in the interval between regular meetings.
 - d. To approve the plans and programs of standing committees.
 - e. To present a report of its activities at the regular meetings of the PTO.
 - f. To regulate its expenditures so that at the close of the business of each school year, a balance of not less than \$10,000.00 shall remain in the treasury.
 - g. To create necessary standing committees.
2. Each Executive Board member shall have the responsibility of assuring that the activities of the Board are in accordance with the Statutes and By-Laws of the PTO.
3. Regular meetings of the Executive Board shall be held at least once a quarter. Special meetings of the Executive Board may be called by the President.

4. A schedule of Executive Board meetings shall be prepared and distributed to members and revisions to meetings scheduled will be communicated in a timely manner.
5. Voting at Executive Board meetings shall be regulated as follows: One vote is accorded each member of the Executive Board listed in the Statutes, Article VI, with the exception of the ex officio members and the chairpersons of standing committees who are present. All decisions must receive the endorsement of the Principal and Vice-Principal.

ARTICLE III STANDING COMMITTEES

1. Standing committees may be created by the Executive board if they are considered essential to the functioning of the PTO after consultation with the Principal and Assistant Principal. The chairpersons of standing committees shall be appointed by the President. Their terms of office shall be for the duration of the school year in which they were appointed.
2. The chairpersons of standing committees shall consult with the Executive Board for the formulation of all programs.

ARTICLE IV SPECIAL COMMITTEES

The president may appoint such special committees as may be required to promote the objectives and interests of the PTO after consultation with the Principal.

ARTICLE V NOMINATION AND ELECTION OF EXECUTIVE BOARD MEMBERS

1. Nominations for the elected Executive Board positions shall be made by a nominating committee of three members appointed by the President with the concurrence of the other Executive board members at the March Board meeting. No more than one Executive Board member may serve on the nominating committee.
2. The nominating committee will solicit nominations for all elected positions from the general membership. By written notice, each member will be given the opportunity to make nominations for any and all positions. Each nominee must be a member of the PTO.
3. After receiving nominations from the membership, the nominating committee shall submit to the President, at a meeting of the Executive Board, the name of at least one candidate for each position to be filled. The consent of each candidate and the approval of the Principal and Assistant Principal must be obtained before the candidate's name is formally placed in nomination.
4. In the event that only one person is nominated for each position, the general membership shall vote on the acceptance of the slate as presented by the nomination committee.
5. In the event that more than one person is nominated for the same position, the general membership shall vote by secret ballot to elect a person to that position. Ballots will be distributed to all members via the family newsletter or, in the case of faculty members, via the faculty mailboxes. Election shall be by a simple majority of the

- ballots returned on or before the due date. Votes will be tabulated by the members of the nominating committee, with the exception of any committee member who is running or one of the Board positions in a contested election.
6. In the event of a tie vote for a position, the Principal or Assistant Principal will pick one of the nominees who are tied in the voting. That person will then be considered the winner of the vote for that position and his or her term of office shall commence on the last day of the school year.

ARTICLE VI GENERAL MEETINGS

There will be at least two general meetings each school year. These meetings, their times and topics, shall be determined prior to the opening of the school year when possible. Both Back-to-School Night and the Academic Dinner are general meetings. Whenever necessary, the Executive Board may call a special meeting.

ARTICLE VII AMENDMENTS

Proposals to amend these By-Laws shall be presented in one of the manners described in Article VII, Section 1 of the Statutes. Approval of such amendments will follow the procedures set forth in Sections 2 and 3 of said Article.

ARTICLE VIII RULE OF ORDER

In the absence of special provision in the Statutes and By-Laws, “Roberts’ Rules of Order” shall govern parliamentary procedure.