



**OUR LADY OF THE ROSARY CATHOLIC SCHOOL  
PARENT - TEACHER ORGANIZATION  
GREENVILLE, SOUTH CAROLINA  
ORGANIZATION BY-LAWS  
APPROVED JUNE 2011**

<b>Article I – Name and Purpose of Organization</b>	<b>2</b>
Section 1: Name	
Section 2: Purpose and Goals	
Section 3: Boundaries	
<b>Article II – Membership and Dues</b>	<b>2</b>
<b>Article III – PTO Executive Board</b>	<b>3</b>
Section 1: PTO Executive Board	
Section 2: PTO Executive Board Duties	
Section 3: PTO Executive Board Terms & Limits	
Section 4: PTO Executive Board Meetings	
Section 5: PTO Executive Board Qualification for Service	
Section 6: PTO Executive Board Elections	
Section 7: PTO Executive Board Vacancies: Resignation, Termination and Absences	
Section 8: Special Committee Chairs	
<b>Article IV – General PTO Meetings</b>	<b>6</b>
Section 1: Annual Election PTO Meetings	
Section 2: All Family/Faculty PTO Meetings	
Section 3: Special PTO Meetings	
<b>Article V – Temporary and Ad hoc Committees</b>	<b>6</b>
<b>Article VI – Amendments</b>	<b>6</b>
<b>Article VII – Ratification</b>	<b>6</b>
<b>Article VIII – Fiscal Year / End of Year Financial Reconciliation</b>	<b>6</b>
<b>Article IX – Parliamentary Authority</b>	<b>7</b>

BY-LAWS  
OUR LADY OF THE ROSARY PARENT TEACHER ORGANIZATION

## Article I – Name and Purpose

### Section 1: Name

This organization shall be known as Our Lady of the Rosary Catholic School (OLR) Parent Teacher Organization (PTO).

### Section 2: Purpose and Goals

The purpose of the OLR PTO is to support and enhance OLR School by:

- Support the mission of OLR

*It is our mission at Our Lady of the Rosary Catholic School to educate and to develop students socially, morally, intellectually, culturally, and spiritually. As a Kindergarten through Eighth Grade mission of Our Lady of the Rosary Catholic Parish, we welcome boys and girls from varied backgrounds. In addition to our commitment to academic excellence, creative teaching, and Christian values, we also seek to inspire in our students a joyful and heartfelt relationship with Jesus Christ within the fullness of the Catholic Faith.*

- Actively pursuing the donation of time and talent from all of its members for activities that create a sense of community and spirit of cooperation in the school.
- To drive fundraising activities that will benefit the educational programs of OLR.
- Encourage student, parent, administration, teacher and pastoral participation at OLR functions.
- The policies and goals of this organization shall be consistent with the regulations of the Diocese of Charleston.
- The PTO shall avoid interfering with the policies or administrative activities of the school.

### Section 3: Boundaries

These By-Laws and the existing policies/procedures at OLR govern the OLR PTO organizational boundaries. The OLR PTO does not serve as a grievance committee. The OLR PTO directs that all parental or teacher concerns to the appropriate school authority, following procedures set forth in the OLR Handbook.

## Article II – Membership & Dues

All parents/guardians of children enrolled in OLR School as well as faculty are automatically members in this organization and represent an automatic single family vote in the PTO. Members must be present at meetings in order to vote, or have completed an absentee ballot prior to the meeting.

PTO Dues and/or Service Hours may be assessed on a per family basis to help defray administrative and operating costs. The amount of dues is to be determined annually by PTO Executive Board (further known as “The Board”). The Board can select to offer an alternative equivalent in lieu of assessed dues. Details of this policy are documented in the annual OLR Student Handbook. New families are to be prorated per school quarter.

*Effective the 2010/2011 school year, the Executive Board has elected to request \$400 PTO Dues which can also be fulfilled in the form of service volunteer hours totaling 40 hours per family per school year (1 hour per school week) in lieu of PTO Dues. (Service hours are defined as activities which support OLR School, including PTO Events, Classroom activities, extracurricular activities, etc. If in question consult PTO VP (Volunteer Coordinator) for approval. Hours are tracked by the PTO VP.) Families wishing not to fulfill their annual option of volunteer hours will be billed PTO Dues at \$10 per missing service hour payment. Modifications to this standard for upcoming school years can be communicated at the final PTO meeting of the year and in the respective student handbook.*

## **Article III – PTO Executive Board**

### **Section 1: PTO Executive Board**

The PTO will be governed by an Executive Board consisting of the Officers of the PTO, the Principal, the Pastor, and a representative of the OLR Faculty.

The Officers of this organization shall be President, Vice President, Secretary, and Treasurer of Our Lady of the Rosary School.

The PTO Executive Board shall consist of the Pastor, the School Principal, the Teacher Representative and the Elected Officers. Each member of the PTO Executive Board shall have one vote.

It is expected that all who choose to serve on the PTO Board will exercise discretion with regards to PTO Board matters, and maintain any confidentiality. No one will run for or hold more than one PTO Board position at a time. Only one family member per household may run for or hold a PTO Board position. Only one individual may hold any single PTO Executive board position (no co-positions). The members of the PTO Executive Board shall serve until the election and qualification of their successors.

### **Section 2: PTO Executive Board Duties**

#### **PTO Executive Board:**

- The Executive Board shall supervise and promote the activities of the organization, carry out the established PTO objectives and PTO policies and propose and receive proposals for new objectives for approval of the membership.
- Shall transact necessary business of the PTO.
- Shall prepare an annual calendar of all meetings and functions for presentation to the membership and for inclusion in the overall Parish Calendar.
- Shall oversee Budgets and Expenditures including :
  - Prepare a budget for the PTO Board based on the requested budgets of individual standing or special committees. The budget will be presented to the membership for their approval at the September General Meeting, to be effective retroactive to July 1.
  - Approve expenditures consistent with the budget as approved.
  - Propose end of the year expenditures for betterment of the school, based on annual fundraising achievements and recommend them for approval at a General Meeting of the PTO.
  - Approval of any other expenditure throughout the year based on fiduciary feasibility.
  - Approve additional detailed committee budgets & work plans throughout the school year.
- Present a report of its activities at General Meetings of the PTO.
- Determine fund-raising scope of school year.
- Conduct regular meetings of the PTO Executive Board at least twice per quarter as scheduled by the President, beginning in September. A majority of members must be present to be considered a quorum. Special meetings of the PTO Executive Board may be called by the Pastor, the Principal or by the President with 5 days notice.

#### **President:**

The President shall convene and preside at all general meetings of the organization and its Executive Board; shall, with input from PTO Executive Board, formulate the agenda for all meetings of the PTO and the Executive Board; shall report to general membership and Executive Board on any topics necessary; shall oversee the work of the Officers and committees; assist with the preparation of the PTO Budget and PTO calendar; shall provide PTO members with the goals and agenda set by the Executive Board for the upcoming year; and shall serve as the PTO representative on the OLR School Board.

Vice President (VP):

The Vice President shall act as aide to the President in all his/her duties; serve as the President in the absence of that Officer; shall serve as Coordinator for all Standing/Special Committees. (also known as Volunteer Coordinator who organizes & manages all volunteer programs); and shall maintain a master list of all committees, chairs and volunteers. VP is responsible for applicable planning of programs for all general meetings, may select a committee to assist as necessary.

Secretary:

The Secretary shall record the minutes of all organization and PTO Executive Board meetings; shall handle all correspondence pertaining to PTO affairs; shall handle all other correspondence delegated to that office; shall maintain a list of assigned PTO tasks with corresponding status/completion dates; shall have a current copy of the bylaws and maintain a master PTO membership list with contact information; and shall distribute copy of master list to the PTO Executive Board monthly unless no changes were made. A copy of the minutes of each meeting shall be available for public viewing at a designated location. Secretary shall perform other duties as assigned including coordinating snacks for PTO Executive Board meetings.

Treasurer:

The Treasurer shall be responsible for all funds belonging to the organization; shall pay all the obligations of the PTO after they have been authorized by the PTO Executive Committee; shall present a financial report PTO at the scheduled meetings; shall keep accurate record of all monies received/deposited and disbursed; shall work with school administration to ensure balance of PTO accounts; shall furnish a statement to the members at the close of the official year; shall be responsible for all PTO financial reporting to the Diocese. Treasurer is authorized to make deposits on behalf of the PTO and prepare checks, but not authorized signer on the PTO accounts. Authorized signers for all PTO accounts shall be the Principal and Vice Principal. Treasurer will, with support of School Accountant, ensure accounts are in compliance with Diocesan Finance Policies and Procedures.

**Section 3: PTO Executive Board Terms and Term Limits**

The term of office for elected officers shall be for two (2) years. To ensure continuity in the Executive Board, President and Vice President shall not be elected in same year. Secretary and Treasurer shall not be elected in the same year. In the event that the Vice President is elected to fill the outgoing President's position, then a second election will be held to fill the remaining 1 year term of said VP. No person shall be eligible to hold the same elected office for more than two (2) consecutive terms of the same office. If no other nominees are presented for a particular office, the PTO Executive Board may approve extending the current office holder in serving one (1) additional term in the same office.

**Section 4: PTO Executive Board Meetings**

The PTO Executive Board should schedule to meet once per month during the school year. Special meetings can be called by the Pastor, Principal or President with 5 days notice. For all such meetings, members present shall constitute a quorum to transact any business.

**Section 5: PTO Executive Board Qualification for Service**

Each teacher, parent or legal guardian of a current OLR student is eligible to be nominated and serve as a PTO Executive Board Officer after being a member of the PTO for the prior school year.

A Teacher may not serve in the position of President or Vice-President, and if a teacher is serving on the PTO Executive Board (as elected Secretary or Treasurer), then he/she may also be the Teacher Representative. Officers (and all Coordinators/Chairs) will be self nominated. Nominations are subject to approval by the PTO Executive Board. Nominee must maintain good standing with their financial and contractual responsibilities to

the school; Possess interest in and commitment to the ideals of a Catholic education and to the PTO's and OLR School's philosophy and mission; Are available and committed to attend meetings and participate in PTO programs and committees; Maintain high levels of integrity, confidentiality and mutual support; and serve as credible witnesses of the Catholic faith (or to one's own religion) to the school community and beyond.

#### **Section 6: PTO Executive Board Elections**

Open positions of the President, Vice President, Secretary, and Treasurer (as applicable) shall be elected annually by secret ballot at the regular meeting of the organization in the spring and installed no later than the last PTO Executive Board Meeting of the school year. The PTO Board may also select to perform ballot by other means as long as it is communicated in advance and votes are secure. A majority of the votes cast by those holding current membership shall decide an election. The Pastor has the right to approve the candidates before they are put on the ballot.

#### **Section 7: PTO Executive Board Vacancies: Resignation, Termination and Absences**

In the event of resignation of an officer, a successor shall be nominated by the PTO Executive Board with the approval of the Pastor and the Principal. If an existing board member is elected for a departing board members open position, a second election will be held to fill the open position. (i.e. Vice President runs for President and wins, 2<sup>nd</sup> election held to fill VP remaining term.)

A PTO Executive Board Officer may be removed for any one of the following reasons:

1. At any time fails to meet the general eligibility requirements as specified in Article III, Section 5.
2. Unexcused absences from three regular, special or PTO Executive Board meetings during a term.
3. On grounds of malfeasance, misfeasance, or nonfeasance the officer may be removed by a vote of 2/3 of the remaining PTO Executive Board members.

#### **Section 8: Special Committee Chairs**

Committee Chairs: The Committee Chairs shall plan and execute their project utilizing volunteers to make up their committees. They shall report on their committee responsibilities and functions as requested during the year and shall deliver to their successors all official materials. Special Committees shall be created by the PTO Executive Board, as deemed necessary to promote the objectives and carry on the work of the OLR PTO. The Chairs/Coordinators of each Special Committee shall present a plan of work and budget to the PTO Executive Board for approval. The Chairs/Coordinators shall submit a complete summary of all activities to the PTO Executive Board, including financial transactions, for record keeping purposes. The PTO shall maintain the following Committees:

- **Gala**
- **Catholic Schools Week**
- **Lunch/Recess**
- **Room Parent Committee**
- **Guardian Angel**
- **Fall Festival**
- **Teacher Appreciation**
- **Field Day**
- **Family Appreciation Night**
- **SCRIP**
- **SEEDS**
- **Santa Shop**
- **Alumni Association**

**Other committees may be added as needed with approval by the PTO Executive Board.**

## **Article IV – General Meetings**

### **Section 1: Annual Election Meetings**

One of the general monthly meetings may be deemed by the PTO Executive Board to be the Annual Election Meeting.

### **Section 2: All Family/Faculty Meetings**

The number of meetings shall be determined by the PTO Executive Board, but no less than four meetings per year should be called. The Meetings are open to all PTO members. A quorum is established by 10% of the official membership. A simple majority of the voting members present shall constitute a voting quorum. Meetings are published in the school annual calendar.

### **Section 3: Special PTO Meetings**

The Principal, President, or the Vice-President of the OLR PTO Executive Board may call special meetings. The Secretary, or Executive Board rep, shall send out notices of Special Meetings to all members at least 5 days in advance.

## **Article V – Temporary and Ad hoc Committees**

The PTO Executive Board recognizes the need to organize and maintain temporary and ad hoc committees dedicated to specific short-term aspects of the PTO Purpose and Goals. Such temporary and ad hoc Committees shall be assigned titles indicative of their purpose. An individual nominated from among members of the committee and/or confirmed by a majority vote of the PTO Executive Board will chair each temporary or ad hoc committee.

## **Article VI – Amendments**

Amendments to the By-Laws may be made at a PTO Executive Board meeting by a majority of the members present with Pastor's approval, provided a formal notice of said amendments was announced at the previous Executive Committee meeting.

## **Article VII – Ratification**

After PTO Executive Board approval, to be ratified these bylaws must be approved by 2/3 majority of the members in attendance at the General PTO Meeting in which the Ratification is on the agenda. Ratification notice must occur a full 2 weeks prior to the meeting with a draft publish for preview.

## **Article VIII - Fiscal Year / End of Year Financial Reconciliation**

The fiscal year of the OLR PTO shall begin July 1 and end of the following June 30.

The books of the treasurer shall be turned over immediately upon audit by the school's accountant to the new treasurer with a statement signed by the accountant that the books are in order. \$5,000.00 shall remain in the General PTO account to start the new school year, \$6,000 in the SCRIP account (cash and cards).

## Article IX – Parliamentary Authority

Robert’s Rule of Parliamentary Procedure shall govern the procedures of this organization.

Approval/Ratification Signatures (Ratification per August 2005 Revision)

### 2010/2011 PTO Executive Board

\_\_\_\_\_  
President – Cherie L. McCain

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Vice President – Alex Swire-Clark

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Treasurer – Ann Marie Minerva

\_\_\_\_\_  
Secretary – Andrea Collier

\_\_\_\_\_  
OLR Principal – Marianne Tully

\_\_\_\_\_  
Teacher Representative- Keith Perham

\_\_\_\_\_  
OLR Pastor – Father Dwight Longenecker

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