

Bylaws
Of
Our Lady of Lourdes School
Parent Teacher Organization

As of August 26, 2015

Preamble:

Our Lady of Lourdes Parent Teacher Organization is an association of the parents/ guardians and teachers of the children enrolled at Our Lady of Lourdes School. The Parent Teacher Organization is an integral and essential part of Our Lady of Lourdes parish community.

Article 1: Name

The name of this organization shall be the *Our Lady of Lourdes School Parent Teacher Organization*, hereinafter referred to as the “PTO”. It will be established and continued at the discretion of the pastor with the approval of the Archdiocese of Los Angeles Education and Welfare Corporation, hereinafter referred to as the “Department of Education.”

Article 2: Advisory Capacity

In view of the responsibilities imposed upon the pastor of *Our Lady of Lourdes Parish* and the Ordinary of the Archdiocese of Los Angeles by Canon Law that cannot be delegated, the PTO and its Board will be solely consultative (advisory) in nature.

Article 3: Purposes

The purposes of the PTO are to:

- Promote open communication among the parents, teachers and administration.
- Provide support for the principal in his/her role as the administrator of the school program.

- Promote goodwill and cooperation between and among parents, faculty, administration, and the parish.
- Direct and coordinate parental support through parent education activities and social functions that build community.
- Help build and enhance the faith community of Our Lady of Lourdes Catholic School and Parish.
- Raise funds for the school.
- Coordinate the service and volunteer programs.
- Lobby for legislation that has a positive impact on the school and its students.

In addition, the PTO exists to support the principal and staff in their endeavors to provide a quality Catholic education for all students. The PTO will help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

Article 4: Membership and Dues

The membership of the PTO shall be drawn entirely from the following:

- The pastor of the parish or his delegate.
- The principal of the school.
- The faculty and staff of the school.
- The parents / guardians of pupils currently enrolled in Our Lady of Lourdes Catholic School who have paid membership dues and participate in the mandatory fundraising.

The dues of the PTO shall follow these guidelines:

- PTO dues shall be established annually by the PTO board and are payable with registration.
- The membership dues are used to cover the operating expenses of the PTO for the current year.
- The Board will annually review anticipated operating expenses for the following year and decide if an increase in dues is necessary.
- Dues may increase no more than 10% per annum. Should the need arise for a larger increase, the general membership will be notified one month prior to the last general meeting. A vote of a simple majority of those present at the last meeting will be necessary to increase the dues more than 10%.
- Each family of the organization shall pay annual dues of twenty-five dollars (\$25.00) per family to the Organization.

Article 5: Moderator and Administrative Officer

The pastor or his delegate shall be “*ex officio*” moderator of the PTO. The principal shall serve as the administrative officer of the PTO in an “*ex officio*” capacity.

Subject to the Department of Education, the pastor shall have the responsibility for all budgetary and financial decisions affecting the school, including the PTO funds and fundraising, tuition charges, and salaries, and may not delegate such responsibilities.

Article 6: Finances

Financial operation of the PTO shall be governed by the following regulations:

- The principal and pastor set the fundraising goal for the PTO annually.
The goal is to be within PTO fundraising capability.
- The PTO shall have a bank account separate from the school. However, at the close of the fiscal year, the PTO bank account will maintain a balance necessary to avoid service charges by the bank during the summer months. Remaining funds will be transferred to the school bank account.
Membership dues paid by the families to the school will be transferred to the PTO bank account no later than October 15th.
- All monies received by the PTO through membership dues and fundraising activities are to be deposited into the PTO account within five (5) business days after the close of the event.
- No monies received from fundraising activities shall ever leave the campus. All monies shall be placed and remain locked up in the school safe until counted and deposited.
- All monies (cash and check) received shall have a corresponding receipt, which will be kept on file.
- All expenses incurred by the PTO are to be paid from the PTO account.
- A detailed financial report of the account shall be provided to the principal, pastor and the PTO Board on a monthly basis.
- The signature of the Archbishop, the Moderator of the Curia, the pastor, the principal and the treasurer will be on the PTO account.
- Two signatures, one of which is that of the principal or pastor, are required for all expenditures over \$200.00.

- All monies in excess of the projected expenditures of the current quarter shall be transferred as needed, but at least quarterly to the School Bank Account. The principal shall give a general accounting of how PTO monies are spent to the general membership at the annual September general meeting.
- The treasurer shall maintain all statements, records, and books or original entry at a designated secure site at the school.

Article 7: Elected Officers of the PTO Board

Elected Officers of the PTO Board shall be the President, Vice President, Secretary, and the Treasurer.

- The Elected Officers shall conduct business on behalf of this Organization when the PTO Board is unable to meet.

Article 8: Membership of the PTO Board and its responsibilities:

Members of the PTO Board shall include the President, Vice President, Secretary, Treasurer, appointed officers and appointed chairpersons of the standing committees. Elected and appointed offices may be simultaneously held by one or more persons. In addition, the PTO Board shall include the principal of the school and the pastor.

- The PTO Board shall supervise the financial and business decisions of the Organization, adopt policies and procedures, and make final decisions with these By-Laws and purposes of this Organization.
- No Member shall incur a debt of more than twenty-five dollars (\$25) aggregate on behalf of this Organization without prior approval of one half (1/2) of the Board or two-thirds (2/3) of the Elected Officers.
- No Elected Officer shall incur debt of more than fifty dollars (\$50) aggregate on behalf of this Organization without prior approval of one-half (1/2) of the Board or two thirds (2/3) of the Elected Officers.
- The board shall meet monthly during the school year at a time and place decided upon by the President. All Board Members are required to attend monthly board meetings. If a member cannot attend, notification must be given to the President prior to the board meeting. Failure to attend three board meetings in a school year shall result in the removal from the Board, unless excused by the elected officers.

- PTO board members shall earn one-half of their school mandated service hours by attending the monthly board meetings. The other half is to be earned by volunteering at PTO sponsored events.
- No less than one third (1/3) of the members of the Board shall constitute a quorum. In the absence of a quorum, the meeting shall not be held. Jointly held Offices shall be counted as one vote per office for voting and quorum purposes.
- A simple majority of those present and voting shall carry a motion.
- Special meetings of the Board may be called at any time or place as determined by the President, the Pastor or the Principal or when requested by one-third (1/3) of the board with twenty-four (24) hours oral notice to all Board Members.
- The Board shall act upon all resignations from Office and shall fill any vacancy in the elected Offices. Such appointments shall be effective until the next annual election.
- The terms of office for Elected and Appointed Officers shall be one (1) year and no person may hold the same office for more than two (2) consecutive terms unless the PTO Board deems it necessary.
- The Board may remove any Officer or Appointed Officer at its discretion, for good cause by a two-third (2/3) vote of the quorum present. The final decision is to be at the discretion of the pastor and the principal.

Article 9: Nominations and Eligibility of Elected Officers

The candidates for office must be members in good standing-
Refer to Article 4 Point 4

A person to be nominated for President must have served on the Board for at least their 2nd (second) year. Persons nominated for the Vice-President (Ways and Means Chairperson) or the Treasurer position must have served on the Board for at least their 1st (first) year.

Article 10: Nominations and Election Procedures

- The annual nominations of the elected Officers shall begin in February. The Nominating Committee shall consist of:
 Two members from the Board, and two members appointed from the Membership at Large. The Parliamentarian shall serve as Chairperson. No member, other than the Parliamentarian, shall serve on the nominating committee for two consecutive years.
- Nominations must be submitted in writing to any member of the Nominating Committee and may include suggestions for appointed Board Members for the President to appoint.
- The nominating committee shall contact each potential candidate to inquire if there is interest in accepting the nomination.

- The slate of potential candidates shall be presented to the pastor and principal two (2) weeks prior to the scheduled election for their approval.
- The nominating committee shall submit its slate of potential candidates for publishing in the school bulletin at least one week prior to the third general meeting.
- Elections shall be held at the fourth general meeting.
Elections shall be by ballot and a plurality vote shall elect. Where there is but one candidate for an Office, the ballot may be dispensed with by unanimous consent and the election shall be via voice vote.
- In case of a ballot vote, an Election Committee shall be appointed by the President and all matters pertaining to the election shall be under its control. The Election Committee shall consist of an inspector, a judge and three tellers. No candidate shall serve on the Election Committee. No member shall serve on both the Nominating Committee and the Election Committee in the same year. The inspector shall read the name of the candidate receiving the highest vote of each office. Ballots shall be destroyed and only the result, not the count shall be recorded.
- The newly elected officers shall be installed at the first general meeting or at a time and place determined by the President elect and they shall officially enter upon their duties at the close of installation.

Article 11: General Membership Meetings

- There shall be four general meetings of this Organization during the school year unless otherwise ordered by the Board.
- The fourth general meeting shall be for the purpose of electing officers.
- Special meetings of this Organization may be called by the President, Pastor, Principal, or by a majority of the Membership. Written notification of any special meeting must be given at least one (1) week in advance to each member and the reason for such meeting stated in the notification.

Article 12: Duties of the Elected Officers

PTO elected officers in general:

- Shall provide support to the principal.
- Shall work with the principal in planning PTO general meetings four times a year in September, November, February, and May.
- Shall approve all fundraising activities and their respective budgets.
- Shall receive reports from various committees and functions that take place during the year, such as: PTO Socials, Halloween Carnival, Casino Night, Walk for Education, and any other PTO sponsored events.
- Shall attend all board meetings that generally meet once a month.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

President:

- Shall attend all PTO board meetings.
- Shall prepare the agenda for the monthly board meetings and the four (4) general meetings.
- Shall facilitate the activities of various committees.
- Shall preside at all regular and special meetings of the PTO board and all PTO general meetings.
- Shall serve as the liaison between the PTO, the pastor, and the principal.
- Shall appoint all “appointed” officers and committee chairpersons with the approval of the principal and pastor. Shall stand as an Ex-Officio member of all standing committees except the Nominating Committee.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Vice President:

- Shall attend all PTO board meetings.
- Shall plan and execute all fundraisers with the input of the PTO board and act as chairperson.
- Shall chair ad hoc committees as requested by the President.
- Shall perform the duties of the President when the President is unable to do so.
- Shall serve as the Fundraising (Ways and Means) Committee Chair.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Treasurer:

- Shall attend all PTO board meetings.
- Shall retrieve the monthly bank statement from the principal.
- Shall be responsible for maintaining and reconciling the PTO bank account and keeping accurate records for all deposits and withdrawals.
- Shall report to the PTO board at each meeting all check disbursements, balances and totals.
- Shall prepare monthly reports concerning the finances of the PTO. A detailed financial report of the account shall be provided to the Principal, pastor and the PTO Board on a monthly basis, pursuant to Article 6.
- Shall audit the accounting for all monies raised by the PTO fundraising activities.
- Shall retrieve all monies from the school safe within five (5) business days of the close of any PTO sponsored event, pursuant to Article 6.
- Shall make available for inspection at the request of the pastor or principal, any and all statements and books of original entry.
- Shall be responsible for acquiring approval for all monies not budgeted for and expenditures in excess of two hundred dollars (\$200) and insuring that all reimbursements are paid by check, with receipts, or invoices as documentation.

- Shall be responsible for acquiring all receipts, bills, or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills and invoices.
- Shall close all PTO books by June 30th and a year-end summary report must be filed with the pastor, principal, school accountant, PTO Board, and the Auditor.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with President, Vice-President, Secretary, and Principal on PTO functions.
- Shall be responsible for preparing the fiscal budget for the following year together with a Budget committee within 30 days of the final general meeting.
- Shall submit service hours forms on the designated due dates.

Recording Secretary:

- Shall attend all PTO board meetings.
- Shall be responsible for recording the minutes of the PTO Board meetings and the general meetings.
- Shall maintain a permanent record of all minutes and resolutions.
- Shall forward a copy of all minutes to the PTO board members, Pastor, and Principal within seven (7) days of the board meeting.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Article 13: Duties of Appointed Officers and Committee Members

Parliamentarian:

- Shall attend all PTO board meetings.
- Shall advise on all parliamentary procedures.
- Shall be chairperson of the Nominating Committee.
- Shall chair the By-Laws Revision Committee if necessary during the term of office.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Corresponding Secretary:

- Shall attend all PTO board meetings.
- Shall be responsible for all incoming and outgoing correspondence of the PTO.
- Shall respond to all social and business correspondence.
- Shall maintain an attendance sheet for each board meeting, forward the original to the Service Hour Coordinator, and keep a copy on file.

- Shall prepare a spreadsheet with the names of all PTO officers and committee chairpersons and their monthly attendance record, and provide to the President within seven (7) days of each PTO board meeting.
- Shall send sympathy cards to any PTO family when notified by the school secretary, principal, president or pastor.
- Shall inform all PTO board members of the time and place of the monthly meeting at least two (2) days prior to the meeting.
- Shall make up a hospitality sheet at the beginning of each year and inform the Board members of their responsibility for hospitality at least two (2) days prior to the meeting.
- Shall arrange for all aspects of the babysitting that is provided at the PTO general meetings.
- Shall plan and advise on various committees through the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall maintain the PTO board members email addresses and phone contact list and provide it to the President by the October board meeting.
- Shall maintain an inventory of all OLL parents / guardians email addresses and phone contact list.
- Shall submit service hours forms on the designated due dates.

Historian:

- Shall attend all PTO board meetings.
- Shall work with Alumni Correspondent on Alumni functions.
- Shall work with the Website Administrator to upload pictures to the OLL website.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Social:

- Shall attend all PTO board meetings.
- Shall plan and execute social events for the PTO.
- Shall provide information for all social events to the publicity coordinator.
- Shall procure the key and fill out the necessary forms for the Parish building (s) for all social events.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Service Hour Coordinator:

- Shall attend all PTO board meetings.
- Shall create a database to keep track of families' service hours and maintain a back up flash drive.
- Shall maintain the original attendance sheet from PTO board meetings in a specific divided section in the Service Hour Coordinator binder.

- Shall send an updated service hour statement in January to the school secretary.
- Shall work with the room parents to coordinate hours for parents.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Standing Committees:

Publicity:

- Shall attend all PTO board meetings.
- Shall create communication pieces to be distributed through the school and/or parish.
- Shall create communication documents/flyers for other board members.
- Shall create newspaper advertisements for local papers on community events.
- Shall create and maintain templates for publicity pieces for PTO events.
- Shall provide all communication documents/newspaper advertisements/and any other media to the President for approval at least seven (7) days in advance of the due date for publication.
- Shall provide all communication documents/newspaper advertisements/and any other media in Word format and PDF.
- Shall maintain an inventory and check-in/out system for the PTO board member binders.
- Shall hang the general meeting poster on both sides of the school 2 to 3 days prior to the general meetings.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Alumni Coordinator:

- Shall attend all PTO board meetings.
- Shall develop and maintain a program to utilize alumni relations as an important resource.
- Shall create a database of Alumni, their graduating year, contact information, and their profession and/or employer.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Room Parent Coordinator:

- Shall attend all PTO board meetings.
- Shall recruit, organize and guide the room parents in their duties.
- Shall organize and execute the school telephone tree program.
- Shall ensure that the PTO proceedings and upcoming events are communicated to all parents and teachers.

- Shall retrieve a list of service hours acquired by the room parents and forward to the Service Hour coordinator by December 10th and May 15th.
- Shall provide a list of each grade's room parent to the President by the October PTO board meeting.
- Shall conduct a meeting with all room parents prior to the first PTO general meeting.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Sports Program Liaison:

- Shall attend all PTO board meetings.
- Shall collect the schedules from the coaches and provide the schedules for all team sports to the Principal.
- Shall ensure uniforms, games, and fields are provided for the sports program.
- Shall ensure the coaches procure student eligibility from all teachers.
- Shall plan the sports banquet.
- Shall ensure the courts are set up by the two “sports kids” to include a timer, scoreboard and a scorekeeper (scorekeeper should be an adult) for each game.
- Shall be responsible for any correspondence to the PTO and the principal regarding the sports programs.
- Shall plan and execute sports fundraiser(s) with the help of the Board for the sports program.
- Shall advise parents about the sports programs and coaches at the first PTO general meeting.
- Shall provide the results for all games to be publicized in the home messenger and on the website.
- Shall keep up with the CYO and keep the coaches and the principal informed.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Christmas Store Coordinator:

- Shall attend all PTO board meetings.
- Shall plan and execute the Christmas store program for the students of OLL.
- Shall purchase items to sell at the store and provide receipts for reimbursement by the Treasurer.
- Shall form a committee to help work at the store on the day of the event and for set up the evening before.
- Shall keep a detailed report and turn it in to the Treasurer at the end of the event.

- Shall work with Publicity to make flyers and material to promote the event.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Halloween Carnival:

- Shall attend all PTO board meetings.
- Shall plan and facilitate the Halloween Carnival.
- Shall recruit, organize and guide a committee at the beginning of the year to help with the carnival.
- Shall work with Publicity to make flyers and material to promote the event.
- Shall request “start up fees” for the carnival at the first board meeting.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Hospitality Coordinator:

- Shall attend all PTO board meetings.
- Shall set up snacks and drinks for the four (4) general PTO meetings, Veteran’s Day, the 1st day of school, the Science Fair / Art Fair and Grandparents Day. May be requested by Principal to provide snacks and drinks for additional events throughout the year.
- Shall coordinate the recycling efforts at all school events.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Technology Coordinator:

- Shall attend all PTO board meetings.
- Shall create a database of Technology equipment (including media items).
- Shall perform an audit of the school's technology equipment at the beginning and end of each school year.
- Shall lead the technology committee in creating an action plan and list of items that will be helpful in moving our school forward and report it back to the board.
- Shall work with the Principal to come up with ideas of how best to use and/or implement technology.
- Shall plan and advise on various committees throughout the year.
- Shall collaborate with committee chairpersons on PTO functions.
- Shall submit service hours forms on the designated due dates.

Website Administrator:

- Shall maintain and answer questions regarding the website.

- Shall be responsible for updating the school website with information and/or forms at the request of the President or Principal.
- Shall collaborate with the Historian to upload school event pictures.
- Shall submit service hours forms on the designated due dates.

Article 17: Amendments

Subject to all current provisions of Archdiocesan school policy, the by-laws may be amended at any regular meeting by a vote of two-thirds (2/3), provided written notice of the proposed amendments has been given to the Board and the General Membership prior to the meeting.

Prior to the membership vote the amendments must be presented to the pastor for approval.

Insofar as it complies with all current provisions of archdiocesan policy concerning the structure and operation of the Parent Teacher Organization, the Archdiocese of Los Angeles Education and Welfare Corporation duly approve the forgoing by-laws. When executed by the pastor, they shall become effective.

Respectfully submitted,
By-laws Committee Members

Linda Martinez
Sonya Lineses
Aileen DeGuzman
Tania Leon
Michelle Miller
Jennifer Reynaga, Principal
Father Rolly Astudillo

Dated this 26 day of August, 2015

Our Lady of Lourdes, Tujunga, California

By _____, Pastor