

Constitution

St. Theresa Parent-Teacher Organization

Ashburn, Virginia
May 3, 1996

Article I. Name

The name of this organization is the St. Theresa Parent-Teacher Organization of Ashburn, Virginia, hereafter referred to as the PTO.

Article II. Purpose and Objective

Our children are attending St. Theresa School primarily to receive a more comprehensive instruction of their Catholic faith and to be surrounded on a daily basis with examples of their faith in action. With this in mind, the main purpose of this PTO is to promote and encourage this education. The PTO shall respect established school policies and practices as set forth by the pastor and principal. It shall also provide a forum for parents, teachers, pastor and principal to discuss and resolve changes in these policies and practices as becomes necessary to achieve and maintain this goal. The PTO will also help with fundraising and volunteer activities as requested and /or needed.

Article III. Membership

Membership is open to all parents and guardians of the students of St. Theresa School, the faculty, pastor and principal. Dues will be established annually by the Executive Board and will be due and payable at the first general meeting of the school year.

Article IV. Officers and the Election Process

The elected officers of the PTO shall be the President, the Vice-President, the Secretary, and the Treasurer. Officers will be nominated after the February meeting and elected at the final general meeting in May. They will assume office immediately after the end of the school year. The length of term for any office is one year and no one may be elected for more than two consecutive terms in the same office. Only one spouse of a member family may serve on the board for a given term. The President must be an active member of the Roman Catholic Church.

The members of the Nominating Committee shall be appointed by the President and approved by the Executive Board. A member may also submit his/her name to the President for consideration of the position. The Nominating Committee shall consist of at least three members of the PTO who do not, at the time of their appointment, hold any elective office in the PTO. These members shall be announced at the general February meeting. The Nominating Committee shall accept nominations and actively solicit candidates for the elective offices of the PTO. It shall submit its list of nominations to the President by the end of March, presenting at least one candidate each for the offices of President, Vice-President, Treasurer, and Secretary. Each candidate who accepts the nomination must submit a statement of intent and a biography. These descriptions will then be distributed to all PTO members by the first of May. Any other member who wishes to be considered after this date may submit his/her statement and biography to the President for approval prior to the general May meeting, and can then be nominated from the floor at the beginning of the meeting. The general May meeting will then

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proceed with the distribution of the ballots. Each member of the PTO shall be entitled to one vote at this meeting. The Nomination Committee will count the ballots during the rest of the meeting and report the results to the President, who will announce the new officers by the end of the meeting.

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Article V. Executive Board

The Executive Board will consist of the President, Vice-President, Secretary, Treasurer, immediate past President, Ways and Means chairperson, the pastor and the principal. They shall have full responsibility for the PTO's business affairs. They have sole voting responsibility. Any fundraising must have their express approval.

Article VI. Meetings

The general meetings will be held in September, November, February, and May. The executive board will meet one week prior to these general meetings.

Article VII. Amendments

The Constitution may be amended at any regular Executive Board meeting by a majority of the Executive Board. A majority must include the pastor and/or principal. It can also be amended when two-thirds of its entire membership deem it necessary. The changes must be proposed at one meeting and then be ratified by two-thirds of the attending members at the next meeting.

By-Laws

St. Theresa Parent-Teacher Organization

Ashburn, Virginia
May 3, 1996

Article I. Duties of the Officers

Section 1. The President

The President shall call and preside at all meetings of the PTO. He/she shall appoint the chairpersons of special committees, set the agenda for the meetings, sit on all committees of the PTO, ex-officio, except the Nominating Committee, receive notices of committee meetings, as well as all communications dispersed by the committees, represent the PTO to all other parish organizations, and be vested with any and all executive authority necessary to the proper performance of the above duties. He/she shall approve all non-budgeted expenditures of PTO funds in excess of \$100.00.

Section 2. The Vice President

The Vice President, in the absence of the President, shall perform all duties of the President and such duties as are assigned to this office.

Section 3. The Secretary

The Secretary shall keep the minutes of all general and executive board meetings. He/she will attend to all correspondence of the PTO not coming under the jurisdiction of another officer, and maintain a list of the members of the PTO. The Secretary shall keep the master copy of the Constitution and By-Laws of the St. Theresa PTO.

Section 4. The Treasurer

The Treasurer shall receive and account for all dues and other monies received by the PTO and pay bills for all budgeted items. A verbal financial report will be provided at each general meeting as well as a written annual report for the last general meeting of the school year. He/she will also pay all non-budget items in excess of \$100.00 upon approval of the PTO President and report such expenditures at the next general meeting.

Article II. Duties of the Executive Board

The Executive Board shall carry out the objectives and policies of the PTO and propose new objectives and policies when necessary. It shall have the right to fill any vacancies among the officers of the organization, subject to subsequent approval of the membership. The Executive Board shall approve the plans, programs, and actions of the committees. All matters of the committees needing approval shall be submitted in writing to the President one week prior to the Executive Board meeting.

Article III. General Meeting Procedures

All meetings of this Organization shall be conducted according to Robert's Rules of Order, revised, when not inconsistent with the Constitution and By-Laws. Time and place of PTO meetings will be published at the beginning of each school year.

Article IV. Quorum

The quorum of a general meeting shall consist of one-fourth of the membership. The quorum of the Executive Board shall be a majority of the members of that board and must include the pastor and/or principal.

Article VI. Distributions

All information regarding St. Theresa School or the PTO shall be approved by the principal before printing and distribution.

Article V. Amendments

These By-Laws may be amended at any regular Executive Board meeting by a majority of the Executive Board. A majority must include the pastor and/or principal. It can also be amended when two-thirds of its entire membership deem it necessary. The changes must be proposed at one meeting and then be ratified by two-thirds of the attending members at the next meeting.

Constitution
St. Theresa Parent -Teacher Organization
Ashburn, Virginia
February 11, 2004

Amendments

Amendment #1 to Article IV. Officers and the Election Process

The article is to include the following Instructed Proxy Procedure:

An election ballot, as prepared by the nominating committee, and an official proxy envelope will be available in the school office during school hours for the purpose of voting by proxy for one week prior to the May PTO meeting. The PTO member will request the ballot and envelope from the office staff, complete the ballot, fold it, place it in the envelope, seal the envelope and sign the back flap. He or she must sign the voting register and place the envelope in the voting box. This box will be picked up by the nominating committee at the end of each day and returned the following morning. The nominating committee will open the envelopes in the box and the folded ballots will be included with the ballots cast during the May PTO meeting.

The May general meeting will proceed with the distribution of ballots and the voting procedure. Each member of the PTO shall be entitled to one vote at the meeting. If a member who previously voted by proxy attends the meeting wishing to change the vote, they would have had to notify the nominating committee before the meeting in order for the proxy envelope to be withdrawn. Then they may vote in person at the May meeting. The nominating committee will count the ballots during the meeting and report the results to the President, who will announce the new officers by the end of the meeting.

Amendment to St. Theresa Parent-Teacher Organization By-Laws

Amendment #1 to Article VI. Distributions

All information regarding St. Theresa School and/or the PTO shall be approved by the principal or pastor before printing, publishing on the Internet and distribution.

Constitution
St. Theresa School Parent-Teacher Organization
Ashburn, Virginia
September 7, 2005

Amendment #1 to Article V. Executive Board

The Executive Board will consist of the President, Vice-President, Secretary, Treasurer, immediate past President, Way and Means chairperson, the pastor and the principal. They shall have full responsibility for the PTO's business affairs. They have sole voting responsibilities. Any fundraising must have their express approval.

The Executive Board shall also consist of the Hospitality Committee and the Room Parent Coordinator, however, they will not have full responsibility for the PTO's business affairs nor will they have sole voting responsibilities. Also, their express approval is not required with regard to fundraising.

Constitution
St. Theresa Parent-Teacher Organization
Ashburn, Virginia
January 31, 2011

Amendment 1 to Article IV. Officers and the Election Process

This amendment has been nullified in its entirety.

[This nullification assumes we are doing away with any manual/handwritten voting process, including voting by proxy.]

Amendment 2 to Article IV. Officers and the Election Process

Article 2 has been amended and shall be read as follows:

The elected officers of the PTO shall be the President, the Vice-President, the Secretary, and the Treasurer. Officers will be nominated after the February meeting and elected by on-line ballot in March. They will assume office immediately after the end of the school year. During the interim period after the election, but before the assumption of office, the newly elected officers shall observe and study the incumbent officers acting in their respective roles in an effort to learn the procedures and processes associated with the office to which s/he has been elected. The length of term for any office is one year and no one may be elected for more than two consecutive terms in the same office. Only one spouse of a member family may serve on the board for a given term. The President must be an active member of the Roman Catholic Church.

The members of the Nominating Committee shall be appointed by the President and appointed by the Executive Board. A member may also submit his/her name to the President for consideration of the position. The Nominating Committee shall consist of at least three members of the PTO who do not, at the time of their Appointment, hold any elective office in the PTO. These members shall be announced by the PTO in February through an electronic communication. The Nominating Committee shall accept nominations and actively solicit candidates for elective offices of the PTO. It shall submit its list of nominations to the President by the end of February, presenting at least one candidate each for the offices of President, Vice-President, Treasurer, and Secretary. Each candidate who accepts the nomination must submit a statement of intent and a biography. These descriptions will then be distributed to all PTO members by the beginning of March. Any other member who wishes to be considered after this date may submit his/her statement and biography to the President for approval prior to the March election and can be added to the ballot. The election will then proceed with an electronic notification from the PTO, identifying the time period during which votes may be cast and explain how to cast such votes electronically. Each member of the PTO shall be entitled to one vote. At the close of the electronic voting period, the voting results will be reported to the President. The President will announce the new officers through an electronic communication.

Constitution
St. Theresa Catholic School Parent-Teacher Organization
Ashburn, Virginia
May 27, 2020

Amendments

Amendment #1 to Article I. Name

The name of this organization is the St. Theresa Catholic School Parent-Teacher Organization of Ashburn, Virginia, hereafter referred to as the PTO.

[This amendment replaces all references to “St. Theresa School” throughout the Constitution and By-Law documents to “St. Theresa Catholic School”.]

Amendment #1 to Article III. Membership

Membership is open to all parents and guardians of the students of St. Theresa Catholic School, the faculty, pastor, and principal. Dues will be established annually by the Executive Board and will be due and payable at the first general meeting of the school year. The membership dues are per family (collectively “household”). Each household shall be recognized as one (1) voting member and each household shall be entitled to one (1) vote. Notwithstanding the foregoing, the pastor, principal, and faculty without child(ren) attending St. Theresa Catholic School, shall not be required to pay the annual dues.

[This amendment further defines membership and voting rights and excludes certain members from the obligation of paying dues.]

Constitution
St. Theresa Catholic School Parent-Teacher Organization
Ashburn, Virginia
May 27, 2020

Amendments

Amendment #3 to Article IV. Officers and the Election Process

The elected officers of the PTO shall be the President, the Vice President, the Secretary, and the Treasurer. Officers will be nominated and elected in the spring by online ballot. They will assume office immediately after the end of the school year. During the interim period after the election, but before the assumption of the office, the newly elected officers shall observe and study the incumbent officers acting in their respective roles in an effort to learn the procedures and processes associated with the office to which s/he has been elected. The length of term for any office is one year and no one may be elected for more than two consecutive terms in the same office. Only one spouse of a member family may serve on the board for a given term. The President must be an active member of the Roman Catholic Church.

The members of the Nominating Committee shall be appointed by the Vice President and confirmed by the Executive Board. A member may also submit his/her name to the Vice President for consideration of the position. The Nominating Committee shall consist of at least three members of the PTO who do not, at the time of the Appointment, hold any elective office in the PTO. These members shall be announced by the PTO in the spring through an electronic communication. The Nominating Committee shall accept nominations and actively solicit candidates for elective offices of the PTO. It shall submit its list of nominations to the Vice President, presenting at least one candidate each for the offices of President, Vice President, Treasurer, and Secretary. Each candidate who accepts the nomination must submit a statement of intent and a biography. These descriptions will then be distributed to all PTO members in the spring. Any other member who wishes to be considered after this date may submit his/her statement and biography to the Vice President for approval prior to the election and can be added to the ballot. The election will then proceed with an electronic notification from the PTO, identifying the time period during which votes may be cast and explain how to cast such votes electronically. Each member of the PTO shall be entitled to one vote. At the close of the electronic voting period, the voting results will be reported to the President and Principal. The President and Principal will announce the new officers through an electronic communication.

[This amendment serves to include the Nominating Committee under the Vice President's roles and responsibilities. It also includes the Principal in the reporting process.]

Constitution
St. Theresa Catholic School Parent-Teacher Organization
Ashburn, Virginia
May 27, 2020

Amendments

Amendment #2 to Article V. Executive Board

The Executive Board will consist of the President, Vice President, Secretary, Treasurer, immediate past President, Ways and Means chairperson, the Pastor and the Principal. They shall have full responsibility for the PTO's business affairs. They have sole voting responsibilities. Any fundraising must have their express approval.

The Executive Board shall also consist of the Hospitality Committee chairperson, the Room Parent coordinator, and three (3) Faculty members (as appointed by the Principal). However, they will not have full responsibility for the PTO's business affairs, nor will they have sole voting responsibilities. Also, their express approval is not required with regard to fundraising.

[This amendment serves to include the three (3) Faculty members as appointed by the Principal.]

Amendment #1 to Article VI. Meetings

This Article has been nullified in its entirety.

General meetings shall be held in the fall and spring as needed. The Executive Board shall meet monthly, unless determined otherwise by the President, Principal, and/or Pastor.

By-Laws
St. Theresa Catholic School Parent-Teacher Organization
Ashburn, Virginia
May 27, 2020

Amendments

Amendment #1 to Article I. Duties of the Officers

Section 1: The President shall:

- Call, preside, and set agendas of, all meetings of the PTO.
- Appoint the chairpersons of special committees and sit on all committees of the PTO ex-officio, except the Nominating Committee.
- Receive notices of committee meetings, as well as all communications dispersed by the committees.
- Represent the PTO to all other parish organizations.
- Be vested with any and all executive authority necessary to the proper performance of the above duties.

Section 2: The Vice President shall:

- In the absence of the President, perform all duties of the President.
- Appoint the three (3) members of the Nominating Committee as outlined in Amendment #3 to Article IV of the Constitution.
- Organize and prepare all communications to the General Membership and publicity of PTO events per the guidelines in Amendment #1 to Article VI. Distributions of the By-Laws.
- Encourage the school community to attend and participate in PTO activities.
- Perform duties as they are assigned to this office.

Section 3: The Secretary shall:

- Record and keep a permanent record of all meetings of the PTO.
- Attend to all correspondence of the PTO not coming under the jurisdiction of another officer.
- Maintain and keep updated a list of the members of the PTO.
- Keep the master copy of the Constitution, By-Laws, meeting minutes, and voting record of the St. Theresa Catholic School PTO.

Section 4: The Treasurer shall:

- Receive disbursement requests, which are then forwarded to the Principal and/or Pastor for approval and disbursement by the Parish Business Office in accordance with the Parish Office's policies and procedures.
- Maintain the PTO financial records and shall be subject to an audit at any time by any member of the PTO.
- Keep all PTO treasury records, including a line item budget, and deliver the records to the succeeding Treasurer.
- Provide profit and loss numbers to the President to be included in the agenda for the next Executive Board meeting.
- Provide PTO budgets at General Meetings, as needed.

Article VII. Finances

The St. Theresa Catholic School PTO follows the guidelines of the Office of Catholic Schools (OCS) in regards to finances. The PTO Executive Board, including the incoming President and Treasurer, will draft a budget each year that will be submitted in a timely manner to the OCS and followed. The PTO shall leave a minimum of \$10,000 in the treasury at the end of each fiscal year. The Pastor and Principal shall finalize all financial decisions.