

NATIVITY CATHOLIC SCHOOL PTO CONSTITUTION

*Accepted with changes by Fr. Martin, Pastor and Maria Kelly, Principal 1 June 2011
Submitted to membership October 1, 2011*

ARTICLE I – NATURE OF THE PTO

The Parent-Teacher Organization (PTO) must cooperate with the Pastor and Principal in all matters that pertain to the school. The role of the PTO Executive Board is to serve in an advisory capacity to the school administration. This organization shall operate under the auspices of the Church of the Nativity and Arlington Diocese. Final authority in matters of decision-making and school policy rests with the Pastor and Principal.

ARTICLE II – MISSION STATEMENT

Nativity School's PTO provides support and channels parental assistance to the school's leadership on matters such as fostering communication about school fundraising, student recruitment and marketing, and other development activities; enlisting the help of parents and other resources for the benefit of the school; and other school matters as raised and approved by the school's Principal and Pastor.

ARTICLE III – MEMBERSHIP AND VOTING

The membership of the PTO shall consist of the parents/guardians of each student enrolled in the preschool and in grades Kindergarten through 8, as well as the teachers, Principal, and Pastor. Other family members of a student may also attend the general meetings of the PTO, but they do not hold voting rights. Parents/guardians, [faculty](#), administration and staff are voting members of the PTO and receive one vote per family. Faculty, that are also school parents, have one vote. Members are strongly encouraged to attend at minimum *one* general meeting and any of the executive board meetings each school year.

The Members shall have voting rights for executive board officer elections, approval of minutes and amendments to the By-Laws. In the case of a tie vote, the President or presiding officer shall cast the deciding vote.

ARTICLE IV - SELECTION OF OFFICERS

The Officers of the PTO Executive Board are the President, Vice-President, Secretary, and Treasurer. Executive Board Officers shall be elected, by a majority of the general membership present at the Annual Spring Election occurring no later than May 15 of each year [unless otherwise communicated to the school community in writing no later than May 1.](#)

Persons nominated to serve as a PTO board member must receive the approval of the Pastor and Principal per the nomination procedures.

The term of each office shall be for one year and no officer shall serve longer than two consecutive terms in the same office. In the event that there is no nominee for the office of President, the Principal may appoint one as necessary to include the current President or other qualified PTO parent member.

The duties of the officers are as follows:

1. The President shall preside at and prepare agendas for all meetings.

2. The Vice-President shall act as an aide to the President and, in the absence of the President, perform all duties assigned to that office.
3. The Secretary shall keep the minutes of the PTO meetings and be responsible for coordinating the dissemination of the minutes and notices to members of upcoming meetings.
4. The Treasurer shall work with the school bookkeeper to manage the funds of the PTO in accordance with Diocesan financial guidelines. The treasurer shall keep an accurate account of all receipts and disbursements and shall report on the financial status at each PTO meeting.

ARTICLE V – FIDUCIARY RESPONSIBILITY

All PTO monies must be deposited in the parish or school account as designated by the Pastor. In consultation with the Principal, the PTO executive board officers should prepare a budget and submit it to the Pastor and Principal for approval.

ARTICLE VI – PARENT COMMUNICATION

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee and by the PTO President and his/her designee.

ARTICLE VII – MEETINGS

PTO General Meetings shall be held a minimum of two times a year. The President may call special meetings, with the Principals' approval, during other times of the year. Committees will regularly report to the PTO regarding topics relevant to the interests of general membership.

The Executive Board will meet at a minimum of four times each year. Members are encouraged to attend all executive board meetings.

ARTICLE VIII - AMENDMENTS

The Constitution may be amended by and subjected to the approval of the Pastor and the Principal.

The By-Laws may be amended at any meeting by a majority vote of those members present at an executive or general board meeting subject to the approval of the Pastor and the Principal.

Nomination and Election Procedures may be changed with the approval of the Executive Board with the approval of the Principal. The timing of events may be updated each year to accommodate the school calendar.