

## **Benedictine College Preparatory Parent Teacher Organization Bylaws**

### **Article I – Name**

The name of the organization is the Benedictine College Preparatory Parent Teacher Organization.

### **Article II – Definitions**

The terms used throughout these Bylaws are defined as follows:

“School” means Benedictine College Preparatory.

“PTO” means the School parent teacher organization.

“Bylaws” means the School PTO bylaws.

“Abbot” means the School abbot.

“Headmaster” means the School headmaster.

“Assistant Headmaster” means the School assistant headmaster.

“Faculty” means the School faculty.

“Members” means the School PTO members.

“Officers” means the School PTO elected officers.

“Slate of Officers” means the School PTO nominating committee slate of officers proposed for election.

“Ex Officio Officers” means the School PTO ex officio officers.

“Executive Board” means the School PTO executive board.

“Board of Trustees” means the School board of trustees.

“Meeting” means a School PTO meeting.

“Executive Board Meeting” means a School PTO Executive Board meeting.

### **Article III – Function**

To promote the education and spiritual welfare of the students of the School by encouraging the ideals of Christian education and an active religious life.

To foster improved understanding of the mutual educational responsibilities of students, parents, and faculty.

To collaborate with the Abbot, Headmaster and Faculty.

To encourage and promote the continued development and growth of the School and the general principle of Catholic school education.

To serve as liaisons for important School and outside organizations.

To host special events for the School.

To provide hospitality services for School events and activities.

To provide support services for the School and its activities.

To support the needs of the School through funds generated.

### **Article IV– Membership**

The Headmaster, Assistant Headmaster, Faculty, and parents or guardians of currently enrolled students at the School shall be Members.

### **Article V – Dues**

Section 1. The Executive Board shall establish, and change as necessary, dues by a majority vote.

Section 2. Dues shall be collected at registration and turned over to the PTO Treasurer by the School by the end of each September.

Section 3. Each non-Faculty Member is required to pay annual dues.

### **Article VI – Authority to Act**

No Member shall at anytime act or purport to act on behalf of, or in the name of, the PTO without prior authority of the Executive Board.

### **Article VII –Officers and Ex Officio Officers**

Section 1. Officers. The President, First Vice President (Programs), Second Vice

President (Volunteers), Third Vice President (Cadet Shop), Secretary, and Treasurer shall be the Officers. Section 2. Ex Officio Officers. The Abbot, Headmaster and Assistant Headmaster shall be Ex Officio Officers.

### Section 3. Selection of Officers.

A. A Nominating Committee shall be appointed by the President, with the majority approval of the voting members of the Executive Board, prior to the regular Spring meeting. The Nominating Committee shall consist of at least three non Faculty Members. The Nominating Committee shall prepare the recommended Slate of Officers for the next school year.

B. The Slate of Officers will be announced to the Officers and Members in March.

C. The Slate of Officers will be voted on by the Members at the May PTO meeting. Additional nominations may be made from the floor. Election shall be by a majority vote of the Members present and voting.

D. The term of Officers shall be from June 30 until the subsequent June 29.

E. The President will assume a position on the Board of Trustees, effective June 30 of each year.

F. No one may serve more than two complete consecutive terms in the same elected office.

### Section 4. Vacancies.

A. If the office of the President becomes vacant, the First Vice President shall become President for the unexpired term of this office.

B. If any other office becomes vacant, such vacancy shall be filled by a majority vote of the voting members of the Executive Board.

C. The PTO shall be informed of any changes on the Executive Board no later than at the PTO's next regular meeting.

### Section 5. Removal from Office.

A. Any Officer may be removed for cause by a two-thirds vote of the Members after such Officer has been furnished with notice that such removal will be sought, and with the charges, in writing, signed by not less than one-third of the Members, and allowing such Officer thirty days within which to appear and defend himself.

B. The Headmaster shall have authority to remove any member of the Executive Board if the Headmaster, in his sole discretion, deems it to be in the best interest of the School.

#### Section 6. Duties of Officers.

A. The President shall:

1. Plan and direct the activities of the PTO.
2. Preside at all meetings of the PTO and the Executive Board.
3. Appoint the chairperson of the Standing Committees, with the majority approval of the voting members of the Executive Board.
4. Appoint all Liaisons, with the majority approval of the voting members of the Executive Board.
5. Make all special appointments.
6. Plan the meetings and activities of the PTO.
7. Represent the PTO at meetings of the Board of Trustees.
8. Sign all official documents and papers on behalf of the PTO.
9. Be the representative of the PTO to make contact, send condolences, cards and flowers upon important occurrences.
10. Deliver all official records in his custody to his successor within ten days of the expiration of his term of office.

B. The First Vice President (Programs) shall:

1. Coordinate programs for the Meetings.
2. Introduce guest speakers.
3. Work with the School's staff to make arrangements for Meetings.
4. Promote incentives to increase Meeting attendance.
5. Have all the power, and perform all the duties of, the President in the absence of, or by delegation of, the President.
6. Service as chairperson of the Academic Excellence Committee.

7. Deliver all official records in his custody to his successor within ten days of the expiration of his term of office.

C. The Second Vice President (Volunteers) shall:

1. Recruit chairpersons of all Hospitality functions, and oversee the activities of the same.

2. Recruit and appoint, with the majority approval of the voting members of the Executive Board, chairpersons of all Special Committees, and oversee the activities of the same. Special Committees may include such events or activities such as Grandparent's Day Banquet, Mother/Son Banquet, Father/Son Banquets, and the National Honor Society Induction.

3. Deliver all official records in his custody to his successor within ten days of the expiration of his term of office.

D. The Third Vice President (Cadet Shop) shall:

1. Perform all duties necessary for the operation and management of the Cadet Shop.

2. Provide a financial report at Meetings. Such reports shall include receipts and expenditures of the Cadet Shop.

3. Provide inventory assessment at the beginning of the School's academic year, and at end of each semester.

4. Deliver all official records in his custody to his successor within ten days of the expiration of his term of office.

E. The Secretary shall:

1. Record the proceedings of the Meetings and the Executive Board Meetings, keep them in his custody, and distribute copies to the Executive Board and others designated by the Executive Board.

2. Be responsible for any correspondence and meeting notices.

3. Be responsible for placing articles, notices, and other information in the School's Newsletter.

4. Sign, together with the chairman, all official documents.

5. Keep on file all communications received and dispatched from the PTO or the Executive Board.

6. Keep an accurate list of the names, addresses, and electronic mail addresses of all Executive Board Members, the chairpersons of all Standing Committees and Special Committees, Liaisons and Special Appointments, and make such list available to the same upon request.

7. Serve as chairperson of the Communications Committee.

8. Deliver all official records in his custody to his successor within ten days of the expiration of his term of office.

F. The Treasurer shall:

1. Deposit, disburse and safekeep all PTO funds, and keep an accurate account of the same.

2. Open and maintain bank accounts in the name of PTO as follows:

a. General Account. The Treasurer may open and maintain such

account in conjunction with the President. b. Cadet Shop Account. The Treasurer may open and maintain

such account in conjunction with the Third Vice President (Cadet Shop). c. Special Accounts.

The Treasurer may open and maintain such accounts in conjunction with the President.

3. Disburse funds under the following conditions:

a. Any expenditure in accordance with an annual budget, or amended budget, approved by the Executive Board; or b. Any expenditure not exceeding \$200.00 by authority of the Executive Committee from a source other than those allocated for expenditure in the annual budget or amended budget.

4. Work with the School Finance Office to ensure that all funds due the PTO and the School are properly disbursed.

5. Prepare a financial statement at the close of the academic year.

6. Prepare an annual budget in accordance with Article XV.

7. See to the preparation of all reports and filings required by Federal and Virginia law.

8. Deliver all official records in his custody to his successor within ten

days of the expiration of his term of office.

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## **Article VIII – Executive Board**

Section 1. The Executive Board shall be composed of the Officers and the Ex Officio Officers. However, only the Officers shall be voting members.

Section 2. The President and the Secretary, respectively, will act as chairperson and Secretary of the Executive Board.

Section 3. The Executive Board shall meet monthly from September through May, and such other times as the President, the Headmaster, or three Executive Board members shall call.

Section 4. The Executive Board may cancel a meeting if the President deems it appropriate to do so. However, two consecutive meetings shall not be canceled.

Section 5. Three members of the Executive Board shall constitute a quorum for an Executive Board meeting.

Section 6. Any Executive Board Member may be represented at any Executive Board Meeting by a proxy. Any proxy may be withdrawn by any Executive Board Member giving it at any time prior to its exercise.

Section 7. The chairpersons of all committees, as well as liaisons, should either attend, or provide a report for, all Executive Board Meetings. Special appointments are welcome to attend all Executive Board Meetings.

Section 8. Members may request to attend Executive Board meetings, and, such request shall be granted unless it be deemed inappropriate for such Member to do so by either the Headmaster or a majority vote of the voting members of the Executive Board. Regardless, however, the Executive Board shall reserve the right to close certain portions of its meetings at either the decision of the Headmaster or a majority vote of the voting members of the Executive Board.

## **Article IX – Committees**

Section 1. There shall be Standing Committees with chairpersons, members and responsibilities as follows:

A. Academic Excellence. This committee shall be chaired by the First Vice President (Programs), and shall contain such Members as recruited by the committee chairperson. This committee shall be responsible for preparing programs and events promoting academic excellence at the School.



B. Audit Committee. This committee shall be chaired by a Member appointed by the President. However, the chairperson shall not be either the Treasurer or the Third Vice President (Cadet Shop), and shall contain such Members as recruited by the committee chairperson, but shall not include either the Treasurer or the Third Vice President (Cadet Shop). This committee shall conduct an annual examination of the books and records of the PTO and deliver its report to the President no later than July 1st of each year.

C. Communications Committee. This committee shall be chaired by the Secretary, and shall contain such Members as recruited by the committee chairperson. This committee shall be responsible for maintaining effective communication with the Members.

D. Hospitality Committee. This committee shall be chaired by a Member appointed by the President, recommended by the Second Vice President (Volunteers), and shall contain such Members as recruited by the committee chairperson. This committee shall be responsible for functions such as Open Houses, Formal Dances, New Parent Reception, Commissioning Exercises, Back to School Night, end of the year Teacher Appreciation Luncheon, Teacher Week coordination, and such other events as may, from time to time, be designated.

Section 2. The President may create Special Committees from time to time as deemed necessary or appropriate.

#### **Article X – Liaisons**

There shall be Liaisons with duties as follows:

A. Advancement Liaison. This liaison shall act as an intermediary with the School's Advancement Office and shall keep the Executive Board apprised of the activities and concerns of the same.

B. Athletic Association Liaison. This liaison shall act as an intermediary with the School's Athletic Association and shall keep the Executive Board apprised of the activities and concerns of the same.

C. Faculty Liaison. This liaison shall be appointed by the Headmaster to represent interests of the faculty as members of the Executive Board and shall keep the Executive Board apprised of the status and concerns of the same.

D. Military Liaison. This liaison shall act as an intermediary with the School's Military Department and shall keep the Executive Board apprised of the activities and concerns of the same.

E. Parent Council. This liaison shall act as an intermediary with the Parent Council of Richmond shall keep the Executive Board apprised of the activities

and concerns of the same.

F. Saint Gertrude Liaison. This liaison shall act as an intermediary with the Saint Gertrude High School Parent Teacher Organization. The Liaison is also responsible for working with Saint Gertrude High School in coordinating the New Family Picnic. This liaison shall keep the Executive Board apprised of the common interests and activities of the School with Saint Gertrude High School.

### **Article XI – Special Appointments**

The President shall appoint persons to the following special positions, who shall serve at the pleasure of the President:

Section 1. Historian. A historian shall be appointed whose duties shall include keeping records regarding the history and activity of the PTO. The Historian shall also be familiar with the history of the School.

Section 2. Parliamentarian. A parliamentarian shall be appointed whose duties shall include advising the President, Executive Board and Members with respect to the requirements of the Bylaws, and applicable provisions of Robert’s Rules of Order.

Section 3. Other Positions. Except as otherwise provided herein, other persons may be appointed to such positions, and have such duties, as may be from time to time determined by the President.

### **Article XII – Meetings**

Section 1. Regular Meetings. The PTO shall meet no less than two times during the academic year, once in the Fall, and once in the Spring.

Section 2. Special Meetings. Special meetings may be called by the President or Headmaster whenever they deem necessary or appropriate.

Section 3. Twelve Members shall constitute a quorum for a Meeting.

### **Article XIII –Parliamentary Authority and Procedures**

All Meetings, Executive Committee Meetings, and committee meetings shall be conducted in accordance with the then current edition of Robert’s Rules of Order.

### **Article XIV – Order of Business**

The following shall be the Order of Business for all Meetings and Executive Committee Meetings:

A. Call to Order. B. Note Attendance. C. Opening Prayer. D. Review and Approval of Minutes from Last Meeting. E. Report of Officers. F. Report from Standing Committees. G. Report from Special Committees. H. Report from Liaisons. I. Old Business. J. New Business. K. Upcoming Events. L. Announcements. M. Program (if applicable). N. Adjournment.

#### **Article XV – Financial Provisions**

Section 1. General Policy. The PTO shall operate on a “pay as you go” basis and shall not incur any indebtedness.

Section 2. Signature Requirements.

A. General Account. The General Account shall require two signatures, the Treasurer and the President, for the withdrawal of any funds. However, authorized expenditures may be written by check signed by either one of these required signatures. B. Cadet Shop Account. The Cadet Shop Accounts shall require two signatures, the Treasurer and the Third Vice President (Cadet Shop), for the withdrawal of any funds. However, authorized expenditures may be written by check signed by either one of these required signatures. C. Special Accounts. Any special accounts established shall require two signatures, the Treasurer and the President, for the withdrawal of any funds. However, authorized expenditures may be written by check signed by either one of these required signatures.

Section 3. Annual Budget. An annual budget will be prepared and presented to the Executive Board at the May Executive Board Meeting each year. The annual budget will be adopted after majority approval of the voting members of the Executive Committee. Subject to other requirements set forth in this Article, once adopted the Annual budget will act as an authorization to disburse funds accordingly. Amendments to the Budget or supplemental spending authorization may be voted on at any Executive Board Meeting.

Section 4. - Fiscal Year. The fiscal year of the PTO shall be from June 1 through May 30).

## **Article XVI – Interpretive Provisions**

Section 1. Captions and Headings. The captions and headings used in these Bylaws are inserted only as a matter of convenience and for reference, and in no way limit or otherwise affect the scope, meaning or effect of any provision of these Bylaws.

Section 2. Pronouns. Masculine pronouns are used in these Bylaws only as a matter of proper grammar and shall be construed to include persons of either sex.

Section 3. Severability. Each provision of these Bylaws are severable from every other provision hereof and the invalidity of any one or more provisions of these Bylaws shall not change the meaning of or otherwise affect any other provision hereof.

## **Article XVII – Amendments**

These Bylaws may be amended at any regular meeting by a majority vote of the Members present and voting, provided notice has been given at the previous regular business meeting. Such amendments shall become effective immediately upon their approval.

Amendment 1. Change of Name. Wherever it appears in these Bylaws, “Benedictine High School” shall be replaced with “Benedictine College Preparatory.” (approved 6/6/2012)

Amendment 2. Electronic Voting. Any action which is required to be taken, or which may be taken, at a meeting of the Executive Board, may be taken without a meeting as follows: The President may submit a matter to the Executive Board members for vote by e-mail, with the e-mail clearly setting forth the issue(s) upon which a vote of the Executive Board is sought and setting a deadline of not less than 48 hours for e-mail votes to be submitted by reply e-mail. The subject line of the e-mail message shall read, “FOR EXECUTIVE BOARD VOTE – RESPONSE REQUESTED.” If prior to the specified deadline three or more voting members request by reply e-mail that the matter be considered at a meeting of the Executive Board, then the matter shall not be decided by informal action pursuant to this Amendment. Otherwise the matter shall be decided by a majority of the e-mail votes of Executive Board members responding within the deadline, provided that the number of Executive Board members returning e-mail votes within the deadline would be sufficient to establish a quorum if a meeting of Executive Board had been held. In the event e-mail is not available to the Executive Board member, he/she may telephone or transmit via facsimile his/her vote or position. Action taken by Directors pursuant to this section shall have the same force and effect as action taken at a meeting of the Executive Board. (approved 6/6/2012)

Bylaws Revised and Approved: 1/16/2007 Amendments Approved as noted.

Bylaws Reviewed and approved without changes. August 2017.