

**VISITATION SCHOOL
PARENT TEACHER ORGANIZATION
BYLAWS
Revised March 2023**

1. Mission Statement of Visitation School

Visitation Catholic School, a ministry of Visitation Parish, strives for academic excellence in a Christ-centered environment as it provides quality spiritual, moral and social development for young people in the community we serve. We cultivate and share Catholic values, knowledge, and culture with a spirit of mutual respect, responsibility and love.

2. Mission and Collaboration of Parent Teacher Organization

The Parent Teacher Organization (PTO) is a Visitation School Ministry that assists the Pastor, the Principal, the teachers and the school's policy board, the School Ministry Team (SMT), in furthering the mission of Visitation School by planning school activities and programs, and through fundraising. PTO has a self-perpetuating board and operates independently. Since financial support and school programs are integral to the school's mission, SMT shall oversee PTO's efforts. To facilitate collaboration between PTO and SMT, PTO shall report regularly on PTO developments at SMT meetings, and shall share budget information, meeting agendas, meeting minutes and important decision-making with SMT officers or the relevant SMT committees and be guided by SMT input accordingly.

3. Duties and Responsibilities of PTO

A. PTO's main duty and responsibility shall be to:

- i. provide financial support through PTO sanctioned fund-raisers;
- ii. recruit and coordinate volunteers or committee chairs for PTO sanctioned fund-raisers and coordinate school programs and activities;
- iii. support the Principal, teachers and administrators; and
- iv. promote cultural arts programs.

B. Attached to these Bylaws is a list of the standing committees overseen, staffed or funded by PTO, which list shall be updated from time to time to meet the needs of the school.

C. In fulfilling these responsibilities, PTO is committed to best organizational practices, transparent financial accounting, and open and inclusive processes.

4. Membership

The membership of PTO includes all of the school's teaching staff and all of the parents (or guardians) of students attending Visitation School. School families will pay an annual fundraising fee (charged after school registration fee is complete) of \$100 per child.

5. Composition and Expectations of the Executive Committee

A. An Executive Committee of between 12-14 voting members shall manage and oversee PTO's business and affairs, subject to SMT approval. Each member of the Executive Committee shall have one vote on committee matters. The Executive Committee shall consist of the following persons serving the length of term listed.

Title	Number	Term
President	1	1 Year
President Elect	1	1 Year
Past President	1	1 Year
Treasurer	1	2 Years
Secretary	1	2 Years
Volunteer Coordinator	1	2 Years
Vis Dining Out Coordinator	1	1 Year
Cultural Arts Coordinator	1-2	2 Years
Marketing/Communications	1-2	2 Years
Teacher Appreciation	1	1 Year
Members at Large	2-3	1 Year
Principal/Vice Principal	1	1 Year
Teacher(s)	1-2	1 Year

Total Executive Committee Members 14-18

B. The Executive Committee is a self-perpetuating committee with members and officers being selected as described below.

C. The President-Elect, President and Past President shall succeed one another in office and accordingly will effectively serve three year terms. President-Elect is an office requiring a new member appointment each year. These offices may be carried out by husband and wife teams, but each team shall be limited to one vote.

D. The offices of Treasurer, Secretary, Volunteer Coordinator, and Cultural Arts Coordinator are multi-year appointments that should be staggered to promote continuity from year to year.

E. Members at Large serve one year terms. Such membership is a precursor to serving on one of the standing committee of PTO. In recruiting Members at Large, the Executive Committee should seek to balance candidates with children in primary, intermediate and middle school grades.

F. The Executive Committee may remove a member of the Executive Committee by two-thirds vote if such member fails to fully participate in committee activities and for other good cause.

6. Selection of Executive Committee Members

- A. The Executive Committee is a self-perpetuating committee.
- B. The Executive Committee shall select persons to fill vacancies for the expiring Executive Committee offices for the following school year at its May meeting or as soon thereafter as is practical.
- C. Prior to the May meeting the President shall identify which offices are vacant and with the assistance of the members advertise the vacancies and recruit potential candidates through both school and parish communications.
- D. PTO members, including parents or teachers, parishioners, current Executive Committee members, and current officers may nominate members, including themselves, for vacant positions on the Executive Committee.
- E. If more than one person is nominated for any vacant office a vote shall be conducted. Otherwise the nominee shall be appointed by "acclamation".
- F. The President Elect assumes the role of President and the President, that of Past President, on the first day after the end of the school year.

7. Executive Committee Officers

The Executive Committee Officers shall have the following responsibilities:

- A. The President shall:
 - i. preside over all meetings of PTO and the PTO Executive Committee;
 - ii. along with the Secretary, call meetings of the PTO Executive Committee and of PTO and prepare and circulate an agenda in advance of the meeting;
 - iii. appoint additional PTO committees and subcommittees and chairpersons of such committees as necessary and appropriate;
 - iv. along with the Treasurer, oversee major PTO expenditures;
 - v. oversee the selection/appointment of new Executive Committee members and officers;
 - vi. serve as the PTO delegate on SMT in accordance with SMT's bylaws; and
 - vii. serve or appoint a member to serve on Visitation Parish's Administrative Ministry Team's (AMT)
- B. The President Elect shall, in the absence of the President, perform the duties of the President. In the case of a permanent vacancy in the office of the

President, the President Elect shall serve as President for the remainder of the vacated term and for the following year as well. The President Elect shall serve on committees deemed appropriate by the President or Executive Committee, and assist with the President's responsibilities as requested by the President.

C. The Treasurer shall:

- i. keep an accurate account of all funds received and disbursed by PTO and is charged with the safe-keeping of all PTO funds;
- ii. disburse funds in accordance with PTO budget or otherwise as directed by the Executive Committee or President;
- iii. present a financial report at all regular meetings;
- iv. submit an itemized budget to the Executive Committee for approval in March and provide a copy to AMT once final;
- v. report PTO's financial status to SMT and the Parish Council as requested; and

Unbudgeted disbursements in excess of \$500 require Executive Committee or the President's approval. In preparing the annual PTO budget each summer, the Treasurer shall rely on past year's actual results rather than prospective budgets submitted by fundraising chairpersons, it being understood as discussed below, that the fundraising chairpersons are not expected to prepare their respective budgets until they begin to plan the event with their committees during the school year.

The Executive Committee is committed to, and the Treasurer shall assure that, PTO budget and financial matters are handled very transparently, with any PTO member, whether a parent or teacher, or parishioner, having open access to PTO's finances.

D. The Secretary shall:

- i. keep an accurate record of the proceedings of PTO;
- ii. handle all PTO correspondence as designated;
- iii. prepare and circulate for approval the minutes of Executive Committee meetings;
- iv. keep custody of PTO's books and records; and
- v. support all other PTO activities as requested by the Executive Committee.

E. The Volunteer Coordinator shall:

- i. recruit and coordinate volunteers and oversee the appointment of committee chairs for all PTO purposes;
- ii. cause the committee chairpersons to report to the PTO Executive Committee, as needed; and
- iii. communicate with the Service Coordinator of SMT as appropriate.

F. The Cultural Arts Coordinator(s) shall individually, or with the assistance of a committee, oversee programs to enhance the cultural enrichment of the children of Visitation School. The Cultural Arts Coordinators

- i. schedule cultural events for each grade every year;
- ii. with the curriculum in mind, expose students to the various major arts organizations as well as unique opportunities that arise in the community throughout the school year;
- iii. coordinate the annual tours/workshops at the Nelson-Atkins Museum of Art with the Cultural Arts Committee;
- iv. submit to the Principal, a list of cultural arts activities that are age appropriate before providing the list to teachers of selected grade levels;
- v. work with teachers to select from the activities provided. For those specific grades that are not provided a choice of cultural arts activities, they will be required to attend an age-appropriate event chosen by the Cultural Arts Coordinator and approved by the Principal with the intended purpose of being able to establish a tradition where certain grades attend the same specific event every year.
- vi. communicate with the Treasurer the transportation costs to cultural arts events to be included in the PTO cultural arts budget.

G. The Marketing/Communications coordinators shall:

- i. lead all PTO Marketing efforts,
- ii. assist SMT with any of their marketing needs among the parents and teachers,
- iii. create and distribute all PTO communications in a manner that is consistent and professional manner,
- iv. create jotforms to collect payments as required for PTO purposes.

- H. Teacher Appreciation - The coordinator arranges monthly teacher lunches provided by parents as well as catering for teacher in-service days and end of semester faculty and staff celebrations.
- I. The Past President shall serve as a mentor to the current President.
- J. The Principal/Assistant Principal shall serve as the school administrative representative.
- K. A Teacher(s) shall serve as the school staff representative(s).
- L. The Members at-Large will serve as advisors to the PTO Executive Committee and as candidates for open Executive Committee offices in the following year. Members at-Large will serve on a committee or will volunteer to assist an Executive Committee officer with his/her responsibilities.

8. Meetings, Quorum and Voting

- A. The Executive Committee shall schedule regular monthly meetings from August to June. Executive Committee meetings are open to any PTO member or parishioner. The President or any three members of the Executive Committee may call a special meeting.
- B. The Secretary or President shall provide reasonable notice of meeting dates to members of the Executive Committee.
- C. Executive Committee members are expected to attend all regular and special meetings of the committee and to fully participate in the committee functions and duties. Executive Committee members should notify the President in advance if they will miss a meeting due to a conflict. No more than two unexcused absences are permitted per year.
- D. Each of the Major Event Fundraising Committee Chairs shall attend one to three PTO meetings preceding and/or following their fundraising event to report on their efforts and any issues that need to be addressed with respect to the fundraising event (*e.g.*, budget issues, schedule, volunteer coordination efforts, etc.). The Executive Committee shall select and identify the meetings that each Major Event Fundraising Committee Chair shall attend.

A list of Major Event Fundraising activities overseen by the Executive Committee, is attached to these Bylaws, which list shall be updated from time to time to meet the needs of the school. The President shall coordinate with each Major Event Fundraiser chairperson the preparation of an itemized budget, the timely submission of the budget to the Executive Committee and its approval by the Executive Committee.

- E. A majority of members on the Executive Committee present for a meeting shall constitute a quorum. Members may appear and vote by proxy. A

majority vote of those present for a meeting shall constitute Executive Committee action.

- F. To enable timely decision-making on non-controversial, routine matters the Chairperson may conduct a vote on a matter proposed by a member through electronic means (by e-mail, texting or the equivalent). If a majority votes in favor of the measure, and provided there are no objections or requests for face-to-face discussion, the matter shall be approved.
- G. Roberts Rules of Order: The Executive Committee shall apply Roberts Rules of Order to conduct meetings except where inconsistent with these Bylaws.

9. End of Year Transitioning

By the 15th of June of each year, all PTO representatives with financial responsibilities who are transitioning from their roles (e.g., outgoing PTO Presidents, fund-raising chairs and PTO Treasurer) will transition all financial responsibilities and information to the incoming PTO representatives who will have those financial responsibilities the next school year. The transition of financial responsibilities will include, but is not limited to: transfer of signatory authority to bank accounts, checkbooks, financial documents, budget materials/documents, log-ins and passwords for financial institutions, charitable giving and event registration websites.

10. Bylaw Review and Amendment

The Executive Committee shall review these by-laws annually. The Executive Committee may amend the bylaws by two-thirds vote upon reasonable advance written notice, including a copy of the proposed revisions. The Executive Committee shall provide a copy of the revisions to SMT for their records.

**VISITATION SCHOOL
PARENT-TEACHER ORGANIZATION
2021 COMMITTEES/VOLUNTEER OPPORTUNITIES**

AUCTION (Major Event Fundraiser)

Visitation's annual auction is our biggest fundraiser of the year. Volunteers are needed for prize acquisition, decorations, set-up and clean-up, publicity and much, much more.

BOOK FAIR

The book fair is a book sale held at the school to help raise funds for our School Library. The week-long fair takes place in November, and is the same week as the parent-student-teacher conferences. Many volunteers are needed to help sell books to the parents and children throughout the week.

CATHOLIC SCHOOLS WEEK

Coordinate with school administration in the planning of special activities for each day of Catholic Schools Week, which begins the last Sunday in January. Work with Parish staff to plan students' involvement during the week.

VIS DINING OUT PROGRAM

Volunteers reach out to local restaurants, grocery stores to form relationships so that family purchases at partner businesses result in retail rewards back to PTO and Visitation School.

FATHER/DAUGHTER AND MOTHER/SON EVENTS

Each year, there will be an event honoring the Father/Daughter and Mother/Son relationships. Traditionally, the Father/Daughter event has been a dance and has taken place in conjunction with Grandparents' Day. Several individuals are needed to coordinate each grade to coordinate logistics for the event and to recruit volunteers to arrange for jobs (such as decorations, refreshments, set-up, clean-up, desserts and pictures).

FIELD DAY

During the last week of school, a field day is held for the entire school. Volunteers are needed to help set up, serve lunch and tear down.

FLOWER SALE (Major Spring Fundraiser)

Volunteers coordinate choosing and purchasing live plants from the school's vendor/grower. They organize set up, volunteer recruitment, distribution and break-down. Families pick up their orders in the school parking lot. PTO may choose between either flower sale or trash bag sale as spring fundraiser.

GRANDPARENTS' DAY

Volunteers serving on this committee help plan Grandparents' Day, a special occasion during the school year when we can celebrate our grandparents and all they have done and continue to do for us. This committee will also help develop links between the school and our grandparents.

HOSPITALITY COMMITTEE

Volunteers make cookies or provide other refreshments for various school functions throughout the year. These events include Back to School Night, Kindergarten Open House, First Day Open House, and others.

HOT LUNCH SERVER

A hot lunch is available to students daily. We rely on parent volunteer power to help serve the meal each day. We also will be supervising microwaves. Volunteers work from 10:30 to 1:00 and usually commit to working once or twice a month. Help is also needed to count money and tally menu counts the 3rd Wednesday evening of every month.

MOM'S NIGHT OUT

Several volunteers are needed to help plan get-togethers for the moms.

NEW FAMILY PROGRAM

Families are needed to help incoming families, by being buddies and helping with several new parent events. Buddy families contact a new school family in early summer and offer to answer any questions they may have about our school (procedures, school uniform, car pool etiquette, etc.) We will also have one or more summer get-togethers.

PICTURE DAY

A couple of volunteers are needed for the day of pictures (usually late September) to help usher the children to and from their rooms at the appropriate time and to make sure the younger children look neat for their pictures.

READING PROGRAM

Volunteers help students with Accelerated Reader quizzes and assist them in picking other books at their assigned levels. Volunteers also assist in book check out and keeping the bookshelves in order. Time commitment is one two-hour shift per month or more.

ROOM PARENT COORDINATOR

Sign-ups for room parents are at Back to School night. Room parents plan holiday parties and provide a number of other services for each class.

ST. PATRICK'S DAY PARADE

You don't have to be Irish to love the St. Patrick's Day Parade in Brookside. A few volunteers are needed to plan this event and to implement the plans.

SCHOOL SUPPLIES

Several people are needed to help organize and distribute school supplies.

TEACHER APPRECIATION COMMITTEE

Fun and enthusiastic parents are needed to help show our appreciation for the teachers and staff of Visitation School. Throw monthly "lounge parties" or plan other surprises throughout the year.

TEACHER CONFERENCE MEALS

The faculty and staff are treated to a wonderful dinner during the fall and spring parent-student conferences. The food is prepared by Visitation parents. A dozen people willing to prepare and/or serve the food are needed to help. The committee is also responsible for ordering food for the second day of fall conferences.

TRASH BAG SALE (Optional Spring Fundraiser)

Students will take orders prior to the fundraiser. We will need volunteers to organize the kick-off, count the money and orders and distribute the bags when they arrive. PTO can decide between trash bag sale or flower sale for spring fundraiser.

TRIVIA NIGHT

Which creatures live in a formicary? What was Alfred Hitchcock's last film, made in 1976? They may be complex, vulgar or mixed—what are they? Come and find out! Volunteers are needed to help with the annual Visitation Trivia Night. Tables compete against others for fun and prizes at this fundraiser.

UNIFORM EXCHANGE

Outgrown uniforms may be exchanged for free, used uniforms. One or two volunteers are needed to staff this for the first and last two weeks of school.

VISION/HEARING SCREENING

Volunteers are needed to help with student health screenings