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**St. Thomas Aquinas Regional School
Woodbridge, Virginia**

PTO Bylaws

Article I. NAME

1. The name of the organization shall be St. Thomas Aquinas Regional School Parent-Teacher Organization (Aquinas PTO).
2. Aquinas Mission Statement
 - a. Following the example of St. Thomas Aquinas, patron Saint of Catholic schools, our mission is to teach

Faith and Reason: that all truth comes from God and academic excellence finds its purpose in Him.
3. Nature of the organization/Mission of the PTO
 - a. Aquinas PTO seeks to support the mission of the school by
 - i. providing enrichment events to support parents in their vocation and to expand students' academic and extracurricular experiences.
 - ii. offering social events to strengthen the spirit of community among families.
 - iii. conducting fundraising events to rally community support for PTO events, teacher appreciation, and classroom materials.

Article II. OBJECTIVES

1. The Aquinas PTO collaborates with the school principal to brainstorm and carry out events that fulfill the PTO mission, to carry out and improve existing events, to build and monitor a PTO budget, and to rally volunteerism within the school community.

Article III. MEMBERSHIP

1. Ex Officio Members: The school principal is a non-voting, ex officio member. No meeting of the PTO may occur without the presence of the principal or her designee. The principal must approve all voting matters of the PTO before a vote is considered final (see Article VII, A). In the event that a principal is unable to attend a meeting, she may delegate this power of approval to her designee or reserve it, asking that the presidents or her designee seek the principal's approval on voting matters after the meeting.
2. PTO Liaison: The principal may choose to appoint a school staff member to regularly attend meetings to serve as liaison between the school office and the PTO. The PTO Liaison is a non-voting member.
3. Faculty Representative: The principal recruits and appoints a teacher to volunteer as the Faculty Representative as a voting member of the PTO for a term of two years.
4. Elected Officers: Aquinas PTO Officer positions are: President, Past President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Social Coordinator, and Enrichment Coordinator. All officers are voting members. Certain items for vote may be reserved to the vote of the officers.

5. General Membership: all parents of children enrolled at St. Thomas Aquinas Regional School are voting members of the Aquinas PTO. Membership dues are embedded in the annual school registration fee.

Article IV. OFFICERS

1. Officers: If possible, Aquinas PTO Officers are encouraged to work as husband-wife teams. Offices include: President, Past President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Social Coordinator, and Enrichment Coordinator. Along with these elected officers is a Faculty Representative, appointed by the principal for a term of two years.
2. Terms: PTO officer positions are held for two years, with the exception of the presidential positions which are held one year each for a total of three years moving from Vice President to President to Past President. The principal may ask officers to extend their term by one year, but not beyond three years. Upon ending their term, officers may be elected to a new office, but shall not serve consecutively in more than two offices (Vice President, President, Past President being considered as a single presidential office). If officers are not fulfilling their duties they may be removed from office after multiple reminders from the President and with the approval of the principal.
3. Elections: Open officer positions are announced to the school community toward the end of the academic year or when a position becomes vacant. Parents may nominate themselves or others for open positions. Elections are conducted by secret ballot provided to the entire school community. A simple majority is needed to elect an officer. If a simple majority is not met after the first ballot, another round of elections is held between

the top two candidates. Newly elected officers are notified by the past or rising president whichever is deemed appropriate. Newly elected officers begin their term of office on the last day of the school year. Outgoing officers should initiate a meeting with new officers to provide a supportive transition. Newly elected officers are announced to the general parent community before the beginning of the new academic year.

4. Roles and Responsibilities

- a. **President:** Oversees all PTO initiatives and runs meetings (PTO Meetings and President/Principal Meetings). The president sees that all meeting materials are sent to members one week in advance. For further details, see appendices.
- b. **Past-President:** Provides the president with a history of PTO initiatives conducted in the past and assists the president as needed. For further details, see appendices.
- c. **Vice President:** Conducts meetings in the absence of the president. Shadows and supports the president, preparing to become the president in the following year. For further details, see appendices.
- d. **Secretary:** Keeps a roster of PTO officers (noting the beginning of their terms) and event chairs, including their contact information. The secretary takes minutes at the meetings. Minutes are sent as a draft to the president, principal, and PTO liaison in a timely manner, allowing the minutes to be edited, distributed for a vote of approval, and published in the school newsletter while information is current. For further details, see appendices.
- e. **Treasurer:** Works with the president and the school business manager over the summer to draft a PTO budget for the approval of the principal. With the support of the school business manager, the treasurer monitors PTO income and expenses

in relation to the budget and reports on these at meetings. For further details, see appendices.

- f. **Social Coordinator:** Oversees Social events of the PTO, communicating regularly with event chairs, updating the president as needed, and reporting at meetings. In the case of a vacancy in an event chair position, the coordinator will collaborate with the PTO president and school principal to recruit or to cancel the event. For further details, see appendices.
- g. **Enrichment Coordinator:** Oversees Enrichment events of the PTO, communicating regularly with event chairs, updating the president as needed, and reporting at meetings. In the case of a vacancy in an event chair position, the coordinator will collaborate with the PTO president and school principal to recruit or to cancel the event. For further details, see appendices.
- h. **Fundraising Coordinator:** Oversees Social events of the PTO, communicating regularly with event chairs, updating the president as needed, and reporting at meetings. In the case of a vacancy in an event chair position, the coordinator will collaborate with the PTO president and school principal to recruit or to cancel the event. For further details, see appendices.
- i. **Faculty Representative:** This member of the Aquinas faculty represents the point of view of teachers at PTO meetings, thanking the PTO and reflecting upon successes, proposing considerations for improvement and offering input on new ideas discussed at PTO meetings. For further details, see appendices.

Article V. COMMITTEES

1. Subcommittees serve as planning teams for various PTO events. Each subcommittee has an event chair, who communicates regularly with the officer who is the Coordinator overseeing that event (Social, Fundraising, or Enrichment). For further details, see appendices.

Article VI. MEETINGS

1. PTO Meetings: PTO Meetings are conducted regularly as deemed appropriate by the president and principal. Dates for PTO officer meetings are announced by the president at the beginning of the school year. Full attendance is expected. Child care may be offered during the meeting at the discretion of the principal. All meetings are open meetings, with any interested parents invited via the school newsletter. Meeting materials (agenda, minutes, budget report, etc.) should be sent to all officers one week in advance.
2. President/Principal Meetings: In the months that do not have a PTO meeting or as deemed appropriate by the president and principal, the PTO president meets with the principal during the school day. Dates for these meetings should be scheduled at the beginning of the school year. . The principal may invite the PTO Liaison to participate in these meetings, at her discretion. Meeting materials (agenda, demonstration materials for any items under discussion) should be sent to the principal three days in advance.

Article VII. CONDUCT OF MEETINGS

1. Meetings are facilitated by the president and are generally conducted according to Robert's Rules of Order.

- a. Quorum: At least five voting officers must be present for any voting to be considered valid.
- b. Voting: A motion is made, seconded, and the president calls for a vote by show of hands for all in favor and all opposed. If the motion carries, the president requests the approval of the principal. All topics of voting and results are recorded by the secretary in the minutes. Any member may motion for a vote and is encouraged to do so when the mind of the body is unclear or when a meeting is being prolonged by continued discussion. Matters recommended for voting include but are not limited to: launching a new PTO initiative, an expense over \$100 not planned in the budget, or a major change to a planned event (date, location, etc.). All voting matters must be approved by the principal before the vote is considered final. The principal may choose to give approval during the meeting or later, outside the meeting, at her discretion.

2. Typical Agenda

- a. Call to Order
- b. Opening Prayer
- c. Approval of Minutes
- d. President Report
- e. Treasurer Report
- f. Enrichment Coordinator Report (see appendices for details)
- g. Fundraising Coordinator Report (see appendices for details)
- h. Social Coordinator Report (see appendices for details)
- i. Faculty Representative Report

j. Closing Prayer

Article VIII. AMENDMENT OF THE BYLAWS

1. Amendments to the bylaws may be presented in writing by any member at a meeting. The bylaws are considered so amended if voted by a simple majority and approved by the principal. The secretary should seek the signature of the principal on a revised copy of the bylaws and share the signed copy and an editable copy with the president, principal, and PTO liaison. No voting is required to amend the appendices to the bylaws; these are intended to be updated frequently for accuracy or improvements. Changes in some procedures outlined in the appendices (such as volunteer compliance and cash collection) must be approved by the principal.

Adopted:

Sister Mary Sabina DeMuth, OS Aug. 28, 2024
Principal of St. Thomas Aquinas Regional School Date

Appendix A: Officer Job Descriptions

Appendix B: Event Chair Job Descriptions (*under construction*)

Appendix C: Planning Committee and Day-Of Volunteer Job Descriptions (*under construction*)

Appendix D: Procedures and Sample Communications (*under construction*)

Appendix A: Officer Job Descriptions

PTO Past President Job Description

The PTO Past President will work closely with the PTO Presidents and PTO Vice Presidents and will serve in an advisory capacity.

Term: This will be the final year of a three-year term (Vice President in year one, President in year two, and Past President in year three).

Communication: Timely communication for PTO activities is critical. The PTO Past President will respond to questions from the PTO President and PTO Vice President regarding past practices and ways to implement or revise expectations (see [Communication Schedule](#)).

Financial Protocols: This is specific to events in which cash will be required (see [Cash Procedures for Volunteer Events](#)). The PTO Past President will respond to questions from the PTO President and PTO Vice President regarding past practices and ways to implement or revise expectations.

Volunteer Compliance: The PTO Past President will respond to questions from the PTO President and PTO Vice President regarding past practices and ways to implement or revise expectations to ensure the Volunteer Compliance requirements are met. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO President Job Description

The PTO President will head the PTO for St. Thomas Aquinas Regional School.

Term: This will be the second year of a three year term (Vice President in year one, President in year two, and Past President in year three).

The PTO President will:

- Work with the PTO Secretary and Development Specialist to create the PTO calendar for the school year
- Work with the PTO Treasurer and the Aquinas Business Manager to create the PTO budget for the year
- In collaboration with the Past President, Vice President, Secretary, and Treasurer along with the Principal and the Development Specialist, the PTO President will set clear goals for the year (ex. number of fundraisers and dollar amount to be raised, number of social community building events to be held, number of enrichment opportunities, etc.)
- Provide clear expectations to the Enrichment, Fundraising, and Social Coordinators regarding the deliverables expected for the year (ex. minimum of 6 spirit nights, Art to Remember fundraiser in the spring near Mothers' Day, etc.)
- Ensure the Coordinators have the support needed; if there is an issue, step in and assist with resolving
- At the PTO Meetings
 - Create the agenda and identify the materials needed for the meeting
 - Review all meeting materials prior to the meeting and provide feedback/correction if needed
 - Call the meeting to order
 - Ensure the meeting stays on track and is conducted in a timely manner
- PTO President/Principal Meetings
 - Create an agenda for each meeting
 - Work with the Coordinators to gather any materials needed to address items on the agenda

Communication: The PTO President will oversee the Vice President in the role of supporting the Coordinators to ensure all communication is functioning as it should.

- Coordinators to Event Chair: The Coordinator will initiate communication with the event chair ensuring activities are on track and the event chair has the needed resources.
- Event Chair to School: The Coordinator will ensure the event chair is aware of and on schedule with all school communication regarding the activity and has the resources necessary. If communication is not meeting expectations, the Coordinator will step in and correct the issue working with the event chair and ensuring the overall communication process is followed (see [Communication Schedule](#)).

Financial Protocols: The PTO President will oversee the Enrichment, Fundraising, and Social Coordinators to ensure the financial protocols are followed (see [Cash Procedures for Volunteer Events](#)).

Volunteer Compliance: All PTO Officers will be compliant as defined by the Diocese of Arlington. The PTO President will oversee the Enrichment, Fundraising, and Social Coordinators and will understand what compliance is to ensure all PTO events and activities are following the guidelines as required. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Vice President Job Description

The PTO Vice President will work closely with the PTO President and PTO Past President and the Enrichment, Fundraising, and Social Coordinators in support of activities sponsored by the PTO and any other school wide activities for which the PTO is asked to provide support. The PTO Vice President may represent the PTO President if needed and may serve as a designee.

Term: This will be the first year of a three-year term (Vice President in year one, President in year two, and Past President in year three).

The PTO Vice President will oversee the following events:

- Any event categorized as hospitality or outreach
- New Parent Orientation
- Back to School Night
- Open Houses
- Other events as deemed appropriate by the PTO President and Principal

Communication: Timely communication for PTO activities is critical. The Vice President will assist the Enrichment, Fundraising, and Social Coordinators in monitoring communication from the event chairs and ensuring it is timely. The Vice President will ensure the Coordinators are aware of and on schedule with communication under them and have the resources necessary. If communication is not meeting expectations, the Vice President will work with the Coordinators and correct the issue working to ensure the overall communication process is followed (see [Communication Schedule](#)).

Financial Protocols: This is specific to events in which cash will be required (see [Cash Procedures for Volunteer Events](#)). The Vice President will support the Enrichment, Fundraising, and Social Coordinators to ensure they are aware of and have the resources necessary to adhere to the Cash procedures for any events/activities under them.

Volunteer Compliance: The PTO Vice President will assist the Enrichment, Fundraising, and Social Coordinators to ensure the Volunteer Compliance requirements are met. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Secretary Job Description

The PTO Secretary will manage the communication for the PTO meetings.

Term: The PTO Secretary will serve a two-year term.

The PTO Secretary will:

- Oversee the school Spotify account
- Oversee the Aquinas Family Facebook page Administrator
- Oversee the distribution and collection of the PTO 8th grade Scholarship Essays (see [PTO 8th Grade Scholarship](#) document for additional details)
- For the PTO Meetings
 - Gather input from all Officers for the meeting
 - Send a meeting notice to the Connection on the Friday one week prior to the meeting inviting any interested parents to attend - this should include the agenda for the meeting
 - Take roll
 - Take minutes
 - Provide a complete set of minutes to the President and the Principal within one week following the meeting
 - After the approval of the President, provide the minutes to the PTO Officers, the Principal, and the School Liaison, to review before the vote for approval at the next meeting
 - Provide the approved minutes to the Connection for publication

Communication: The PTO Secretary will be aware of the Enrichment, Fundraising, and Social Coordinator role in the Communication process (see [Communication Schedule](#)).

Financial Protocols: The PTO Secretary will be aware of the Enrichment, Fundraising, and Social Coordinator role in ensuring the financial protocols are followed (see [Cash Procedures for Volunteer Events](#)).

Volunteer Compliance: The PTO Secretary will be aware of the Volunteer Compliance requirements. In addition, the PTO Secretary will ensure that all PTO Officers are in compliance

as defined by the Diocese of Arlington. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Treasurer Job Description

The PTO Treasurer will manage the finances for the PTO for St. Thomas Aquinas Regional School.

Term: The PTO Treasurer will serve a two-year term.

The PTO Treasurer will:

- Work with the PTO President, Principal, and the Aquinas Business Manager to create the PTO budget for the year
- In collaboration with the President, Past President, Vice President, and Secretary along with the Principal and the Development Specialist, the PTO Treasurer will assist in setting clear goals for the year regarding fundraising and expenditures
- At the PTO Meetings
 - Provide an updated budget for all members to review
 - Report on the current financials for the PTO
 - Highlight any new funds raised and any new expenses
 - Ensure PTO has a clear understanding of their financial position
- PTO President/Principal Meetings
 - Provide an updated budget to the President
 - Identify any success or concerns that should be addressed with the Principal
- The PTO Treasurer will foster open communication regarding finances between themselves and all Officers. The Enrichment, Fundraising, and Social Coordinators should apprise the Treasurer of the financial needs and/or results for any activities under their chair. The Treasurer may be asked to work with the Coordinators and the Event Chairs to develop/refine budget plans for PTO events.
- At the start of the school year, the PTO Treasurer will initiate communication with the Enrichment, Fundraising, and Social Coordinators providing guidance on any activities under the Coordinator that include financial considerations. That includes working on a budget for specific events (ex. Welcome Back Socials , Fall Festival, Spirit Nights) and setting fundraising goals.

Communication: Timely communication for PTO activities is critical. The PTO Treasurer will be aware of the communication process (see [Communication Schedule](#)).

Financial Protocols: The PTO Treasurer will ensure the Enrichment, Fundraising, and Social Coordinators follow the financial protocols (see [Cash Procedures for Volunteer Events](#)).

Volunteer Compliance: The PTO Treasurer will be aware of the Volunteer Compliance requirements. In addition, the PTO Treasurer will ensure that all PTO Officers are in compliance as defined by the Diocese of Arlington. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Fundraising Coordinator Job Description

The PTO Fundraising Coordinator will oversee all fundraising activities sponsored by the PTO and may be asked to provide support to other school wide fundraising activities.

Term: PTO Fundraising Coordinator will serve a two-year term.

The PTO Fundraising Coordinator in collaboration with the President and the Principal, will recruit to ensure all event chair positions have been filled by September. In the event that a position is unable to be filled, following discussion with the PTO President, the Coordinator will send notification of event cancellation to go out in the school newsletter.

Events under the Fundraising Coordinators (See chart of events and calendar):

- Spiritwear/Swag Designs
- Spirit Nights
- Used Uniform Sales
- Aquinas Amazing Race (main fundraiser)
- Art to Remember
- Musical BravoGrams

Communication: Timely communication for all events is critical to success.

- Coordinator to Event Chair: The Coordinator will initiate communication with the event chair ensuring activities are on track and the event chair has the needed resources.
- Event Chair to School: The Coordinator will ensure the event chair is aware of and on schedule with all school communication regarding the activity and has the resources necessary. If communication is not meeting expectations, the Coordinator will step in and correct the issue working with the event chair and ensuring the overall communication process is followed (see [Communication Schedule](#)).

Financial Protocols: This is specific to events in which cash will be required (see [Cash Procedures for Volunteer Events](#)). Coordinators will ensure their event chairs are aware of and understand the cash procedures and that any event under them has a plan in place to adhere to the procedures.

Volunteer Compliance: All Coordinators will be compliant as defined by the Diocese of Arlington. Coordinators will ensure their event chairs are compliant at the time the individual is identified as the event chair. Coordinators will ensure that all events taking place under their chair are following proper volunteer recruitment to ensure all volunteers are compliant. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Enrichment Coordinator Job Description

The PTO Enrichment Coordinator will oversee all enrichment activities sponsored by the PTO and may be asked to provide support to other school wide enrichment activities.

Term: PTO Enrichment Coordinator will serve a two-year term.

The PTO Enrichment Coordinator in collaboration with the President and the Principal, will recruit to ensure that all event chair positions have been filled by September. In the event that a position is unable to be filled, following discussion with the PTO President, the Coordinator will send notification of event cancellation to go out in the school newsletter.

Events under the Enrichment Coordinator (See chart of events and calendar):

- Civil/Cultural Holidays
- Faith Resources, Connection
- Food Drives
- Author Visit and Activities
- Catholic School Week Activities/Youth Faith Rally
- Living Rosary
- Praying as a Family Night
- Educational Presentations for Students, Parents, or Both
- Any other event as deemed appropriate by the PTO President and Principal

Communication: Timely communication for all events is critical to success.

- Coordinator to Event Chair: The Coordinator will initiate communication with the event chair ensuring activities are on track and the Event chair has the needed resources.
- Event Chair to School: The Coordinator will ensure the event chair is aware of and on schedule with all school communication regarding the activity and has the resources necessary. If communication is not meeting expectations, the Coordinator will step in and correct the issue working with the event chair and ensuring the overall communication process is followed (see [Communication Schedule](#)).

Financial Protocols: This is specific to events in which cash will be required (see [Cash Procedures for Volunteer Events](#)). Coordinators will ensure their event chairs are aware of and

understand the cash procedures and that any event under them has a plan in place to adhere to the procedures.

Volunteer Compliance: All Coordinators will be compliant as defined by the Diocese of Arlington. Coordinators will ensure their event chairs are compliant at the time the individual is identified as the event chair. Coordinators will ensure that all events taking place under them are following proper volunteer recruitment to ensure all volunteers are compliant. Questions regarding compliance may be addressed to the school Compliance Coordinator.

PTO Social Coordinator Job Description

The PTO Social Coordinator will oversee all social activities sponsored by the PTO and may be asked to provide support to other school wide social activities.

Term: PTO Social Coordinator will serve a two-year term.

The PTO Social Coordinator in collaboration with the President and the Principal, will recruit to ensure all event chair positions have been filled by September. In the event that a position is unable to be filled, in collaboration with the PTO President, the Coordinator will send notification of event cancellation to go out in the school newsletter.

Events under the Social Coordinators (See chart of events and calendar):

- Room Parent Coordinator
- Guardian Angels Coordinator
- Teacher Appreciation
- Welcome Back Activities
- Fall Festival
- St. Nick Shop
- Christmas Teacher Luncheon
- Skate Social
- Field Day

Communication: Timely communication for all events is critical to success.

- Coordinator to Event Chair: The Coordinator will initiate communication with the event chair ensuring activities are on track and the event chair has the needed resources.
- Event Chair to School: The Coordinator will ensure the event chair is aware of and on schedule with all school communication regarding the activity and has the resources necessary. If communication is not meeting expectations, the Coordinator will step in and correct the issue working with the event chair and ensuring the overall communication process is followed (see [Communication Schedule](#)).

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understand the cash procedures and that any event under them has a plan in place to adhere to the procedures.

Volunteer Compliance: All Coordinators will be compliant as defined by the Diocese of Arlington. Coordinators will ensure their event chairs are compliant at the time the individual is identified as the event chair. Coordinators will ensure that all events taking place under their chair are following proper volunteer recruitment to ensure all volunteers are compliant. Questions regarding compliance may be addressed to the school Compliance Coordinator. .