



Saint Rita Catholic School Parent and Teacher Organization **Constitution and By-Laws**

These revised PTO Constitution & By-laws were adopted at the PTO general meeting on February 3, 2026.

Article I. Name

1. The name of this organization shall be the Saint Rita Catholic School Parent and Teacher Organization, referred to in this document as the “PTO.”

Article II. Purpose & Authority

1. The purpose of the PTO shall be to:
 - a. Promote the mission of Saint Rita School where *we embrace the idea that “the soul of education is the education of the soul” (Pope Pius XI). We are a small Catholic school in the Classical Tradition. We are dedicated to forming children intellectually and spiritually using the teachings and traditions of the Catholic Church. We treasure Faith in Jesus Christ and are dedicated to serving His people.*
 - b. Encourage communication and understanding among the parents, teachers, administration, students, and community of Saint Rita School through an exchange of ideas on topics of mutual interest.
 - c. Serve as an instrument to help unify the efforts, time, and talents of the students, parents, teachers, administration, and Pastor. An engaged community of parents is critical to the success of the school.
 - d. Sponsor and organize fundraising activities to supplement the school’s financial needs as defined by the Pastor and Principal.
 - e. Organize volunteers for designated school needs and activities.
 - f. Bring Catholic education into the home so that parents and teachers may cooperate in the religious education of the children.
2. The PTO shall be responsible for the implementation of its purposes as defined herein. It may establish standing or ad-hoc committees to carry out its business.
3. The PTO cooperates with the Principal and Pastor in all matters pertaining to the school. The Principal has responsibility for the administration of the school under the direction of the Pastor



and in accordance with the directives of the Diocese of Arlington; all PTO actions and Officer nominations are subject to approval by the Principal and Pastor.

4. The PTO is not a standalone legal entity; it shares the school's federal employer identification number and tax-exempt registration number.

Article III. Membership and Voting Rights

1. The membership of the PTO shall consist of current parents and guardians of Saint Rita School students, faculty, staff, Principal and Pastor.
2. Each member shall be eligible to vote on matters of PTO business, including the election of Officers, with the limitation that there shall be only a single vote per family.
3. Votes may be cast during a meeting by members who are attending in person or, when a teleconference option is provided, via teleconference; however, there shall be no requirement that a teleconference option be made available.

Article IV. Officers and Executive Board

Section 1. Positions, Terms of Office and Eligibility

1. The Officers of the PTO shall be a President, Vice President, Secretary, and Treasurer.
2. The Officers shall be elected annually by the PTO membership at the general meeting each May, in the manner described in Section 2 of this Article.
3. All officers shall serve a term of one year.
4. Previous Executive Board experience is required to serve as President. Should no such eligible candidate be available to serve as President, then the requirement of previous board experience shall be waived. Previous Executive Board is anyone who has served one full or partial-term as President, Vice President, Secretary, or Treasurer.
5. No Officer may serve on the Executive Board for more than five consecutive years. Officers shall be eligible for re-election, except that no Officer may hold the same office for more than three consecutive terms. Service of a partial term does not count as a full term or a full year. Notwithstanding the foregoing, if the Principal and Pastor determine that the President, together with the Vice President, have worked in good faith to ensure that there is at least one nominee for each Officer position by April 15, members have received notice of the absence of a nominee after that date, and there is nevertheless no nominee for an Officer position by April 25, then the Principal and the Pastor shall allow all current Officers to become eligible for the position.
6. Officers must have a student in St. Rita K-8.



7. Officers shall assume their official duties on June 15. Outgoing Officers shall ensure that incoming Officers have all necessary access to paperwork, reports, information and technology platforms to carry out their duties.

Section 2. Elections, Removal and Resignation

1. Any member may nominate another member or him/herself for an Officer position by notice to the Secretary. Officer nominees are subject to the approval of the Principal and Pastor, as well as the eligibility provisions set forth in Section 1 of this Article.
2. Members shall receive notice of all nominees at least 7 days prior to the general meeting in May when elections will take place. At that meeting, each nominee will be allowed to speak for up to 5 minutes or provide a written statement in support of his or her candidacy.
3. Voting shall be conducted by secret ballot for any position where there is more than one nominee; otherwise, voting may be done by voice vote. A simple plurality of votes determines the winner. In the case of a tie, the President's vote shall be the deciding vote.
4. The Principal may remove any Officer at any time and for any reason with agreement of the Pastor. In such a case, the Principal or Pastor may appoint any member to fill the vacant position for the remainder of the term.
5. Officers may resign their positions. Resignations become effective upon receipt of a notice by the Executive Board. The President, after consultation with the Pastor and Principal, may appoint any member to fill the vacancy created by a resignation. The Vice President shall serve as President if the office of President becomes vacant. A Vice President appointed in this manner, shall not automatically be promoted to President the following year, and the President shall be elected in the same manner as the other Officers for the following year.

Section 3. Duties of Officers

1. The President shall preside at all meetings of the PTO and the Executive Board, perform other duties as assigned by the PTO, coordinate the work of the Officers and committees in order to ensure that the objectives of the PTO are being promoted, appoint all committee chairpersons, and assist with PTO-sponsored events. The President, together with the Vice President, shall also solicit candidates for the election of Officers at the May general membership meeting, as well as solicit new volunteers to serve as committee chairs and to administer the election of Officers. The President, together with the Vice President, shall work in good faith to ensure that there is at least one nominee for each Officer position by April 15 of each year. At the conclusion of the President's term, the outgoing President shall serve as the Immediate Past-President, an advisory role to the incoming President. The role of the Immediate Past-President is an ex-officio role.
2. In addition to the duties noted above, the Vice President shall serve as Parliamentarian, aid the President, perform the duties of the President in his or her absence, assist at meetings of the PTO and Executive Board, and assume other duties assigned by the Executive Board, including assisting with fundraising and PTO-sponsored events.



3. The Secretary shall record, transcribe, copy, and distribute the minutes of all meetings of the PTO to the Executive Board within two weeks of an Executive Board meeting and perform other duties assigned by the Executive Board, including assisting with PTO-sponsored events. The Secretary shall also accept Officer nominations and administer Officer elections.
4. The Treasurer shall receive all funds of the PTO, keep an accurate record of expenditures and receipts, approve the payout of funds as authorized by the Executive Board, present a written financial statement for every Executive Board and general PTO meeting, and make a full report at the final meeting of the school year.

Section 4. The Executive Board

1. The Executive Board shall consist of the elected Officers and a Faculty Representative, chosen by the faculty. The Faculty Representative, Principal and Pastor serve as “ex officio” members and do not vote as members of the Executive Board.
2. The Executive Board may pass resolutions in a meeting or in the absence of a meeting. Any meeting must have a quorum of one more than half of its voting membership, including either the President or Vice President, in order to meet. A resolution is passed if a majority of the Executive Board votes in favor of it. In the event of a tie, the resolution shall be presented to the Principal, who may cast the deciding vote. To be adopted in the absence of a meeting, a resolution must have the unanimous consent of the Executive Board.
3. All resolutions passed by the Executive Board are submitted to the Principal and Pastor for approval. If the Principal or Pastor rejects a PTO resolution, the rejection and reasons given for it shall be reported to the membership and recorded in the minutes.
4. The Executive Board shall have full responsibility for the business affairs of the PTO, shall have control over the assets of the PTO, and shall have the power to expend the monies of the PTO.
5. The Executive Board shall be responsible for reviewing the funds of the organization annually and preparing an annual budget for the following year, to be presented to and approved by the membership at a general meeting prior to the end of the school year.
6. The Executive Board shall have the authority to approve expenditures not in the budget up to \$500.00 (five hundred dollars) per month. These expenditures may include, but are not limited to, assemblies, staff development, gifts, etc.
7. Any Officer may call a meeting of the Executive Board provided notice of the meeting and topics to be considered are provided to the Executive Board 7 days in advance. Such notice requirement may be waived by the unanimous consent of the Executive Board.



Article V. Meetings

1. The PTO shall meet in general membership at least four times a year. The general membership shall elect Officers and approve annual budgets at these meetings according to the procedures described in these By-Laws. The PTO President or Vice President must be present to preside over any PTO meeting.
2. General membership meetings shall be held on campus and follow a schedule published at the start of the school year; notice of any changes to the date or time of such meetings shall be given to members at least 7 days in advance. Whenever possible, the meetings shall be made available to members by teleconference.
3. The PTO shall also meet in general membership at the call of the President, Principal, or Pastor, or on the demand of a majority of its Executive Board, provided that at least 7 days' notice is given to members.
4. All PTO general meetings shall be governed by the following authorities in descending order of importance: first by the directives of the Bishop of the Diocese of Arlington; second, by the Pastor of Saint Rita Catholic Church; third, by the directives of the Principal of Saint Rita School; fourth, by these By-Laws; and fifth, by Robert's Rules of Order, Newly Revised.
5. Those present at a general meeting shall constitute a quorum.

Article VI. Committees

1. The President shall appoint any and all committees deemed necessary to the proper functioning of the PTO.
2. Committees shall exist only for the purposes expressed in their formation and shall be dissolved at the conclusion of their assigned task.
3. Committee Chairs are urged to attend the PTO membership meetings and report on the status of their committees. In their absence, the President will report on the status of these committees.
4. Committees have no authority to spend PTO funds unless approved by the Executive Board.

Article VII. Dues

1. Each family at St. Rita Catholic School may be assessed PTO membership dues, as set by the Executive Board and approved by the Principal prior to the start of the school year, to support the execution of the PTO's mission.



Article VIII. Amendments

1. This Constitution and By-Laws may be amended by a two-thirds majority vote of the members present at a general meeting, provided that notice of the proposed amendment(s) has been made available 14 days in advance of said meeting.
2. For a proposed amendment to be brought for a vote by the membership, it must first be submitted to the Executive Board in writing, receive a majority vote of the Executive Board, and receive the approval of the Principal and Pastor.

Article IX. Notice

Wherever referenced herein, “notice” shall mean written notice in a school-wide announcement or publication, or via electronic communication to the e-mail address used by Saint Rita School administration for official communications to the member or Officer.