

# St. Elizabeth Ann Seton School

## PVO - Bylaws

April 2010



### Article 1 – Name and Purpose

The name of this body shall be the St. Elizabeth Ann Seton School Parent Volunteer Organization (the "PVO"). The PVO shall have as its primary purpose the coordination of volunteer efforts of the parents of the students at St. Elizabeth Ann Seton School (the "School" or "SEAS") to assist in carrying out the goals of the School.

### Article II – Membership

The PVO shall consist of all parents or legal guardians of students at the School (the "Parents" or the "Membership").

### Article III – Officers and Selection

1. The PVO president (the "President") shall call to order and preside at all regular and special meetings of the PVO and lead the PVO in various fundraising and other school-related activities. The President shall appoint chairpersons to all committees and provide oversight of the work of all committees. The President shall work directly with the School's principal (the "Principal") and the St. Elizabeth Ann Seton School Board (the "School Board") on issues of mutual interest and shall represent the PVO at School Board meetings.
2. The PVO vice president (the "Vice President") shall perform the duties of the President in the absence of the President, shall maintain the Share Hour Log Book by reviewing recorded hours and sending quarterly statements to the Parents, and shall perform other duties as directed by the President.
3. The PVO Secretary (the "Secretary") shall prepare and distribute the agenda for the PVO meetings and shall keep minutes of all meetings and prepare PVO official correspondence. The Secretary shall see to the preservation of all PVO reports and documents, as required.
4. The term of office for Officers shall be July 1 through June 30.
5. The PVO Officers shall be selected, by a discernment process by the SEAS school principal and the SEAS Parish Pastor, with the concurrence of the SEAS school board.

## **Article IV – Committees**

1. Committees shall be appointed and dissolved, as needed, by the President to carry out the functions of the PVO.
2. There are two standing committee that shall function throughout the school year:
  - a. SEAS Auction Committee
  - b. SEAS Yearbook Committee
3. The Committees shall regularly report on their activities of the PVO.

## **Article V – Meetings**

1. Regular meetings of the PVO shall be scheduled at the discretion of the Officers, but shall be held at least quarterly. Special meetings may be scheduled, as needed.
2. The membership of the PVO must be adequately advised if there is a change of the date of a regular meeting, or if there is a special meeting scheduled. Adequate notification shall be at least five (5) days in advance of the meeting or special meeting.
3. Business may be voted upon and transacted at any meeting, except that any motion to expend funds of \$500 or more that are not included within the approved PVO budget, must be presented at one meeting and voted upon at the next meeting. Prior notification must be provided to the Membership if there is a motion to expend such funds.

## **Article VI – Amendments of the By-Laws**

These by-laws may be amended by a majority of the Membership present at any regular or special meeting, except that the amendment must be presented at one meeting and voted upon at another. Notification must be provided to the Membership if there is a proposed amendment of these by-laws.

## **Article VII – Effective Date**

These by-laws and any amendments thereto shall be effective as of the date of adoption, unless otherwise specified.