



PARENT VOLUNTEER ORGANIZATION
BYLAWS AND THE ROLES AND RESPONSIBILITIES

ARTICLE I

TITLE

The name of this organization shall be the Prince of Peace Catholic School Parent Volunteer Organization, hereinafter referred to as "PVO." It will be established and continued at the discretion of the School Principal/President.

ARTICLE II

PURPOSE

The PVO consists of parents and guardians attending Prince of Peace Catholic School. The Organization provides support to the administration, faculty, parents, and children by providing volunteers in any area needed and by providing programs that enhance experiences at our school.

The purposes of the PVO are to:

- Collaborate with the school and support the staff in ways that will benefit the children
- Help to enhance the faith environment
- Raise funds for items that cannot be funded by the school budget
- Provide social events facilitating community involvement
- Coordinate classroom parties, centers, and other events at the classroom level so that teachers may focus on educating the children.

ARTICLE III

MEMBERSHIP

The membership of the PVO shall be drawn entirely from the following:

- The Principal/President of the school
- The Director of Advancement and Engagement of the school
- The parents and/or legal guardians of students currently enrolled in Prince of Peace Catholic School.



ARTICLE IV

MODERATOR AND ADMINISTRATIVE OFFICER

The school Principal/President shall serve as the administrative officer of the PVO.

ARTICLE V

FINANCIAL ISSUES

Subject to the Catholic Diocese of Dallas, the school Principal/President shall have the responsibility for all budgetary and financial decisions affecting the school, including PVO funds and fundraising, and may not delegate such responsibilities.

ARTICLE VI

FINANCES

Financial operation of the PVO shall be governed by the following regulations:

- The PVO may not have a bank account separate from that of the school
- PVO receives monies through membership dues and fund-raising activities
- All monies received through fundraising are to be deposited into the school account within five (5) to seven (7) days after receipt
- All monies (cash and check) received shall have a corresponding receipt which is given to the donor, where applicable
- All expenses incurred by the PVO are to be reimbursed by the school Business Manager after submitting a corresponding receipt and request for reimbursement form
- A detailed financial report of the PVO budget account shall be provided to the school Principal/President and PVO Board members monthly
- The Treasurer shall maintain all statements and records.



ARTICLE VII

PVO BOARD MEMBERS

Officers of the PVO shall be the President, President-elect, Treasurer, Children Learning Center (CLC) Liaison, Homeroom Teams Coordinator, Secretary & Communications, Special Events & Programs, Parish Liaison, Faculty Outreach & Support, and Fundraising.

The school Principal/President shall serve as administrative officer and moderator of the PVO.

ARTICLE VIII

MEMBERSHIP OF THE PVO BOARD

Members of the PVO Board shall include the President, President-elect, Treasurer, Children Learning Center (CLC) Liaison, Homeroom Teams Coordinator, Secretary & Communications, Special Events & Programs, Parish Liaison, Faculty Outreach & Support, and Fundraising. In addition, the PVO Board shall include the School Principal/President.

ARTICLE IX

NOMINATION OF BOARD MEMBERS

Board Members for the PVO shall be nominated by the membership in May and will be appointed by the school Principal/President in May of each year. Board Members shall assume their position at the June meeting of the PVO Board. Board Members shall serve according to the terms outlined in their role and may be reappointed to additional terms.

ARTICLE X

REGULAR MEETINGS OF THE PVO BOARD

Regular meetings of the PVO Board shall take place monthly during the school year. Special meetings of the PVO Board may be called by the PVO President or school Principal/President.

- Quorum: To transact official business, it shall be necessary that a two-thirds majority of total members of the PVO Board be present
- A simple majority of those present and voting shall carry a motion
- A written record of all acts of the PVO Board shall be maintained and preserved by the Secretary. They shall be available for inspection or reference by members of the PVO at any time.



ARTICLE XI

CONDUCT OF MEETINGS OF THE PVO BOARD

Whenever an agenda item is presented for action at PVO Board meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation. Formal votes, utilizing parliamentary procedure, may be utilized at the discretion of the President. A simple majority will carry motions.

The agenda of meetings shall be:

1. Opening prayer
2. Calling of the roll
3. Approval of minutes
4. Treasurer's report
5. Correspondence
6. Committee reports
7. Unfinished business
8. New business
9. Communications
10. Closing prayer
11. Adjournment

Meetings of the PVO Executive Committee should normally not exceed sixty minutes.



ARTICLE XII

DUTIES OF OFFICERS

The **President** shall:

- Preside at all regular and special meetings of the PVO Board and attend all other PVO meetings
- Serve as the liaison between the PVO and the School Principal/President and meet with the school Principal/President monthly
- Appoint all committee chairpersons with the approval of the school Principal/President
- Procure contracts for signature by the school Principal/President
- Plan for and purchase the volunteer appreciation gift
- Term: 1 year.

The **President-elect** shall:

- Preside in the absence of the President
- Chair ad hoc committees as requested by the President
- Perform the duties of the President when the President is unable to do so
- Lead the Sign-Up Genius Committee Chair
- Plan and coordinate the PVO Volunteer and Handbook Review Brunch at the start of the school year
- Serve on the nominating committee for the PVO Board and Committee Chairs
- Term: 1 year.

The **Treasurer** shall:

- Review the monthly budget with the School Business Manager
- Be responsible for maintaining and reconciling of the PVO budget and keeping correct and accurate records of all deposits and withdrawals
- Report to the PVO Board at each regular meeting
- Prepare monthly written reports concerning the finances of the PVO as may be requested school Principal/President and/or PVO Board
- Be responsible for receiving approval for all expenditures in and ensuring that all reimbursements are paid by check via the School Business Manager, with receipts or invoices as documentation
- Be responsible for acquiring all receipts, bills, or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices
- Be responsible for the Prince of Peace Christmas Purse Collection and deposit into the school bank account
- Term: 2 years.



The **CLC Liaison** shall:

- Attend all CLC events
- Notify parents of CLC teacher birthdays
- Coordinate CLC Class Crafts for the POP Gala
- Plan and coordinate CLC Harvest Party
- Support the CLC during St. Nicholas Day events
- Welcome all new families to the CLC
- Term: 2 years.

The **Homeroom Teams Coordinator** shall:

- Lead all Kindergarten – 8th Grade Homeroom Team Committee parents
- Partner with Monday Motivation Committee Chair and support the individual grade level homeroom team parents as they plan for their grade level Monday Motivation event
- Support the Kindergarten and 1st grade homeroom team parents with volunteer classroom center planning, recruitment and providing names to the school front desk for Safe Environment clearance
- Notify parents of Kindergarten – 8th grade teacher birthdays
- Plan and coordinate the Kindergarten – 8th grade holiday parties (Christmas and Easter)
- Plan and coordinate the St. Nicholas Day event
- Term: 2 years.

The **Secretary & Communications** shall:

- Be responsible for recording the minutes of the PVO Board and general meetings
- Maintain a permanent record of all minutes and resolutions
- Forward a copy of all minutes to the PVO Board and school Principal/President
- Report the previous month's activity to the PVO Board
- Maintain the PVO calendar of events
- Gather and submit any PVO items for the POP Weekly Newsletter
- Maintain the PVO Handbook and create meeting slides as needed
- Write thank-you notes (parents or community)
- Write the Christmas Purse letter and coordinate stationary, envelopes, and printing
- Create and send PVO invitations for all events/activities
- Lead the Used Uniform Sale Committee Chair
- Lead the Lost & Found Committee Chair
- Term: 2 years.



The **Parish Liaison** shall:

- Plan and coordinate Catholic Schools Week
- Plan and coordinate parent adoration
- Lead the Eucharistic Minister and Mass Trainer Committee Chairs
- Plan and coordinate the parent rosary
- Term: 2 years.

The **Special Events & Programs** shall:

- Welcome all Kindergarten – 8th grade new families
- Lead the New Families Committee Chair(s)
- Lead the Field Day Committee Chair(s)
- Plan and coordinate grade level socials
- Coordinate the Religion Bowl
- Plan and coordinate the PVO Welcome Back to School Brunch
- Term: 2 years.

The **Faculty Outreach & Support** shall:

- Plan the August Welcome Back Staff Luncheon
- Partner with Homeroom Teams Board Member and the Monday Motivation Committee Chair to plan and support the monthly Monday Motivation
- Lead the Teacher Appreciation Committee Chair
- Plan and coordinate the faculty & staff quarterly gift
- Lead the Decorations Committee Chair
- Term: 2 years.

The **Fundraiser** shall:

- Plan monthly spirit nights
- Lead the Auction Craft Coordinator Committee Chair
- Lead the Fall Fest Committee Chair
- Term: 2 years.



ARTICLE XIII

STANDING COMMITTEES

The standing committees of the PVO are:

- Decorations
- Eucharistic Ministers
- Fall Festival
- Homeroom Parent
- Lost & Found
- Monday Motivation
- Monthly Teacher Motivation
- New Families
- School Mass Trainers
- Sign-Up Genius
- Spirit Wear
- Teacher Appreciation Week
- Used Uniform Sale

The President of the PVO shall appoint chairpersons for standing committees in September of each year, with the approval of the school Principal/President. Committee chairpersons shall serve annually and may be reappointed to additional terms.

The President of the PVO shall provide a written charge for each standing committee annually.

ARTICLE XIV

SPECIAL COMMITTEES

The President shall establish special committees, with the approval of the school Principal/President.



ARTICLE XV

AMENDMENTS

Subject to all current provisions of school policy, the bylaws may be amended by a vote of two-thirds of the PVO Board. Amendments must be presented to the school Principal/President for approval. Insofar as it complies with all current provisions of archdiocesan policy concerning the structure and operation of the Parent Volunteer Organization, the foregoing bylaws are duly approved by Prince of Peace Catholic School. When executed by the school Principal/President, they shall become effective.

Dated this day of June 2022

Prince of Peace Catholic School

By: _____

School Principal/President



ROLES AND RESPONSIBILITIES: PVO STANDING COMMITTEES

Decorations

- Decorate common areas around the school
- Plan and decorate theme specific decorations for: Back to School, Hospitality Events, Advent/Christmas, Catholic Schools Week, Teacher Appreciation Week & Field Day.

Eucharistic Ministers

- Serve as Eucharistic Minister during weekly school mass
- Recruit and communicate responsibilities to volunteer Eucharistic Ministers.

Fall Festival

- Plans and coordinates the annual Fall Festival event
- Coordinate the required 7th grade volunteer parents.

Homeroom Team Parents

- Communicates teacher and assistant teacher birthday/sympathies to their homeroom class
- Promotes community among families within the class by acknowledging events such as births, deaths, long-term illnesses, etc
- Assist with one Monday Motivation luncheon for POP staff, per grade level
- Ensure classroom Gala Craft items have been completed
- Coordinate grade level socials
- Coordinate the classroom involvement for Teacher Appreciation Week
- Plan and coordinate Kindergarten-4th Grade holiday parties.

Lost & Found

- Maintain the cleanliness and organization of St. Anthony's Lost & Found.

Monday Motivation

- Assist the grade level homeroom teams in planning for and providing monthly Monday Motivation lunches for the staff.
- Maintains the Monday Motivation supply closet.

Monthly Teacher Motivation

- Monthly effort to show faculty & staff appreciation on behalf of families, including stocking the teachers' lounge with food and drink.



New Families

- Assign buddy families and touch base/communicate with buddy families
- Coordinate the new family events in the Summer/Fall.

School Mass Trainers

- Mentor volunteers who will be training students in their roles during the weekly school mass.

Sign-Up Genius

- Create sign-ups as necessary for PVO events and activities
- Work with the front office to confirm all who signed up for events have safe environment clearance.

Spirit Wear

- Design, coordinate and support all POP Spirit Wear and Merchandise.

Teacher Appreciation Week

- Plan and carry out all activities for Teacher Appreciation week. This might include assisting with lunches, decorations & other activities.

Used Uniform Sale

- Maintain the online Facebook Used Uniform Sale
- Confirms that those wanting to sell are POP families.