

# **St. Mary's School Parents & Teachers Club**

## **Organizational By-Laws**

### **Article 1 NAME**

Section 1 The organization shall be known as St. Mary's School Parents & Teachers Club (PTC).

### **Article 2 OBJECTIVES**

Section 1 The objectives of the organization shall be:

- a. To promote the welfare of the children.
- b. To develop such united efforts as will secure for every child the highest advantages in spiritual, scholastic, social and physical education.
- c. To develop relationships between parents and faculty so that they may cooperate responsibly in the training of the child.
- d. To cooperate with the Priests, Principal and faculty of St. Mary's School.
- e. To promote, support and improve St. Mary's School.
- f. To promote post-elementary Catholic school education.

### **Article 3 POLICIES**

Section 1 This organization supports the St. Mary's School policy, which admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school.

Section 2 This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 3 This organization shall raise and provide funds for the spiritual, scholastic, social and physical education of the school children.

## **Article 4 MEMBERSHIP AND DUES**

### Section 1 Eligibility

- a. A parent of a student currently on the register of the School is automatically a member of the PTC. The term parent is defined as any person in a parental or custodial relationship to the student; which includes the following.
  - 1) Birth parent
  - 2) Adoptive parent
  - 3) Foster parent
  - 4) Step-parent
  - 5) Legally appointed guardian
  - 6) Person(s) in parental relationship
- b. Membership shall be open to all faculty and staff currently employed at the School, as well as the Parish clergy (or appointee).

### Section 2 Dues/Donations

The payment of dues is not a condition for participation or membership.

### Section 3 Voting Privileges

- a. Every parent of a student currently enrolled at the School (as outlined in Section 1. Eligibility above) shall be entitled to a single vote per motion.
- b. Each School faculty and staff and Parish Clergy (or appointee) members shall be entitled to a single vote per motion.

## **Article 5 OFFICERS AND DIRECTORS**

Section 1 The officers of the organization shall consist of a President, a President-Elect, a Secretary, a Treasurer, a Treasurer-Elect, and a Teacher Liaison. There shall also be two elected Directors of the Organization.

### Section 2 Term and Vacancies

- a. The President-Elect shall after a one-year term, succeed to the office of President. The President shall serve a one-year term.
- b. The Treasurer-Elect shall after a one-year term, succeed to the office of Treasurer. The Treasurer shall serve a one-year term.
- c. All Officers and Directors, excluding the President, President-Elect, Treasurer and Treasurer-Elect, shall be elected for a term of two years.

- d. All Officers and Directors shall serve no more than two consecutive terms in the same office.
- e. The term of office shall begin on June 1<sup>st</sup> and the fiscal year shall coincide with the term.
- f. No person shall hold more than one office concurrently.
- g. Any vacancy of the elected officers or directors shall be filled by appointment of the President, with ratification by the Executive Board, except in the event of a vacancy in the office of the President; such vacancy shall be filled by the President-Elect.

### Section 3 Voting Procedures

- a. There shall be a nominating committee composed of the elected directors and such others that the President shall appoint. They shall canvass members of the organization and shall present a slate of nominees for officers and directors of the organization prior to the last meeting of the year. At this time, nominations may be made from the floor, with consent of the nominee.
- b. Election of officers and directors shall take place at the last meeting of the school year. Members, who cannot attend the meeting, may request from the Secretary of the organization, an absentee ballot. The member shall then enclose the ballot in an unmarked envelope, which is enclosed in a sealed envelope, signed by the member and delivered to the Secretary before the time of the actual election.

### Section 4 Duties of the Officers and Directors.

- a. The President shall:
  - 1) Preside at all meetings of the membership and Executive Board.
  - 2) Observe the By-Laws of the organization.
  - 3) Call special meetings of the organization.
  - 4) Supervise the affairs of the organization, its officers and directors.
  - 5) Present to the membership all motions for a vote and announce the results.

- 6) Appoint chairpersons as deemed necessary.
- 7) Serve as an ex-officio member of all committees.
- 8) Be responsible for preparing an agenda for each meeting of the organization.

b. The President-Elect shall:

- 1) Act as an aide to the President.
- 2) Perform the duties of the President in the absence of or inability of that officer to serve.
- 3) Maintain all committee reports.

c. The Secretary shall:

- 1) Maintain minutes of all meetings of the membership and Executive Board.
- 2) Be responsible for seeing that notices of all meetings of the organization and of the Executive Board are issued.
- 3) Handle all correspondence of the organization.
- 4) Keep secretarial records of the organization ready and available for inspection.
- 5) Deliver all secretarial records, papers and books to the person succeeding the office.
- 6) Be responsible for disbursing the absentee ballots, upon request of a member, and for receiving them and safeguarding them until the time that the ballots are to be counted.

d. The Treasurer-Elect and Treasurer shall:

- 1) Receive and have custody of the money of the organization.
- 2) Keep all money of the organization in a checking or savings account in the name of the organization.

- 3) Make all disbursements by check drawn on the account in the name of the organization.
- 4) Assist in developing the annual budget for review and approval.
- 5) In the event of an unbudgeted expense, and with the unanimous approval of the Executive Board, expend up to \$1000.00
- 6) Keep an accurate account of all receipts and disbursements, the source, date, and nature thereof, in an appropriate ledger.
- 7) Give a financial report to the membership at each meeting.
- 8) Organize and balance the books at the end of the fiscal year for annual audit by the parish finance council.
- 9) Deliver all financial books, records, papers and money to the person succeeding the office.
- 10) Direct the activities of the Special Committee Treasurers as described in Article Seven.

e. The Elected Directors shall:

- 1) Perform any duties as may be assigned by the officers.
- 2) Canvass members of the organization and help develop a slate of nominees of the Officers and Directors of the organization.
- 3) Be responsible in any election for collecting and validating the ballots and tabulating the results.

f. The Teacher Liaison shall:

- 1) Be a member of the St. Mary's faculty and be a liaison for the PTC and the St. Mary's faculty.

- 2) They shall maintain an open channel of communication, between the PTC executive board and the St. Mary's faculty.

## **Article 6 EXECUTIVE BOARD**

Section 1 The Executive Board shall consist of the elected Officers and Directors, the School Principal, Teacher's Liaison, and the Pastor of St. Mary's Parish.

Section 2 The Executive Board shall be responsible for:

- a. Assisting the President in preparing an agenda for each meeting of the organization.
- b. Formulating a budget to carry out the proposed programs of the organization.
- c. Recommending programs and activities to the membership.
- d. Handling routine business between meetings of the general membership.
- e. Determining the need for a Special Committee Treasurer for major fundraising activities.

## **Article 7 DUTIES OF COMMITTEES**

Section 1 The chairperson of any committee shall make a report at the membership meeting and keep the President informed of committee status.

Section 2 Each committee shall present a final report to the membership and shall provide a written report to the Vice President to be made available to future committees organized for similar purposes.

## **Article 8 MEETINGS**

Section 1 Regular meetings of the organization shall be called at the discretion of the Executive Board.

Section 2 Notice of the date, time and place of the meetings of all meetings of the membership shall be sent by the Secretary via the school newsletter or special notice at least 5 days before the date thereof.

Section 3 Meetings of the Executive Board may be called by the President or by any three board members.

Section 4 The Secretary shall notify each Executive Board member of the date, time and place of all Executive Board meetings at least three days before the date thereof. The Executive Board may meet without notice by majority agreement of the Executive Board, provided that reasonable effort is made to notify each Board member.

#### Section 5 Quorum

- a. A quorum shall consist of two-thirds (2/3) of those members present and voting at a meeting, with a minimum requirement of 9 voting members. The School Principal or a faculty representative should also be present for all votes when possible.
- b. A quorum for the transaction of business at any Executive Board meeting shall consist of six Board members.
- c. If a quorum does not exist, official business may not be conducted.

Section 6 Any motion receiving a majority of the votes cast shall be declared to have carried.

### **Article 9 PARLIAMENTARY AUTHORITY**

Section 1 The organization shall be governed by the latest Robert's Rules of Order except in any case where such is in conflict with the by-laws of this organization.

### **Article 10 AMENDMENTS**

Section 1 These by-laws may be amended by two-thirds majority vote of the members present and voting at any regular or special meeting providing that:

- a. A quorum is present.
- b. Written notice of the proposed by-law change, stating the text of the proposed change, shall be sent to all members prior to the meeting at which the vote will be taken.

Revisions: 2005; 11/22