

# Constitution and Bylaws

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be St. Teresa Parent Teacher Group

### **ARTICLE II – PURPOSE**

The purpose of the ASSOCIATION shall be to provide support to the faculty and staff of the school, to serve as a voice for parents and to offer community building opportunities for the mutual benefit of the children, parents, and educators.

### **ARTICLE III – MEMBERSHIP**

Membership shall consist of all parents, guardians, and educators of St. Teresa School

### **ARTICLE IV AUTHORITY**

As distinguished from a school board/education committee, this organization does not have an official role in the formation of policy.

Since the pastor has ultimate responsibility for the school, the decisions of the organization are subject to his approval.

### **ARTICLE V – OFFICERS AND TERMS OF OFFICE**

Section 1. The officers of the Association shall consist of the Pastor; the Principal; 2 Co-Presidents; 2 Co-President-Elects; a Recording Secretary; a Treasurer; a Communications Representative; and a Teacher Representative. These officers shall constitute the Executive Board. All the officers, with the exception of the Pastor, Principal, and Teacher Representative, are elected to the Executive Board by attendees of the last member meeting. The Teacher Representative will be elected from the faculty by the teachers.

Section 2. The President-Elect serves one year in that office and assumes the office of President in the next succeeding year. The Recording Secretary, Treasurer, Communications Representative, and the Teacher Representative serve on the board for one year. They may choose to run for another term. The President will have one year off before serving on the Executive Board.

Section 3. Vacancies in the office shall be filled within ten (10) days by the Executive Board, unless more than half of the year has expired, then the office may remain vacant at the decision of the BOARD.

Section 4. The Principal will be kept informed regarding activities of the ASSOCIATION. All activities should meet their approval for the benefit of everyone.

#### **ARTICLE VI – NOMINATION AND ELECTION PROCEDURES**

Section 1. Members of the BOARD shall accept nominations for the positions of President-Elect, Treasurer, Recording Secretary, , and Communication Representative up to two weeks prior to the final meeting of the year. The Candidates for each office will be voted upon by members and officers during the last meeting of the year. In the event the candidate is unopposed, there will not be an election. During the third (3<sup>rd</sup>) ASSOCIATION meeting, there will be a “sign-up” for those interested in running for a position on the BOARD.

Section 2. All voting in the elections shall be made by written ballot. Appointed, unbiased, volunteers (excluding board members) shall count the election ballots. A majority of votes is required to elect each officer.

Section 3. At the final meeting of each year, the President-Elect shall assume the office of the President. At this time all newly elected officers shall also assume their offices. This transition shall occur when the subject of new business is considered.

#### **ARTICLE VII – MEETINGS**

Section 1. Regularly scheduled meetings of the ASSOCIATION shall be held at least three (3) times annually as decided by the BOARD. Special meeting may be called at the decision of the BOARD.

Section 2. A detailed report of each committee’s proceeding shall be read by the chairperson of that committee or by the President of the BOARD at the regularly scheduled meetings.

Section 3. The Executive Board shall meet prior to each regular meeting of the ASSOCIATION. A joint meeting of all previous and newly elected officers shall be held after the final ASSOCIATION meeting of the year.

Section 4. The Co-Presidents, Treasurer, Principal, and Pastor shall meet prior to the start of the new school year to discuss the proposed budget, upcoming event and meeting dates, and any follow-up items from previous year’s end of year meeting.

#### **ARTICLE VIII – AMMENDMENTS TO THE CONSTITUTION**

This constitution may be amended by a majority vote of the Executive Board at any regularly scheduled board meeting or at any special meeting called for the purpose of amending the constitution. Written amendments signed by the proponents shall be submitted at least thirty (30) days prior to the meeting when the voting is to occur.

# **BYLAWS**

## **ARTICLE I – PURPOSE**

The purpose of the ASSOCIATION shall be to provide support to the faculty and staff of the school, to serve as a voice for parents and to offer community building opportunities for the mutual benefit of the children, parents, and educators.

## **ARTICLE II – DUTIES OF THE OFFICERS**

Section 1. The Co-Presidents shall preside at all meetings of the ASSOCIATION and the Executive Board. The President shall: call all special meetings; form committees which are not addressed in the constitution; act as an advisory member on all committees; maintain an accurate list of names and telephone numbers of members and officers; possess a working knowledge of parliamentary procedures; inform the Executive Board on all of the ASSOCIATION’S activities, decisions, and concerns; maintain an objective role in the performance of duties; retain a copy of the constitution at all meetings.

Section 2. The Co-President-Elects shall: perform, in the absence of the President, the duties of that office; assist the President as needed; maintain an up-to-date list of volunteers and contact information , ensure all volunteers are Safe Parish approved up to two (2) weeks prior to each event by working with the appropriate contact, assign Room Parents, create Flyers for events, will serve as chair for the Hospitality Committee.

Section 3. The Recording Secretary shall: record accurate and complete minutes of all regular, special, and BOARD meetings noting the type of meeting, name and title of the presiding officer, date and place of the meeting, approval of previous meeting’s minutes, the submitted reports, each motion with the responsible members’ names and the resultant vote tally; maintain an up-to-date copy of the constitution and bylaws with the amendments properly entered; keep accurate and complete files of all committees, projects, bulletins and surveys; maintain an inventory of all items belonging to ASSOCIATION; request and receive written reports from all chairpersons of special events and committees; maintain an accurate record of election results.

Section 5. The Treasurer shall be the sole custodian of all funds, donations, and other money belonging to ASSOCIATION. The Treasurer’s duties include: making all bank deposits; signing all checks for the disbursement of funds; having the pastor co-sign for all accounts; accounting for all special events, money-raising projects, card parties, etc.; receiving all bills in writing; maintaining an accurate written record of all expenses for each project or event; balancing the check book with each monthly statement; keeping an accurate ledger showing itemized expenditures and net totals for each meeting. The Treasurer shall submit a detailed report at each meeting; shall submit the same report to the Principal. All decisions for spending the ASSOCIATION’S funds shall be made by the BOARD and not by individual officers. All of the ASSOCIATION’S funds collected at school or elsewhere shall pass through the hands of

the Treasurer prior to the use by any committee or chairperson. A qualified accountant, as approved by the BOARD, shall audit the Treasurer's books annually.

Section 6. The Communications Representative shall be responsible for all internal and external communications with the purpose of promoting the ASSOCIATION or association activities. This will be communicated both to the school and the Parish. These responsibilities shall include, but are not limited to: maintaining a current and accurate social media account on behalf of the ASSOCIATION and emailing the "Go Green" to families. All publications shall be approved by the Executive Board prior to release. The Communications Representative shall be responsible for all general correspondence of the ASSOCIATION including: the extension of invitations, the composition of "thank-you" notes, business letters, notice of meetings, and sponsored events, etc.

Section 7. The Teacher Representative shall: act as a liaison between the BOARD and the faculty; present the teachers' points of view to the BOARD; help decide how general funds are to be used; report at Faculty meetings what the PTG is involved with at the time; report at the PTG meetings any information relevant to school activities.

### **ARTICLE III – RESPONSIBILITIES**

Section 1. All records, files, and books shall be given to the newly elected officers at the final ASSOCIATION meeting of the school year. A final meeting between newly elected officers and their predecessors must occur no more than 30 days after the final ASSOCIATION meeting of the school year. This meeting shall act as an official role transition, to discuss all business from the previous year, and as a forum for questions related to role responsibilities.

Section 2. Appointed chairpersons of special events and committees are responsible for: the selection of sub-chairperson (s); presiding over the group's activities; submitting a detailed report to the Recording Secretary within thirty (30) days from the conclusion of the event; regularly informing the President of the committee's progress and problems. The appointed chairperson must receive a majority of the Executive Board votes to serve as chairperson.

Section 3. Each year the ASSOCIATION will sponsor school events and/or purchase equipment or other items specifically needed by the school. Suggestions by the membership will be considered and discussed by the ASSOCIATION with final decisions made and executed by the BOARD.

### **ARTICLE IV – QUORUM**

Section 1. In the ASSOCIATION in which there are no required or effective annual dues and the register of members is not generally reliable as a list of the bona fide members, the quorum at any regularly or properly called meeting consists of those members who attend.

Section 2. A quorum shall not be larger than the number of members that might normally be expected to attend regularly scheduled meetings. The presiding officer in determining a quorum shall take varying seasonal attendance and unfavorable weather into account.

Section 3. The question of the presence of a quorum must be raised immediately after a vote is taken, that is immediately prior to consideration of the next item on the agenda, for the absence of a quorum to invalidate that vote.

#### **ARTICLE V - MEETINGS**

Section 1. Regularly scheduled meetings of the ASSOCIATION shall be held at least four (4) times annually. The date and time shall be decided by the BOARD. A written notice of the first meeting of each year will be forwarded to each member of the ASSOCIATION at least one week in advance. Notice of date, time, and place of the remaining meetings will be given at the first ASSOCIATION'S meeting of the year.

Section 2. Special meetings may be called at the decision of the BOARD. Written notice shall be given.

Section 3. The Executive board shall meet quarterly to discuss budget, fundraising, and any unfinished business. Meetings may be called more frequently based upon school year needs.

#### **ARTICLE VI – ORDER OF BUSINESS**

Each regularly scheduled meeting will use the following format in addressing the orders of business:

1. Opening Prayer
2. Recording Secretary's Report
3. Treasurer's Report
4. Teacher Representative's Report
5. Committee Reports
6. Principal's Report
7. Unfinished Business
8. New Business
  - a. Comments and Discussion from Members
  - b. Activities
9. Pastor's Comments
10. Announcements
11. Closing Prayer
12. Adjournment

#### **ARTICLE VII – AMMENDMENTS TO THE BYLAWS**

The BYLAWS may be amended by a majority vote of the Executive Board at any regularly scheduled board meeting or any special meeting called for the purpose of amending the bylaws. Written

amendments signed by the proponents shall be submitted at least thirty (30) days prior to the meeting when the voting is to occur.

Revised 9/20/2021