



**ARCHDIOCESE OF SAN ANTONIO  
SACRED HEART CATHOLIC SCHOOL  
CATHOLIC PARENT-TEACHER CLUB**

**CONSTITUTION**

**ARTICLE I - NAME**

The name of this organization shall be the **Catholic Parent-Teacher Club**.

**ARTICLE II – PURPOSE AND GOALS**

The purpose of the Organization shall be to coordinate programs to enhance Catholic Education in the homes and school at (school) by the following means:

- ❖ *To promote the welfare of Sacred Heart Catholic School by strengthening the relationship between the home and school;*
- ❖ *To promote parental rights in education by providing and coordinating legislative action on behalf of Sacred Heart Catholic School;*
- ❖ *To provide educational programs for parents;*
- ❖ *To serve as a conduit of information to the public at large regarding Sacred Heart Catholic School); and*
- ❖ *To be a resource for fundraising opportunities.*

**ARTICLE III - MEMBERSHIP**

Every parent and teacher connected with Sacred Heart Catholic School is a member and is expected to participate.

**ARTICLE IV - EXECUTIVE OFFICE**

- Section 1.** The Executive Officers of this organization shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, Legislative Representative, and Teacher Representative.
- Section 2.** The Executive Officers shall consist of supportive parents whose children are enrolled in a Catholic school or teachers employed by the school.

- Section 3.** The Executive Officers shall be consultative to the Principal on all matters pertaining to the purpose of the Organization for which the Principal seeks the Executive Officers advice and counsel including, but not limited to, preparing and submitting proposed goals and objectives of the Organization.
- Section 4.** All nominees for office shall be recommended by members at large, interviewed by the Executive Officers, approved by the Principal of the School, and placed on a ballot for election
- Section 5:** The term of office shall be one year. No Executive Officer may hold the same office more than two consecutive years.
- Section 6:** Inasmuch as this is a consultative committee with its authority invested by the Principal, the Principal may remove any member(s) whose actions have had an adverse effect on the welfare of the school.

### ARTICLE V - VOTING

Every parent and teacher of the school is entitled to a vote. Unless otherwise specified (in Article VI of the Constitution and Article VIII of the Bylaws) a simple majority carries. All voting must support the purpose and goals of the Organization

### ARTICLE VI - AMENDMENTS

The constitution may be amended at the regular meeting of the school by simple majority and upon approval from the Archdiocesan Superintendent.

*Leonora R. Puente*  
Parent-Teacher Club President

5-3-2023  
Date

*Janice Estrada*  
Principal

5-3-2023  
Date

*Rev. Eduardo D. Morales*  
Pastor/Authorized Agent

05-03-2023  
Date

\_\_\_\_\_  
Superintendent of Catholic Schools

\_\_\_\_\_  
Date

CC: Parent-Teacher Club Archives  
School File  
Catholic Schools Office Archives



**CATHOLIC SCHOOLS**  
— ARCHDIOCESE OF SAN ANTONIO —

**Department of Catholic Schools**

*Archdiocese of San Antonio*

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**ARCHDIOCESE OF SAN ANTONIO**

**Sacred Heart Catholic School**

**CATHOLIC PARENT-TEACHER CLUB**

**BYLAWS**

**ARTICLE I - DUTIES OF EXECUTIVE OFFICERS**

**Section 1.** The President shall preside at all meetings, appoint chairpersons to standing committees, and perform such other duties as are incumbent on the office. The President is an ex-officio member of all committees except the Nominating Committee and serves as an ex-officio member of the Schools Council.

**Section 2.** The Vice-President, in the absence of the President, shall perform all duties of the President and shall serve as committee co-chairperson.

**Section 3.** The Secretary shall keep the minutes of the Executive Meetings and General PTC meetings.

**Section 4.** The Treasurer shall receive all dues and other monies to be forwarded to the PTC and keep an accurate record of the same. The Treasurer will submit all required check request forms to the Pastor and/or Principal for approval and payment of bills. The Treasurer will adhere to all applicable policies regarding finances as stated in the *Handbook of Policies and Regulations for Catholic Schools*.

**Section 5.** The Teacher Representative shall represent the teachers of the school and attend all Executive and General PTC meetings.

**Section 6.** The Parliamentarian shall see that all meetings of the PTC and the Executive Officers run in an orderly fashion in accordance with accepted rules of operation for meetings.

**Section 7.** The Legislative School Representative will serve on the Legislative Action Committee.

**Section 8.** The Principal shall furnish appropriate advice to the Executive Officers.

**ARTICLE II - DUES**

**Section 1.** Annual dues to the organization are determined by school and reviewed annually.

### **ARTICLE III - EXECUTIVE OFFICERS**

**Section 1.** The Principal may recommend to the Executive Committee that an officer be granted an extended term.

**Section 2.** The Executive Committee shall consist of the officers of this organization and the chairpersons of the standing committees.

**Section 3.** In the event of a vacancy in office during an unexpired term of office, the Executive Committee shall fill the vacancy, except in the case of the Presidency, which vacancy shall be filled by the Vice-President for the unexpired term.

### **ARTICLE IV - MEETINGS**

**Section 1.** The Catholic Parent-Teacher Club Executive Officers will attend the General Assembly/Meeting of the Federation to be held the first quarter of the school year.

**Section 2.** The PTC will ordinarily meet four times a year as specified in the school calendar.

### **ARTICLE V - COMMITTEES**

**Section 1.** The Standing Committees shall be Publicity and Nomination, Legislative Action, Parent Education, and Fundraising Resources. Special committees, as may be found necessary for the proper development of the purpose and goals of the PTC, may be appointed by the Executive Committee with the approval of the principal.

**Section 2** The Publicity and Nomination Committee Chairperson will be responsible for notifying parents of meetings and PTC events. Furthermore, the chairperson shall solicit and recruit nominees for office on the Sacred Heart Catholic School PTC.

**Section 3.** The Legislative Action Committee Chairperson is responsible for keeping abreast of legislative issues, promoting the passage of legislation to benefit Catholic schools, and informing the parents of Sacred Heart Catholic School about such actions.

**Section 4.** The Parent Education Committee Chairperson gathers and disseminates resources on parent education topics.

**Section 5.** The Fundraising Resources Committee Chairperson coordinates the fundraising initiatives of the school.

**Section 6.** The President will appoint a chairperson for each standing committee. No chairperson may hold the same position for more than two consecutive terms except, when for the good of the school the Principal may recommend an extended term.

### **ARTICLE VI - NOMINATION AND APPOINTMENTS**

**Section 1.** The Publicity/Nominating Committee shall consist of the Principal, the chairperson appointed by the President, and two additional members. No member of the

**Section 2.** The Publicity/Nominating Committee shall present the name of at least one candidate for each office. The President shall appoint a committee to conduct the annual election, count the ballots, and report this information to the President, who will report the results to the organization.

**Section 3.** Executive Officers shall be elected during the fourth quarter of the school year by a simple majority vote. Induction into the Executive Committee will take place during the fourth quarter of the school year.

### ARTICLE VII – SIMPLE MAJORITY VOTE

The transaction of business for a simple majority vote shall be as follows:

- U.S. mail/Electronic mail/Fax - One more than one-half.
- PTC Meeting – One more than one-half
- PTC Executive Officers Meeting – One more than one-half.

### ARTICLE VIII - AMENDMENTS

The constitution may be amended at the regular meeting of the school by simple majority and upon approval from the Archdiocesan Superintendent. The proposed amendment must be presented in writing at least two weeks prior to the meeting during which the vote will take place.

*Devon R Puente* 5-3-2023  
Parent-Teacher Club President Date

*Janice Estrada* 5-3-2023  
Principal Date

*Rev. Eduardo D. Morales* 05.03.2023  
Pastor Authorized Agent Date

\_\_\_\_\_  
Superintendent of Catholic Schools Date

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