

St. Mary's Parent-Teacher Club

Constitution and By-Laws

ARTICLE I – NAME

This organization shall be called the Parent-Teacher Club of St. Mary School, hereinafter referred to as "PTC". It was organized and the first meeting held on January 24, 1962.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the prosperity of St. Mary School, to advance the interest in education, and to bring unity to the parents, faculty, staff, administration and parish as a Christian community for the common welfare of the children. The President or Principal will emphasize this purpose often during the school year at PTC meetings.

ARTICLE III – MEMBERSHIP

All St. Mary parishioners, parents or guardians of children attending St. Mary School are eligible for membership in the St. Mary PTC, as well as all members of the faculty of St. Mary School.

Section I: Any new member, having paid dues, is eligible to vote.

ARTICLE IV – OFFICERS

Section I: The officers of the organization shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Teacher Representative(s)

Section II: These officers shall constitute the Executive Committee of the organization.

ARTICLE V – ELECTIONS

Section I: Any member shall be eligible for office. No one shall be nominated without his/her consent. Proxy votes will not be accepted.

Section II: The ballot shall be published in the March meeting minutes, and/or any other pertinent parish and school publications, with the exception of the Teacher Representative(s).

Section III: The officers will be elected each year at the regular monthly meeting in April, except for the Teacher Representative(s). At that time, all Standing Rules shall be handed over to the newly elected officers, except the Treasurer who will transition in August.

Section IV: Prior to the beginning of a new school year, the Teacher Representative(s) shall be elected by the current faculty at the first faculty meeting. The PTC President may attend this meeting in order to conduct this election by secret ballot.

ARTICLE VI – TERM OF OFFICE

- Section I:** The Vice President is to be elected for two (2) years, the second year serving as President. All other officers are to be held for a one year term. No member shall hold any office on the PTC board for more than four (4) consecutive years.
- Section II:** If an office becomes vacant before the next regular election, another member will be elected to fill the remainder of the term.
- Section III:** The President shall solicit all committees' chairs and may sit in on all committee meetings.

ARTICLE VII – MEETINGS

- Section I:** The regular monthly meeting shall be at 7:00 pm on the fourth Tuesday of each month, unless otherwise specified at a previous meeting. There are no regular meetings during May, June and July.
- Section II:** Additional meetings may be called at the discretion of the Executive Committee.

ARTICLE VIII – DUES

The dues shall be \$1.00 per family per school year.

ARTICLE IX – EXPENDITURES

- Section I:** All money netted from any project is to be expended primarily to promote the prosperity of St. Mary School, to advance the interest in education, and to bring unity to the parents, faculty, staff, administration and parish as a Christian community for the common welfare of the children.
- Section II:** The President or Treasurer may approve expenditures, if budgeted. The President and Treasurer may also approve any unbudgeted expenditures under \$250. Any expenditures exceeding the budgeted amount or any unbudgeted expenditure exceeding \$250 but less than \$5,000 will be motioned and voted upon by the PTC assembly during a regular scheduled meeting. The outcome will be determined by a majority vote of the members present. Any expenditure exceeding \$5,000 will be presented to the Finance Committee and voted upon and determined by a majority vote. If necessary, the Pastor may be utilized as an arbiter in the case of disputes.
- Section III:** A minimum of \$24,500, but not to exceed \$50,000 shall be maintained for yearly anticipated expenditures outlined in the budget.
- Section IV:** All expenditures must be submitted to PTC with a copy of receipts and a reimbursement form before reimbursement. Expenses must be submitted for reimbursement within 60 days of the event.
- Section V:** The PTC and SCRIPS books may be reviewed yearly between July 1st and August 31st. The PTC Treasurer must prepare and submit a monthly packet to the Finance Committee Chair at each monthly meeting. The Finance Committee shall appoint a qualified Auditor who is independent of PTC to analyze the compiled financial statements and issue a letter to the Executive Committee stating any findings and recommendations.

Section VI: The books shall be closed out on June 30th with the understanding that all expenses for the previous school year have been paid.

Section VII: Authorized check signers for PTC general fund are the following: the Treasurer, PTC President, and the Pastor. Authorized check signers for PTC SCRIPS are: SCRIPS Chairperson, PTC Treasurer, and the Pastor.

ARTICLE X – FINANCE COMMITTEE

The Finance Committee shall be an official committee of PTC whose responsibility shall be to establish and present a budget for the current school year at the August meeting. PTC members will approve the proposed budget at the September meeting.

Section I: The members of the Finance Committee shall be:

1. Finance Committee Chairperson
2. Principal
3. Vice President of PTC
4. Major Fundraiser Chair
5. PTC Treasurer
6. SCRIPS Chairperson
7. One other person appointed by the PTC President

Section II: The Finance Committee will meet two times a year, in April to establish the budget and August, to finalize the budget, unless deemed otherwise.

ARTICLE XI – QUORUM

A quorum for conducting business shall consist of twenty (20) members, including officers, present at a regularly scheduled meeting.

ARTICLE XII – AMENDMENTS

Section I: Any amendment to the constitution or by-laws must be presented in writing, and then approved by a two-thirds majority by anonymous ballot.

Section II: At least every five years the constitution and by-laws will be reread and revised. This will be accomplished by a committee or at a general meeting which will be at the discretion of the Executive Committee.

Section III: A copy of this constitution and by-laws is to be made available to all members of the St. Mary PTC at all times.

ARTICLE XIII – RULES OF CONDUCT

All meetings of this PTC shall be conducted according to Robert's Rules of Order, Revised, when not in conflict with this constitution and by-laws.

REVISED

March 2010

April 2015

St. Mary's Parent-Teacher Club

Standing Rules

ARTICLE I – DUTIES OF OFFICERS AND COMMITTEES

The officers are responsible for the duties listed below and such other duties applicable to the office by the Parent Teacher Club (PTC). Upon installation during new business at the April meeting, the outgoing officers shall turn over to the newly installed officers all books except for the Treasurer.

Section I – The President

- a) The President, or if the President is absent, the Vice President, shall preside at all meetings of the Executive Committee and regular meetings.
- b) The President shall appoint all committees and chairperson(s) and assign duties unless voted upon. It is permissible to have more than one chairperson or co-chairperson for a committee.
- c) The President must obtain chairperson(s) for the standing committees for the coming year and introduce them at the August meeting.
- d) The President must see that all officers maintains written and accurate records.
- e) The President is responsible for preparing the agenda each month and ensure they are available via email and school data system with the meeting minutes.
- f) Shall oversee the nominating committee is finding candidates to run for office for the following school year.
- g) The President may sign all checks along with the Treasurer's signature.
- h) A meeting can be called with the Executive Committee before the beginning of the school year to ensure all members are aware of their duties.
- i) The President or Treasurer is required to make all deposits and they need to have another signature on the deposit slip with theirs if the deposit exceeds \$500 in cash.

Section II – Vice President

- a) The Vice President shall perform the duties of the President if absent. The Vice President automatically becomes the President the following fiscal year.
- b) The Vice President will record the minutes for all Executive Committee meetings.
- c) If any PTC fund request for product, work or services exceeds \$5,000 the requestor must present their estimate to the Vice President who is the custodian of all bids for special projects. The bids must be itemized and will be submitted to the Finance Committee for fair consideration before being voted upon at regularly scheduled PTC meetings.
- d) The Vice President is responsible for all appropriate correspondence on behalf of PTC including, but not limited to, submissions of the meeting agendas, meeting minutes via email and school data system, as well as sending cards.
- e) Present a report regarding the monthly correspondence at each meetings and Executive Committee meeting.
- f) Keep a separate list of those members who attended six out of nine meetings for the PTC attendance scholarship.

Section III – Secretary

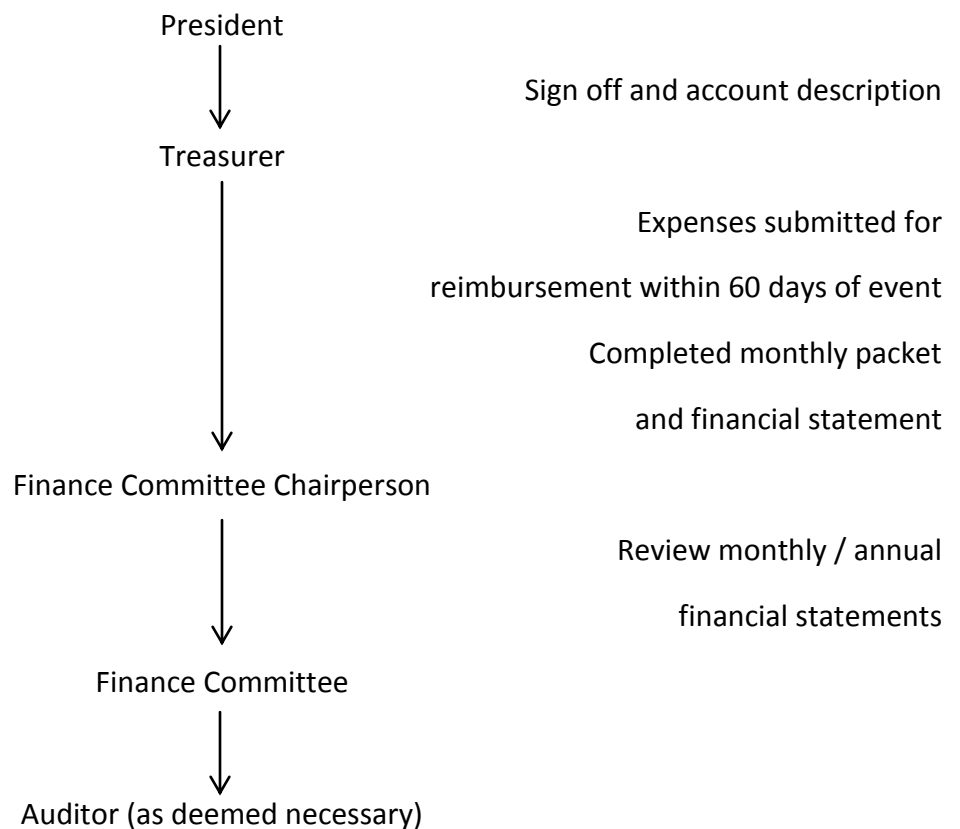
- a) The Secretary shall keep an accurate record of all minutes of the PTC meetings and submit to the Executive Committee for review.
- b) The Secretary shall be custodian of all revisions and amendments to the constitution and by-laws.

Section IV – Treasurer

- a) The Treasurer shall be the custodian of all funds belonging to the PTC, including SCRIPS.
- b) The Treasurer or the President is required to make all deposits and they need to have another signature on the deposit slip with theirs if the deposit exceeds \$500 in cash.
- c) Present a report regarding the monthly activity at each meeting and Executive Committee meeting.
- d) A monthly packet consisting of the bank reconciliation, Treasurer's report, bank statement, and corresponding receipts and deposit slips must be maintained during the year as well as the compiled financial statements.
- e) All receipt forms must have sign off and account description noted on them by the President or Treasurer before being processed. No checks are to be cut until the proper documentation has been submitted.
- f) The outgoing Treasurer must complete all duties until the newly installed Treasurer can be given all records. During this transitional period, the newly installed Treasurer must shadow the outgoing Treasurers' duties. Once the annual financial statement has been submitted, all bank accounts, checkbooks and records must be turned over to the newly installed Treasurer.
- g) The Treasurer is responsible for the PTC laptop. If the laptop or software needs to be serviced or updated the Executive Committee must be informed of the possibility of the additional expense before the service will be authorized.
- h) The PTC laptop must be backed up on an external drive for security purposes on a quarterly basis.

Section V – Finance Committee

Receipt copies and properly completed corresponding form



- a) The members of the Finance Committee shall be:
 - a. Finance Committee Chairperson
 - b. Principal
 - c. Vice President of PTC
 - d. Major Fundraiser Chairperson
 - e. PTC Treasurer
 - f. SCRIPS Chairperson
 - g. One other person appointed by the PTC President
- b) The Finance Committee will meet two times a year, in April and August, unless deemed otherwise.
- c) Responsible for presenting a budget for the current school year at the August meeting for approval by the assembly at the September meeting.
- d) Responsible for presenting the financial statements in April.
- e) Shall examine the monthly packet from the Treasurer.
- f) The Finance Committee Chairperson must review monthly and annual financial statements detailing the receipts and disbursements of all PTC accounts versus the budget. The monthly packet will be the supporting documentation for the financial statements.
- g) These financial statements are to be signed by the President and Financial Committee Chairperson and given to the Finance Committee and Executive Committee members.
- h) The annual financial reports are submitted to the Auditor, as deemed necessary, at the end of the fiscal year.
- i) The Finance Committee Chairperson is responsible for maintaining expenses within the budgeted amount for each account.

Section VI – Teacher Representative(s)

- a) Shall act as intermediary and relate information to the faculty with assistance from the Principal, if necessary.
- b) Shall take care of the attendance each month and assist in collecting dues and keep record of paid members. Dues shall be \$1 (one dollar) per family per year.
- c) Prior to the beginning of a new school year, the teacher representative(s) shall volunteer. The PTC President shall be notified before the first meeting.

Section VII – Standing Committees

- a) Shall be added or deleted as deemed necessary by the Executive Committee. Special committees shall be appointed as the need arises.
- b) Major Fundraiser Committee – PTC will hold one major fundraiser during the school year. The objective will be to raise the majority of PTC monies in a single event, one that does not require our student to sell goods. PTC may hold several other small events as the budget deems necessary.

ARTICLE II– SCHOLARSHIPS

PTC shall disburse a total of \$4,000.00 per school year.

- a) Two (2) \$1,000 scholarships will randomly be selected and give to a member who has attended six (6) out of nine (9) PTC meetings. Any member who attends more than six (6) meetings will be added to the drawing for an additional chance to win. However, no family can win more than one scholarship.
- b) PTC will randomly draw a student’s name and give a \$500.00 scholarship. The President may come up with a creative way that this can be done, as long as it is fair for all students to participate. The scholarships will be based on participation and not a judged entry.

- a. Example – First trimester, Thanksgiving theme, have students submit what they are thankful for and each student who turns in something will have their name put into a hat and one name will be drawn and awarded the scholarship.

ARTICLE III – ORDER OF BUSINESS

1. Meeting called to order
2. Open in prayer
3. Approval / correction of minutes
4. Treasurer's Report
5. Correspondence Report
6. Standing Committees' Report
7. School Report by Principal
8. Attendance Report
9. Old Business
10. New Business
11. Secretary Clarification
12. Adjournment
13. Close meeting in prayer