

CHARTER OF THE ST. AUGUSTINE SCHOOL PARENT TEACHER COMMITTEE (PTC)

Article I: Name

The official name of this organization shall be the St. Augustine School Parent Teacher Committee (hereafter referred to as PTC).

St. Augustine School spreads the good N.E.W.S. of Jesus by Navigating a Christian course, educating body, mind & spirit, Worshiping the Lord and Serving others.

Article II: Objectives

1. The purpose of the PTC is to promote the social growth and interaction of students, parents, teachers, staff, and other interested persons. To accomplish this objective, the PTC shall coordinate and fund social programs, school assemblies, and other activities, both during and after school hours, for the students and their families as monies permit. **Refer to Articles X and XI for suggested activities.**
2. To build and maintain an active organization of parents, teachers, and other interested persons, which will lend moral and financial support to the students and school.
3. To promote good relations among faculty, administration, and parents, built on communication and cooperation.
4. To further the goals of the school and its students by aiding teachers and administration in

Article III: Basic Policies

The PTC shall cooperate with the school to support the improvement of education in ways that do not interfere with the administration of the school and shall not seek to control its policies. While we can relay suggestions to the administration or School Board, it is up to those bodies to set policy.

Article IV: Membership

All parents, guardians, teachers, administrators, and interested persons who share the objectives and policies of the PTC will be considered general members, subject only to compliance with the provisions of this Charter

Article V: Officers and Their Appointments

1. The officers of this association shall be as listed: (for officer eligibility, a member must attend 75% of meetings)
 1. President (must attend meetings or be on the committee for at least one year prior)
 2. Vice-President (must attend meetings or be on the committee for at least one year prior)

3. Secretary (must attend meetings or be on the committee for at least one year prior)
 4. Treasurer (must attend meetings or be on the committee for at least one year prior)
 5. Faculty Representative
 6. General Members, as needed
2. If there are open positions within the PTC, and multiple people are interested in different roles, voting will take place within the committee. Current members can continue their service.
 3. The School Administration and PTC board have the authority to remove members.
 4. Any Officer who desires to resign their post must notify the remaining Officers in a timely fashion.
 5. All member vacancies, whether occurring because of resignation, removal, or death, shall be filled by an appointment by the President, with the approval of the other Officers.
 6. The PTC may be governed by as few as two Officers, a President and one other Officer, if no other nominees or volunteers are available or forthcoming. However, all attempts will be made to fill all Officer vacancies.

Article VI: Duties of the Officers

1. The President shall conduct all meetings of the PTC, supervise all projects, and can call special meetings. The President shall make the agenda available upon request to any interested persons. A copy of the agenda will also be made available to general members in attendance at each regularly scheduled PTC meeting 1.
2. The Vice-President shall conduct all meetings in the absence of the President and perform all other assigned functions of the President whenever requested to do so by the President 2.
3. The Secretary shall record minutes of all meetings, email them to the committee and principal, and forward them to the school office to publish on the school website 3.
4. The Treasurer shall keep an accurate record of all receipts and disbursements (checking and savings accounts), pay all bills, and reimburse all other officers, at-large/general members, and parents/guardians for expenses incurred for PTC functions within 30 days. The Treasurer shall present a Treasurer's Report at each PTC meeting and at other times as requested by the President and attend to any financial correspondence. In accordance with the Archdiocese of Detroit and parish policies, the Treasurer should review all PTC-related expenses incurred with the parish bookkeeper. The Treasurer shall also present a current budget with the Treasurer's Report for review by all those present at the regular PTC meeting. A copy of the budget may be requested by all interested persons and produced by the Treasurer within a reasonable time from the date of the request 4.

5. A teacher (hereafter referred to as Faculty Representative) will attend regularly scheduled PTC meetings when possible. The Faculty Representative shall act as a liaison between school staff and the PTC 5.

Article IX: Procedures

1. The PTC shall meet on the third Tuesday of each month as agreed upon by the Officers.
2. The agenda for each meeting shall be presented by the President and used as a guideline for the meeting.
3. The President shall call the meeting to order and lead those present in prayer before the presentation of regular business. The Treasurer's Report, including the presentation of a current budget, reports from other Officers as needed, discussion of old and new business, and adjournment with a closing prayer.
4. The general meeting of the PTC shall be conducted as set forth by the President, and there shall be a quorum of six members, including the President, Vice-President/Secretary, Treasurer, Principal, and Faculty Representative.

Article X: Non-Fundraising Activities

The members shall decide which activities will be sponsored by the PTC, as long as they align with the objectives set forth in Article II1. The President, if they so desire, shall appoint or ask for a volunteer to oversee the management of any PTC-sponsored programs and activities2.

Examples of yearly non-fundraising activities sponsored by the PTC include:

- Special functions as needed
- Various holiday activities, such as:
 - Trunk n' Treat Halloween Party
 - Christmas Aglow
- Family picnic
- Middle School Dance
- School Assemblies/Educational Programs
- Talent Show
- Family Fun Nights
- Special events for Catholic Schools Week
- Teacher Appreciation Week
- Preschool carnival
- Mother-Son Event
- Father-Daughter Event

- Open House
- Saints in Disguise
- Hot Cocoa Bar
- SASS Card Prizes
- Kindergarten Celebration
- School assemblies
- Staff Lounge Restock
- Staff and Teacher Appreciation Week
- Back to School Bash

Article XI: Fundraising Activities

The members shall decide which fundraising projects will be undertaken by the PTC. All fundraising activities involving students or faculty and/or held on school property must have prior approval from the school administration. The yearly fundraising activities sponsored by the PTC may include, but are not limited to:

- Children's Santa Christmas Shop
- Restaurant fundraisers

Article XIII: Dissolution of the Organization - PTC

1. School administration has the discretion to dissolve the committee.