

# **CONSTITUTION AND BY-LAWS**

## **ST. BERNARD'S SCHOOL PARENT/TEACHER CLUB**

**(Revised April 2009)**

### **CONSTITUTION**

#### **Article I**

##### **Name**

**Section I.** This organization shall be known as the Saint Bernard's School Parent/Teacher Club.

#### **Article II**

##### **Objective of the St. Bernard's School Parent/Teacher Club**

##### **Section 1.**

- a) To raise money through fundraisers to support the school, social functions, assemblies, and field trips.
- b) To spread the good news of St. Bernard's School to the wider community.

#### **Article III**

##### **Membership**

**Section 1.** Membership is limited to parents or guardians of each student enrolled at St. Bernard's School.

## Article III (con't)

### **Membership**

**Section 2.** All members are required to pay dues annually in the amount fixed by the Executive Committee. Dues must be paid at the time of registration.

**Section 3.** All members are required to actively participate in the attainment of the organization's objectives as defined by the Executive Committee.

**Section 4.** The Constitution and By-Laws will be made available to all members of the Parent/Teacher Club.

## Article IV

### **Officers**

**Section 1.** The elective officers of the organization shall be the President, President-Elect, Secretary, and Treasurer. The President-Elect shall become President in his/her second consecutive year of office. The Secretary and Treasurer positions shall be elected at the end of every other school year.

## Article V

### **Executive Committee**

**Section 1.** The executive Committee shall consist of the following:

- 1) The Moderator, the Pastor of St. Bernard's Church**
- 2) The Principal of St. Bernard's School**
- 3) The Elective Officers, as defined in Article IV.**
- 4) The Teacher Representative**

## BY-LAWS

### Article I

#### **Objectives of the PTC Executive Committee**

**Section 1.** To promote communication among parents, teachers, and administration.

**Section 2.** To facilitate PTC-sponsored events and fund-raisers including directing and coordinating parental support for such events.

### Article II

#### **Meetings**

**Section 1.** The fiscal year of this organization shall begin July 1st and end on June 30th.

**Section 2.** Meeting minutes will be taken at all meetings. Minutes will be distributed to the board members and will be made available to the PTC General Members. Meeting dates, times, and places will be set by the PTC President and/or School Principal.

**Section 3.** This organization shall hold general assembly meetings at least once each Quarter during the school year. General membership agenda items must be submitted to the Executive Committee three weeks prior to the scheduled general assembly meeting.

**Section 4.** The PTC Executive Committee will meet monthly to discuss status on pending issues, upcoming events, new issues, newsletter items.

**Section 5.** The PTC Executive Committee shall meet quarterly prior to the quarterly general PTC Meeting.

**Section 6.** The PTC Executive Committee will meet at least once with Chairs/Co-Chairs of each PTC event. The Board may call one meeting to meet with several event representatives or may meet with each Chair/Co-Chair separately. The purpose of these meetings is to determine budget, discuss staffing, and address any issues. At the discretion of the Executive Board, multiple meetings may be held to ensure successful events.

**Section 7.** The PTC Executive Committee will host an annual New Parent Orientation Meeting prior to the beginning of the school year. All parents new to the school as well as the administrative team, and PTC Executive Committee will be present. The PTC President and Principal will preside over this meeting.

**Section 8.** Additional meetings may be held as deemed necessary by the President, Principal, or Moderator. Additional meetings are considered any meetings not defined in the above sections. The Principal and/or the Moderator must be invited to all additional meetings.

### **Article III**

#### **Officers and Executive Committee**

**Section 1.** The President-Elect shall be elected annually for a term of one year. The President will become the Past President, and the President-Elect will become President for each successive year. Secretary and Treasurer shall be elected bi-annually for a term of two years.

**Section 2.** The Executive Committee shall consist of the following: The Moderator (pastor) and the School Principal, who are ex-officio members, the Past President, President, President-Elect, Secretary, Treasurer and Teacher Representative.

## Article IV

### **Duties of Officers and the Executive Committee**

- Section 1.** All Spiritual activities of the group are under the supervision of the Moderator. No member may be asked to accept a nomination or an appointment to any Parent/Teacher Club office without the approval of the Moderator. The Moderator's approval must be secured before any activity may be announced publicly. The Moderator may request an official report from any officer or chairperson.
- Section 2.** The President shall preside at all meetings of this organization. The President shall serve as the liaison between the PTC and SAC. The President approves chairpersons of all standing committees and shall perform such other duties as pertain to this office. Upon completion of his/her term, the President shall serve as Past President.
- Section 3.** In the absence of the President, the President-Elect shall perform the duties of the President and shall assist in devising and executing plans for work. The President-Elect shall attend SAC meetings with the President to become familiar with the meetings and the members. The President-Elect shall oversee the Nomination process in accordance with Article VI of these By-Laws. Upon completion of his/her term, the President-Elect shall serve as President for one additional year.
- Section 4.** The Secretary shall keep the minutes of all meetings, shall have charge of all the official correspondence, shall keep the current list of members and shall file all papers pertaining to this office. The Secretary is responsible for the coordination and distribution of the monthly PTC Newsletter; gathering and submitting parental hours for PTC General and Additional Meetings; and working with the Webmaster to have PTC documents, newsletters, and communications posted to the St. Bernard's School website.

**Section 5.** The Treasurer shall keep a record of all funds of this organization and shall deposit same with the bookkeeper of St. Bernard's School. The Treasurer shall obtain a list of members from the Secretary to insure receipt of all membership dues, shall keep account of all money received and expended, shall ensure payment of all bills that have been properly approved (by the PTC Elected Officer and School Principal), shall present a detailed report at each meeting and an annual report at the close of the fiscal year, shall provide a written financial account for the monthly newsletter, and shall perform such other duties as may pertain to this office.

**Section 6.** The Past-President shall serve as an advisor on the Executive Committee.

**Section 7.** The Teacher Representative Position is a St. Bernard's School adjunct duty. Each year, one teacher will be assigned if no teacher volunteers. The appointment will be made by the School Principal. The Teacher Representative shall serve as liaison between staff and the PTC.

**Section 8.** Each officer shall present a written report of all completed, ongoing and pending activities, within thirty days after the election or appointment of a successor.

## Article V

### Finance

**Section 1.** This organization will derive its funds from dues and fundraising activities on behalf of St. Bernard's School in accordance with its annual assessment.

**Section 2.** All monies derived from fundraising activities of this organization will be under the control of the Executive Committee and will be deposited in a timely manner through the bookkeeper of St. Bernard's School. Money will be transferred to Saint Bernard's School General Fund in a timely manner as determined by the PTC Executive Committee.

**Section 3.** The Parent/Teacher Club will make every effort to reach the fund raising objectives determined by the PTC Executive Committee.

**Section 4.** The PTC Executive Committee will determine event dates and times for the coming year. A tentative calendar of PTC events shall be made available to the PTC General Members when the school year commences. The PTC Executive Committee shall coordinate the sign-up process for event volunteers during School Registration.

**Section 5.** All PTC events and fund raisers will be led by a Chairperson (and Co-Chairpersons as deemed necessary by the PTC Executive Committee) from the general membership of this organization. Chairpersons are self-nominated through the sign-up process at School Registration. Although self-nominated, the PTC Executive Committee reserves the right to relieve an event Chairperson from their duties. No one may chair more than one fund raiser at a time. The Chairperson shall be responsible for a full accounting of all monies and donations collected and provide proper receipts for all expenses related to the fund raiser. The Chairperson shall account for all earned family profit obligation and parental volunteer hours, which will be submitted to the PTC Executive Committee. Copies of all event-related documents shall be placed in the appropriate event binder(s) and returned to the PTC Executive Committee within two weeks of the event end. No one may act as a chairperson of another fund raiser unless and until all relevant documents and binder(s) have been submitted to the PTC Executive Committee.

## **Article VI**

### **Nomination and Election of Officers**

**Section 1.** All officers shall be elected from the general membership of this organization.

**Section 2.** Term of office shall be two years for Secretary and Treasurer and one year for the President-Elect. No one

may hold the same elective office for more than two consecutive terms without the special approval of the Moderator.

**Section 3.** The nomination process will be overseen by the President-Elect. During the third quarter of the school year, nominations for open positions will be requested by the Executive Committee. The PTC Executive Committee will review and select qualified officers based on the needs of the PTC Executive Committee.

**Section 4.** No one shall be entitled to hold office unless they are a member in good standing of the Parent/Teacher Club.

**Section 5.** The President shall fill all vacancies in office between elections with approval of the Moderator and the Principal. In the event the office of President shall be vacated, the President-Elect shall fulfill the duties of the President.

**Section 6.** New officers for the coming year will be announced at the final meeting of the year.

**Section 7.** Outgoing officers shall complete any pending project or activities which may have been commenced and otherwise fulfill their duties in providing for a smooth transition to the newly elected officers.

## Article VII

### Order of Procedure

**Section 1.** Robert's Rules of Order (revised edition) shall govern the procedures of this organization when not otherwise specified by the Constitution and By-Laws.

## Article VIII

### Amendments

**Section 1.** Any member in good standing may make a motion to amend the Constitution and By-laws. All motions to

**amend the Constitution and By-laws must be presented in writing to the Executive Committee. Although motions to amend may be presented at any time throughout the year, they shall be voted upon by the membership once per year during the third quarter of the school year. All motions to amend the Constitution and By-laws will be presented to the PTC General Body for voting and approved amendments will take effect at the beginning of the next year.**