

SACRED HEART PARENT-TEACHER GROUP

CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The name of this organization shall be THE PARENT TEACHER GROUP OF SACRED HEART PARISH SCHOOL.

ARTICLE II

PURPOSE

The purpose of this organization shall be:

1. To promote a broader appreciation of the ideals of Catholic Education.
2. To enlist the spiritual, educational, and social resources of home, parish and school to provide the best Catholic education possible.
3. To provide a forum of exchange for families and teachers, and an informal advisory function to the school administration.
4. To provide a solid organization to improve the schools fundraising efforts.
5. To foster the integration of families into the life of the parish community.

ARTICLE III

AUTHORITY

- Section 1. As distinguished from a school board/education committee, this organization does not have an official role in the formation of policy.
- Section 2. Since the pastor has ultimate responsibility for the school, the decisions of the organization are subject to his approval.

ARTICLE IV

MEMBERSHIP

- Section 1. All teachers, parents and guardian of children presently attending SACRED HEART PARISH SCHOOL are eligible for active membership.
- Section 2. Persons who wish to promote the work of the Parent Teacher Group but do not have children presently in the school may be extended an associate membership.
- Section 3. Meetings shall be open to all members of the parish.

ARTICLE V

OFFICERS

- Section 1. The Principal of SACRED HEART PARISH SCHOOL shall be ex-officio member of the organization. In addition, the school staff shall elect a teacher representative to serve as a second ex-officio member to be present at all PTG Board Meetings.
- Section 2. The elected officers of the organization shall include: President, Vice President, Secretary/Treasurer, and Communications Coordinator. The term of office shall be for (2) two years, and no person shall be eligible to hold the same office more than one consecutive term.
- Section 3. The President and moderator shall preside at all meetings of the organization and of the Executive Board. He/she shall be an ex-officio member of all committees.
- Section 4. The Vice President / Program & Events chair shall perform the duties of the President in his/her absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant.
- Section 5. The Secretary/Treasurer shall preside at meetings if both the President and Vice-President are absent. He / She will also be the Hospitality Coordinator.

Section 6. The Secretary/Treasurer shall keep accurate reporting's and minutes of all meetings of the organization and Executive Board. He / She will provide members with notice of regular meetings, handle the correspondence of the organization and perform such other duties as the President or Executive Board shall designate. He / She will request disbursements only as directed by the Executive Board.

Section 7. Social Communications Coordinator will oversee marketing and recruitment of new families to Sacred Heart Parish School.

ARTICLE VI

EXECUTIVE BOARD

Section 1. The administrative body of this organization shall be known as the Executive Board. The Board shall consist of the Pastor (or his delegate), Principal, President, Vice President, Secretary/Treasurer, and Social Communication Coordinator.

Section 2. All matters of the organization's policy and administration shall be vested in this Board.

Section 3. A quorum of the Executive Board shall be 2/3 of the members thereof.

Section 4. Meetings of the Executive Board shall be held at the call of the President or any (3) three members of the Executive Board.

Section 5. The Executive Board shall have the right to fill any vacancies among the officers of the organization, subject to subsequent approval by the membership.

Section 6. The President has the right to call a closed board meeting for permanent members only.

ARTICLE VII

COMMITTEES

Section. 1. The Executive Board shall have the right to create or abolish permanent

committees and appoint the temporary chairpersons of the said committees.

- Section 2. The President shall have the right to create special ad hoc committees and to appoint their chairpersons.
- Section 3. All committee chairman shall be considered advisory members of the Executive Board and shall be notified of regular board meetings.
- Section 4. All committee chairmen shall have the right to vote at all regular board meetings at which they are in attendance.

ARTICLE VIII

ELECTIONS

- Section 1. Nomination for officers shall be made by a Nominating Committee of (3) three members selected by the Executive Board at least (2) two months prior to the election.
- Section 2. Only active members in good standing shall be eligible for any elective office.
- Section 3. After submitting its report to the Principal and the Pastor for approval, the Nominating Committee shall report to the membership, the names of the candidate for each office to be filled.
- Section 4. The election shall take place at the final meeting of the year. A plurality of votes shall suffice for election.
- Section 5. The officers shall be installed immediately after their election, and their terms shall begin upon adjournment of the last meeting of the school year.

ARTICLE IX

MEETINGS

- Section 1. Regular meetings of the organization shall take place (4) four times during the school year.
- Section 2. Special meetings may be called by the President or the Executive Board.

Section 3. At any regular or special meeting, those present shall constitute a quorum.

ARTICLE X

AGENDA

The agenda of the meeting shall be ordered as follows:

1. Call to Order
2. Prayer
3. Approval of Minutes
4. Report of Treasurer
5. Report of Officers
6. Reports of Standing Committees
7. Report of Special Committees
8. Unfinished Business
9. New Business
10. Adjournment
11. Program

ARTICLE XI

MANAGEMENT AND USE OF FUNDS

Section 1. The funds of the organization shall be employed only for the School and for the operational expenses of the organization. Solicitation of money from members for purposes not pertaining to the approved work of the Group is prohibited.

Section 2. All expenditures in excess of \$500.00 shall be subject to the approval of

the Pastor, or the Principal as so authorized by the Pastor.

- Section 3. All checks must have the signature of the Pastor or designee.
- Section 4. An annual budget, following the procedures and format established by a Diocesan Schools Office, shall be prepared by the Executive Board, approved by the Pastor and then presented at the first general meeting of the year for approval by a majority of the membership present.
- Section 5. PTG Officers/members are precluded in signing contracts in the name of the parish, the school, the PTG or any parish-school related organization. The Pastor signs all contracts.
- Section 6. PTG Officers/members are precluded in entering into any agreements (verbal or written) without the approval of the Principal or Pastor.

ARTICLE XII

PARLIAMENTARY PROCEDURES

The rules contained in Roberts' Rules of Order shall govern this organization in all cases not otherwise covered in this Constitution.

ARTICLE XIII

AMENDMENTS

Amendments to this Constitution shall be proposed and one membership meeting and voted on at the next. A majority vote of those attending is necessary to amend.