

THE STAR OF THE SEA PARENT-TEACHER GUILD
BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the PARENT-TEACHER GUILD of Star of the Sea School, hereafter referred to as the PTG.

ARTICLE II: OBJECTIVES

The objectives are:

- A. To act as an auxiliary to the Star of the Sea School.**
- B. To promote educational goals of this school through projects, committees, and general membership meetings.**
- C. To bring into a closer relationship the home and this school, so that parents and teachers may cooperate in the education of all children.**

ARTICLE III: MEMBERSHIP

The membership of this PTG shall consist of all parents, teachers, and guardians interested in the objectives of this PTG.

ARTICLE IV: AUTHORITY

All activities of this PTG shall be subject to the approval of the principal of Star of the Sea School.

ARTICLE V: OFFICERS

The elected officers of this PTG shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

ARTICLE VI: EXECUTIVE BOARD

- Section 1** The Executive Board (or Board) shall consist of the officers, the Chairpersons of the Committees, the Principal of the School, the School Faculty Representative.
- Section 2** Fifty-one (51) percent of the Board shall constitute a quorum at any Board meeting.
- Section 3** Non-voting members of the Board will include the Pastor, and the CFO of the Parish.

ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD

The duties of the Board shall be to:

- A.** Execute all authorized policies and activities of this PTG.
- B.** Authorize all expenditures not in the excess of \$3000.
- C.** Appoint the Nominating Committee.
- D.** Fill vacancies in any office.

ARTICLE VIII: DUTIES OF THE OFFICERS

Section 1 The duties of the Chairperson shall be:

- a.** Preside at all meetings of the general membership and Board. May attend and participate in any or all committee meetings except those of the Nominating Committee.
- b.** Call all meetings when deemed necessary, or when requested to do so by the Board.
- c.** Appoint all Chairpersons to committees.
- d.** Countersign all vouches authorized by the Board or the general membership.
- e.** Serve on the School Board as the PTG representative.
- f.** Plan and coordinate with the Principal the written agenda in advance for all Board meetings and general membership meetings.
- g.** Plan and notify the Secretary of all Board and general membership meetings.

Section 2 The duties of the Vice-Chairperson shall be:

- a. Succeed or substitute for the Chairperson in case of the absence or vacancy, according to their office.**
- b. Review the PTG financial records two (2) weeks before the last annual general meeting of the school.**

Section 3 The duties of the Secretary shall be:

- a. Obtain the complete PTG Board and general member's minutes, and other records from prior years.**
- b. Maintain a record of the proceedings of this PTG and the Board.**
- c. Receive and file all reports of the PTG committees.**
- d. Assist the Nominating Committee.**
- e. Disperse By-Laws to all new officers.**
- f. Conduct all correspondence for the PTG.**
- g. Notify the Board members of meetings.**
- h. Prepare PTG publications.**
- i. Keep attendance records.**
- j. At Board meetings, read the most recent minutes and record the acceptance of the minutes.**
- k. Distribute a copy of the minutes of the previous meeting and agenda for the current meeting to Board members one (1) week prior to the current Board meeting.**

Section 4 The duties of the Treasurer shall be:

- a. Monitor the financial records of the PTG.**
- b. Submit purchase orders for deposit and disbursement to the school bookkeeper after they are signed by the Chairperson and Principal.**
- c. Give a written and oral financial report at each Board meeting.**

Section 5 The Principal or designated Representative shall:

- a. Serve as the liaison between the Early Learning Center and the School.**
- b. Attend the Early Learning Center PTG Board meetings and communicate to the Board any activities that may affect the School.**

ARTICLE: IX NOMINATION AND ELECTIONS

Section 1 The Nominating Committee shall consist of four (4) current Board members. The Nominating Committee may include two (2) members from the general membership.

Section 2 The names selected as candidates for elective office shall be submitted to the Principal at least one (1) week prior to the annual meeting. The consent of each nominee for office will be obtained prior to their name being placed in nomination. Additional nominations may be made from the floor by members, providing that such nominee has been approved by the Principal prior to the nomination.

Section 3 The election of the officers will take place at the annual meeting of the school year. If there is more than one candidate for any office, election for that office will be by written ballot by members of this PTG. Persons receiving the majority of the votes will be declared elected. No officer shall be elected to the same office more than three (3) consecutive years.

Section 4 The tenure of office for the position of Chairperson shall be one (1) year, with the remaining offices also being one (1) year.

Section 5 If for any reason the office of Chairperson shall become vacant; the Vice-Chairperson shall succeed in office. Should a vacancy occur in the office of Vice-Chairperson, the officer of the next lower rank shall be advanced. In the event of vacancy in any other office, the Executive Board shall appoint a member to fill the unexpired term. Should all offices become vacant at one time, a special membership meeting will be called to elect the Chairperson and Vice-Chairperson.

Section 6 The faculty Representative of the school will be selected by the Star of the Sea School faculty.

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1 The general membership of this PTG shall meet at least two (2) times per year.

Section 2 Special Meetings: The Chairperson may call special meetings, with the consent of the Board, provided that five (5) days written notice of a special meeting is given to each PTG member.

Section 3 The annual meeting will be the last meeting of the school year, at which time annual reports will be given and the election of officers will take place.

Section 4 The annual meeting will take place no later than May 15 of each school year.

ARTICLE XI: DUES

Section 1 The annual dues and fundraising fees of this PTG shall be established by the PTG Board. The dues and fundraising fees established will be assessed per child enrolled in Star of the Sea School, due and payable no later than August 15 of that school year.

Section 2 No PTG member may be disqualified because of the inability to meet payment of the dues.

ARTICLE XII: AMENDMENTS

- Section 1** Amendments to the by-laws shall be approved by the Board prior to the ratification by two-thirds (2/3) vote of the members present at the general meeting.
- Section 2** Prior to a vote the general membership, the Principal must approve any amendments to the by-laws; if not the Principal will send the amendment back to the Board with reasons why the amendment was not approved.

ARTICLE XIII: QUORUM

A quorum at any meeting of the general membership shall consist of thirty-five (35) members.

ARTICLE XIV: RULES OF ORDER

- Section 1** The rules contained in *Robert Rules of Order* (revised) shall serve as the guideline by which the Board and general membership meetings are carried out, except in cases where they are inconsistent with these by-laws.
- Section 2** The Order of Business for Board meetings is as follows:
1. Prayer
 2. Secretary announces next regular meeting.
 3. Secretary announces roll call
 4. Secretary announces if a quorum exists
 5. Secretary reads minutes from the last meeting
 6. A vote is taken for acceptance of the minutes
 7. Chair asks for reports (if any)
 - a. Officers: chairperson; vice-chairperson; secretary; treasurer
 - b. Heads of Committees (will submit written and oral)
 8. Old business
 9. New business
 10. Adjourn

Section 3 The Board parliamentary authority will be the adoption of Parliamentary procedure.

Section 4 The Board must accept the by-laws at the beginning of the school year.

Section 5 The Principal does not approve the amendment(s) to the Standing Rules and Rules of Order, and does not approve amendments to the parliamentary procedures and rules.

Section 6 The Board may appoint a parliamentarian, who will work in an advisory capacity to the Chair and members, but will have no authority at Board meetings to enforce rules.

Section 7 Standing Rules for meetings are attached to these by-laws.

ARTICLE XV: EXECUTIVE BOARD MEETINGS

Section 1 Board members will meet on a regular basis as dictated in the Standing Rules.

Section 2 Meetings may be scheduled outside the school as long as a majority of members are able to meet.

Section 3 Board meetings will be open

Section 4 All Board members are required to attend the regular Board meetings.

a. If the Board member is unable to attend, he/she, as much as possible, needs to notify the secretary.

b. If possible, the Board member, if unable to attend and is Chair of a committee, should have a committee member attend in his/her place. The committee member shall not be allowed to vote in the place of the Board member.

Section 6 In the event that a Board member is unable to attend a Board meeting, there shall be no proxy by that member.

- Section 7** At times, the Board may need to declare an executive session.
- a. A Board member must motion for an executive session.
 - b. A simple majority is required for an executive session.
 - c. It should be stipulated in the motion how long the executive session will be.
 - d. The Board will then ask all those not stipulated to remain in the motion for the executive session, to leave.
 - e. No Board member may be barred from executive session.
 - f. Any Board member may call an executive session at any time.

ARTICLE XVI: COMMITTEES

- Section 1** Committees of the Whole are to be used when desirable for the Board assembly to consider a subject with all the freedom of a regular committee (i.e., gives the ability to speak freely without following parliamentary form)
- Section 2** There will be a standing committee called the Nominating Committee. The purpose of the Nominating Committee is to encourage others to place their name in nomination for office for the following year.
- a. The Nominating Committee shall meet no later than February 1st of the school year.
- Section 3** Committees may be established at any time. A majority vote is needed by the Board to approve the formation of a committee.
- Section 4** Committee reports must be submitted in writing to the secretary one (1) week prior to the Executive Board meeting, and an oral report must be given at each Board meeting.

STANDING COMMITTEES

Projects	Plan, organize, and coordinate PTG projects (Fun Day, Family Fair etc.)
Hospitality	Plan, organize, and coordinate parent volunteers to handle refreshments/meals for PTG sponsored events (general membership meetings)
Programs	Plan, organize, and coordinate parent volunteers to work on school events (Christmas, May Day etc.)
Fundraising	Research funding sources assist with grant writing, and corporate donation letters
Volunteer	Recruit and coordinate activities of parent or other volunteers as needed for PTG sponsored activities