

St. Patrick School Parent Teacher Group Constitution and Bylaws

Amended 6/1/06

Constitution

Article I

Name

This organization shall be known as the Saint Patrick School
Parent

Teacher Group (PTG).

Article II

Mission Statement

The mission of the Saint Patrick School PTG shall be to build
a sense

of community at the school and within the parish family as
well as the

communities of Rodeo and Hercules. The PTG will also provide

parents with a forum for discussion and provide funding to the school

through the various fundraising efforts.

Article III

Membership

All teachers, and parents/guardians who have children enrolled at St.

Patrick School, are automatically admitted into the PTG and are

encouraged to actively support its activities. All persons who wish to

support the PTG but do not have children in the school are invited

and encouraged to participate in its activities.

Article IV

Officers

Section I

The Principal of Saint Patrick School is a defacto officer of the PTG

and shall act as the liaison between the PTG and Pastor of St. Patrick

Parish.

Section 2

The elected PTG officers are the President, Vice President, Secretary, Treasurer, PR Coordinator, Fundraising Dollar Coordinator, Classroom Representative Coordinator, Lead Class Representative, representing one grade, Pre-K through Eight grade, Spiritual Coordinator, and the Development Director. The nomination and election of these officers must take place in accordance with the procedure given in *Article II* of the *By-Laws*.

Section 3

No elected officer may hold the same office for more than two consecutive years to encourage the active involvement of all members to serve as PTG officers.

Section 4

The members of the Student Council may participate in the PTG as an observer in order to represent the interest and opinions of the students of Saint Patrick School.

Article V

Amendments

Section 1

Proposed amendments to this *Constitution and By-Laws* shall be

submitted to the membership before adoption.

Section 2

The Constitution and By-Laws may be amended by a two-thirds vote

of quorum of any regular meeting, provided advance written notice

has been given to the membership, or by two-thirds vote of the total

membership returning written ballot by mail.

By-Laws

Article I

Duties of Officers

Section 1

The Principal shall:

- Supervise all spiritual activities of the PTG
- Approve all nominations and appointments to PTG officers
- Approve all social activities before they are announced
- Approve all expenditures of PTG funds
- Request official reports from any officer or chairperson when necessary

Section 2

The President shall:

- Act as the liaison between the Parent Group,

- Parents,
- School and Parish
 - Preside/chair monthly meetings
 - Prepare/distribute meeting agenda with the approval of the Principal
 - Attend School Board meetings, on a rotation basis with the Vice-President, as an ex-officio member and provides PTG report.
 - Oversee all fundraising events and attend event planning meetings
 - Review and approve meeting minutes for distribution
 - Assist in recruiting parent volunteers for PTG Board and Room Reps
 - Attend all school fundraising events (when possible)
 - Responsible for Back to School Night/Volunteer Sign-up Table
 - With Principal and PTG Board, coordinates PTG scholarships
 - Responsible for implementing the Buddy System
 - Responsible for new family welcome letters (to be sent during summer)
 - Work with the Principal and/or Development Director in securing resource speakers for parents and students
 - Delegate responsibilities to other Board Members and Chairpersons as needed
 - Review PTG Bylaws annually with School Board Planning and Policy Chair

Section 3

The Vice President shall:

- Attend School Board meetings, on a rotation basis with the President, as an ex-officio member and provides PTG report
- Assist President is overseeing all fun and fundraising event chairpersons
- Coordinate Welcome Breakfast for first day of school

- With the President, assist in recruiting parent volunteers for PTG Board, Room Reps
- Perform all the duties of the President during that Officer's absence.

Section 4

The Secretary shall:

- Attend monthly PTG meeting and record minutes
- Manage and distribute monthly meeting minutes
- Update PTG bulletin board on a monthly basis
- Manage history for all PTG events

Section 5

The Treasurer shall:

- Manage all PTG accounts, including all event accounts
- Submit a balance sheet at monthly meetings

Section 6

The PR Coordinator shall:

- Provide PR for all events
- Responsible for all thank you letters to appropriate parties
- With the President, Vice-President and Development
- Director plan parent education workshops/enrichment programs

Section 7

The Fundraising Coordinator shall:

- Manage all parent fundraising participation dollars

Section 8

The Class Representative Coordinator shall (includes Pre-K

Rep.*):

- Act as a liaison between the Principal, PTG, and individual Lead Class Reps
- Attend monthly PTG meetings
- Manage Lead Class Reps
- Responsible for providing information to the lead class reps on all fun and fundraising events.
- Responsible for providing information to lead class reps on special events such as Faith Family activities such as but not limited to Christmas Tea, Seder Meal, etc.
- Act as auction liaison between the Auction Committee and the Lead Classroom reps
- Coordinate with all Lead Room reps the welcoming of new families to their class at the start of the year
- Actively encourage parents/families to participate in school activities that are the cornerstone of building community at St. Patrick School.

Section 9

The Lead Class Representative shall:

- Be one representative from each class, grades Pre-K thru Eight grade
- Be the main contact person for the Class, Teacher and the Class Rep Coordinator
- Serve as the main liaison between PTG and class parents
- Coordinate the class fundraising event, which includes the Annual Auction. This position is not required to chair the event but is responsible to provide all information on the event and help recruit necessary volunteers to ensure the event's success.
- Track and record the mandatory 5 event hours for each family
- Responsible for creating/managing a phone tree and email list

- Attend monthly PTG meetings
- Actively encourage parents/families to participate in school activities that are the cornerstone of building community at St. Patrick School.

Section 10

The Spiritual Coordinator shall:

- Plan events to nurture the Spiritual life or the school families
- Provide prayer at PTG meetings

Section 11

The Development Director shall:

- Act as the liaison between the faculty/staff and the PTG
- Manages communications between the two groups
- Assists where needed to answer questions regarding school policy or operations

Section 12

When an officer or Chairperson fails to attend three consecutive

meetings without adequate excuse, the Officers may declare the

office vacant by a simple majority vote.

Section 13

All officers shall perform duties outlined in these By-Laws and those

assigned. Upon the expiration of term of office or in case of

resignation, each officer shall turn over to the President without delay,

all records, books, and other materials pertaining to the office.

Article II

Nominations and Elections

Section 1

Nomination for Office shall be made by the Nominating Committee

and shall be approved by the Principal. Nominating Committee shall

consist of the Principal, three PTG members, teachers, and parents

at large. The Committee shall serve until the election is held.

Section 2

The nominating Committee shall present a written slate of

nominations of candidates for the various elective offices as gathered

from the general membership.

Section 3

The Nominating Committee shall submit the slate of candidates to the

Principal before presenting the ballot to the general membership.

Section 4

The final results of the election shall be submitted to the Principal by

the May meeting. The election should take place no later than the

second week of May.

Section 5

Elected officers are voted on by the entire membership, excepting

grade representatives who are only voted on by individual classes.

The votes should be counted by at least two tellers appointed by the

President.

Section 6

The Principal and PTG President may elect to fill a vacancy of an

elective office for the unexpired term. In case a vacancy occurs in

the office of the President, the Vice President shall serve notice of the

election.

Section 7

The president elect may call a meeting of the officers-elect and the

ex-office officers to ratify appointments of the appointed officers and

Chairpersons and make plans for the coming year's work.

Section 8

If an office remains unfilled after election, it shall be considered a

vacant office and an appointment can be made to fill the vacancy by

the Principal and PTG President.

Article III

Fiscal Year

The fiscal year of the PTG begins the first day of July and ends on

the last day of June.

Article IV

Amendments

These *By-Laws* may be amended as provided in the *Constitution*,

Article V.

Article V

Rules of Order

All matters not covered in this *Constitution* or *By-Laws* shall be

governed by Robert's Rules of Order Revised.