

Holy Trinity Catholic School PTG

Article 1 – Name

- 1.1 The name of this organization shall be Holy Trinity Catholic School Parent Teacher Guild (PTG)

Article 2 – Purpose

- 2.1 To create and promote activities toward the enrichment of our children's minds, hearts and spirituality.
- 2.2 To facilitate communication between parents, teachers, and administrators of Holy Trinity School.
- 2.3 To provide fellowship opportunities for the students, parents, teachers, staff, administrators and parishioners of Holy Trinity School, Holy Trinity Church and other parishes involved with the school, through programming of activities designed for the enrichment of our faith and our lives. The PTG will conduct fundraising activities as needed toward this purpose, with the prior approval of the principal and/or pastor.

Article 3 – Authority

- 3.1 The pastor and principal have the responsibility for the school and this association shall only function with their consent.

Article 4 – Membership

- 4.1 The PTG shall be composed of parents/guardians of school age children in all parishes involved with the school, teachers, and the principal, and Holy Trinity Parish Pastor.
- 4.2 *The Executive Board shall determine annual dues. Teachers and the principal and the pastor are not required to pay dues to participate unless they are parents of children currently attending the school.*
- 4.3 Members in good standing are defined as paying their dues and attending a minimum of two (2) general membership meetings.
- 4.4 Only members in good standing are eligible to vote and hold office.
- 4.5 General membership meetings are open to all family members of Holy Trinity Catholic School, faculty, and members of parishes involved with Holy Trinity Catholic School.

Article 5 - Officers

- 5.1 The officers of this association shall be a President, Vice President, a Secretary, and a Treasurer.
- 5.2 Each position holds a term of two (2) years and no one person is eligible to hold the same office for more than 2 consecutive terms unless no other nominations are given for the position.
- 5.3 Officers and nominees must have a child attending the school for the duration of the position or hold a teaching position within the school.

- 5.4 All office terms shall commence on July 1st and end on June 30th two years later.
- 5.5 The President shall preside at all meetings of the association and of the Executive Board. He/she shall perform all the duties pertaining to the office, work with the administration to resolve concerns, shall appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings. He/She will have authority to sign checks along with the Treasurer (pastor signature also required). To be eligible for the nomination of President, you must have previously served on the PTG Board.
- 5.6 The Vice President shall perform the duties of the President in his/her absence.
- 5.7 The Secretary shall record attendance at the PTG meetings, send out all notices, take, record, and read on call minutes of all meetings, including Executive Board meetings. The original copy of the minutes will be retained by the Secretary for PTG records with a copy posted on the Internet and available within the school office for review. He/She shall also handle correspondence as required by the Executive Board.
- 5.8 The Treasurer shall receive all dues and other monies, and shall make disbursements only as directed by the Executive Board and countersigned by the Pastor and/or Principal. A verbal financial report should be given by the Treasurer at each general meeting, in addition to a written annual report due by July 1st. This written report shall be examined and certified by an auditing committee of three members of the association.

Article 6 – Executive Board

- 6.1 The administrative body of this association shall be known as the Executive Board. The board shall consist of the Pastor or a priest representative of the parish, School Principal and the Organization's President, Vice-President, Secretary and Treasurer,
- 6.2 All matters of policy pertaining to the organization and administration shall be vested in this board.
- 6.3 A quorum of the Executive Board shall be a simple majority of the members thereof.
- 6.4 Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.
- 6.5 The Executive Board shall have the right to fill any vacancies among the officers of the association, subject to subsequent approval of the membership.
- 6.6 The Executive Board shall have the right to add or delete standing committees, and shall have the power to appoint the temporary chairperson of said committees with the approval of the membership.

Article 7 – Committees

- 7.1 The Executive Board may create such committees to promote the objectives and carry out the work of the PTG. Committee chairpersons have no term limits, but shall serve for a minimum of two (2) years.
- 7.2 The chairperson of each committee shall present a work plan to the Executive Board for approval. No committee work shall be undertaken without the consent of the board.
- 7.3 The chairperson of each committee is responsible for regular reports to the Executive Board regarding the progress and status of each committee. Depending upon the committee, a reporting schedule shall be implemented.

- 7.4 The chairpersons are also required to attend each scheduled PTG meeting or send a representative of that committee on their behalf to present a report to the general membership.

Article 8 – Elections

- 8.1 At the end of the each Executive's Board member's term, nominations and an election will be held for the President, Vice President, Secretary, and Treasure positions.
- 8.2 Committee Chairpersons do not have term limitations, but nominations will be accepted after the two-year term is completed.
- 8.3 To be eligible for nomination you must have a child that will be attending the school throughout the two (2) year term or be a teacher at the school and also be a member in good standing (Article 4 – Membership)
- 8.4 The nomination process will begin in March with the elections held at the May meeting.
- 8.5 A Nominating Committee consisting of a Chairman and four (4) representative members approved by the Executive Board will send out nominations forms to the school at large in March. Nominees may also be nominated at the March meeting. You will be able to nominate yourself or another eligible member. The nominating committee will be responsible for verifying membership. Any disputes concerning membership will be decided by the principal.
- 8.6 Nominations will be closed at the March meeting.
- 8.7 The nominating committee will contact each nominee for their consent prior to placing their name on the ballot. Each position must have at least one candidate nominated. A listing of the nominees will be distributed through the school, posted on the Internet and be available in the school office 2 weeks prior to the May meeting. During an election year, this date will be published on the PTG calendar.
- 8.8 Upon entering the May meeting it will be determined if the person entering is considered a member in good standing. If there are more than one candidate listed for a position paper ballots will be used in for that position. Any position with only 1 candidate will be handled by a voice vote.
- 8.9 In the case of a tie in votes, if there is more than 2 members running for a position a runoff vote will take place at the same meeting. If this results in an additional tie or there are only 2 members running, the Principal will be the tie breaking vote.

Article 9 – General Membership Meetings

- 9.1 The election meeting shall take place at the May meeting.
- 9.2 There shall also be meetings during the year at such times as the President or Executive Board shall decide.
- 9.3 At a regularly called meeting of the membership, those present shall constitute a quorum.

Article 10 – Parliamentary Procedure

- 10.1 Robert's Rules of Order, Revised shall govern this association in all cases not otherwise covered by the constitution and Bylaws, or Standing Rules.

- 10.2 The Executive Board members shall each have a copy of Robert's Rules of Order, Revised, with at least one copy available for reference at each meeting.

Article 11 – Amendments

- 11.1 Any member may propose amendment changes to the bylaws. The proposed amendments must be submitted to the Secretary in writing and be signed by the member submitting the amendment.
- 11.2 The Secretary is responsible for distributing the amendment to the Executive Committee and the general membership. This includes posting one copy on the Internet and having a copy available for review in the school office.
- 11.3 The amendments will be voted on at the general meetings. The amendment must be publicly published by the secretary one month prior to the meeting to be considered for voting that month.
- 11.4 A favorable vote by two-thirds of the quorum of members in good standing attending the meeting is necessary to amend.

Standing Rules

These are permanent rules adopted on matters of association policy and operation. These may be changed from time to time by a two-thirds vote without previous notice.

1. Dues shall be \$5.00 annually, payable before September 30th.
2. ***Expenditures up to \$XX may be approved by the Executive Board without vote of the membership. Any expenditure voted by the membership must have had prior approval by the Executive Board.***
3. Copies of the Treasurer's report shall be given to the Pastor and/or Principal annually once approved by the audit committee. A copy shall be retained within the school office for public review.
4. No fund raising activities shall be undertaken without the consent and approval of the Pastor and/or Principal and these monies shall be expended only upon their approval.
5. There shall be at least 4 regular meetings a year.