

Holy Trinity Catholic School PTG By-Laws

Article 1 – Name

1.1 The name of this organization shall be Holy Trinity Catholic School Parent Teacher Guild, hereinafter referred to as the PTG.

Article 2 – Purpose

2.1 To create and promote activities and programs geared toward the enrichment of our children's minds, hearts and spirituality which is grounded in Catholic teachings and Gospel values.

2.2 To facilitate communication between parents, teachers, and administrators of Holy Trinity School and to enhance the ability of parents to participate actively and effectively in their child(ren)'s education and facilitate volunteer support from the parents to create and encourage a sense of community.

2.3 To serve as an auxiliary to the school administration in obtaining and providing funds and support deemed necessary for the growth, education and development of our children.

2.4 To create opportunities for social interaction among students, parents, teachers, and administration.

Article 3 – Authority

3.1 The principal has the sole responsibility for the administration of the school and this association shall only function with his/her consent. All final decisions will be at his/her sole discretion.

Article 4 – Membership

Section A- Eligibility

4A.1 The PTG shall be composed of parents/guardians of school age children involved with Holy Trinity School, teachers, and the principal.

4A.2 The Executive Board is to be made up of parents who have children in grades Kindergarten through 8th grade.

4A.3 Parents of only preschool children are invited to join the PTG and will have all rights as general members, but they will not be permitted to be elected to the Executive Board and they will not be allowed to head up committees or chair events.

Section B- Dues

4B.1 Members in good standing are defined as paying their dues and/or one of the following:

- (a) attending a general membership meeting
- (b) having 10 PTG volunteer hours
- (c) chairing a PTG event

4B.2 The Executive Board shall determine annual dues. Teachers and the principal are not required to pay dues to be a member in good standing unless that teacher is a parent of a child currently attending Holy Trinity School.

4B.3 All current PTG members who have paid their dues and are present at general meetings may vote on PTG business.

4B.4 Dues entitle current members to voting privileges and eligibility for election to office.

4B.5 Voting is limited to one vote per family regardless of how many family members are in attendance at general meetings.

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 accepted for the position.

5.3 Officers and nominees must have a child attending the school in grades K-8th 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:

- a.) preside at all meetings of the PTG and of the Executive Board.
- b.) perform all the duties pertaining to the office
- c.) work with the administration to resolve concerns
- d.) appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings.
- e.) set the agenda for all general, special and executive board meetings.
- f.) create the annual PTG calendar upon approval of the principal.
- g.) have authority to sign checks along with the Treasurer (principal 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:

- a.) record attendance at the PTG meetings
- b.) send out all notices
- c.) 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.
- d.) handle correspondence as required by the Executive Board
- e.) hold an official copy of the bylaws making them available upon request at any general, executive or special meeting
- f.) keep a current and accurate list of all members who have paid their dues and have this list available at all meetings so that only dues paying members may vote on PTG issues

5.8 The Treasurer shall:

- a.) receive all dues and other monies
- b.) make disbursements only as directed by the Executive Board and countersigned by the Principal.
- c.) give a verbal financial report at each general meeting
- d.) complete an annual written report due by July 1st and give to the officers and the principal

5.9 The principal of Holy Trinity School will serve as an ex-officio officer of the group. He/she will attend PTG general meetings, PTG Board meetings (when available), and be included in all decisions made by the board members regarding PTG business.

5.10 In case of absence, officers shall present their report to the presiding officer prior to the meeting.

5.11 An officer may be removed by a majority vote of all officers (excluding the officer in question) or the principal if an officer

- 1.) does not take an active role within the PTG as specified by the requirements of their office;
- 2.) If an officer does not attend PTG events, meetings, or provide reasonable communication with the principal and the officers and board;
- 3.) if an officer is acting in a way derogatory to the PTG or the school.

Article 6 – Executive Board

- 6.1 The administrative body of this association shall be known as the Executive Board. The board shall consist the School Principal, the PTG President, Vice-President, Secretary Treasurer, and five members at large.
- 6.2 The members at large will be elected during the May meeting with the officers.
- 6.3 The role of a member at large is to assist the officers and principal in achieving the purpose of the PTG. These members are called to a higher duty than the general PTG members. The members at large have equal voting rights within the executive board but no specified duties.
- 6.4 All matters of policy pertaining to the organization and administration shall be vested in this board.
- 6.5 A quorum of the Executive Board shall be a simple majority of the members thereof.
- 6.6 Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board. Notice of executive board meeting shall be given in writing three weeks prior to the proposed meeting date.
- 6.7 The Executive Board shall have the right to fill any vacancies among the officers of the association, subject to subsequent approval of the membership.
- 6.8 Any vacancies filled by the executive board expire at the end of the current school year and will voted upon in the May election.
- 6.9 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.
- 6.10 Each elected member of the Executive Board shall be a member in good standing of the PTG.

Article 7 – Committees

- 7.1 The Executive Board may create such committees to promote the objectives and carry out the work of the PTG.
- 7.2 Committees are not formal groups but merely people working together on an event or fundraiser.
- 7.3 The chairperson of each committee/event is responsible for regular reports to the Executive Board regarding the progress and status of each committee. Reports can be as simple as an email update.
- 7.4 It is helpful to furthering the purpose of the PTG if committee chairs and event chairpersons attend PTG general meetings and provide members information on events and fundraisers.
- 7.6 Committee and event/fundraiser chairs must provide current information in a timely manner to the officers, so the officers can pass the information to the school families.

Article 8 – Elections/Nominations

8.1 At the end of 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 Nominations and elections shall be staggered with the objective of retaining two of the four officers for each new year. However, during years where more than two of the officers are being vacated, single-year nominations may also be made to maintain the two-officer stagger.

8.3 Members at large will be staggers on a two one year and three the next year schedule.

8.4 To be eligible nominees must have a child that will be attending the school throughout the two (2) year term or be a teacher at the school. Nominees must also be a member in good standing (4B.1)

8.5 The nomination process will begin in March with the elections held at the May meeting.

8.6 The nomination process consists of members in good standing being nominated in person at a general meeting, a nominee filling out a nomination form for him/herself and turning it into the PTG president or the principal, or someone nominating someone by filling out a nomination form and turning it into the PTG president or the principal.

8.7 Nominations will be closed at the beginning of the May meeting.

8.8 A member of the Executive Board 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.

8.9 Upon entering the May meeting it will be determined if the person entering is considered a member in good standing. (The May meeting counts toward the two-meeting requirement to be 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.

8.10 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 There shall be at least 4 general meetings in a school year.

9.2 The time and place of general meetings will be set by the president and the principal before the start of the school year. This meeting list will be made available to all school families at the start of the school year and will be posted on the school website.

9.3 Changes to the meeting calendar must be presented to the board in writing at least three weeks before a proposed change is to take effect.

9.4 The election meeting shall take place at the May meeting.

9.5 There shall also be meetings during the year at such times as the President or Executive Board shall decide.

9.6 At a regularly called meeting of the membership, those present and in good standing shall constitute a quorum.

9.7 General Meeting Procedure- the order of business at General Meetings shall be as follows to assure a prompt and productive meeting.

- Opening Prayer
- Welcome from the president
- Review of meeting minutes from last general meeting
- Treasurer's financial report
- Old Business
- New Business
- Closing Prayer
- Adjournment

Article 10 – Amendments

10.1 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.

10.2 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.

10.3 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.

10.4 A favorable vote by two-thirds of the quorum of members in good standing attending the meeting is necessary to amend.

10.5 Amendments to these by-laws shall immediately take effect at the conclusion on the general meeting in which the majority of the eligible members present approve said amendment.

Article 11- By-Laws

11.1 The Executive Board shall conduct an annual by-law review at the first Executive meeting of the school year.

11.2 Any suggested change must be presented to all PTG members at the first annual meeting and be made available online to members before the meeting.

11.3 The by-laws will then be officially adopted by a two thirds quorum at a general meeting after all proposed amendments are voted upon.

Article 12- Dissolution

12.1 The PTG may be dissolved only at the bequest of the principal.

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 \$10.00 annually, payable before September 30th and are per family.
2. Expenditures up to \$500 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 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 Principal and these monies shall be expended only upon their approval