

**St. Francis of Assisi Catholic School
Parent Teacher Guild (PTG)**

Bylaws

Article I – Name

- The name of the organization is St. Francis of Assisi Catholic School Parent Teacher Guild (PTG).

Article II – Organizational Authority

- The PTG is an independent committee, but operates under the control of and for the sole benefit of St. Francis of Assisi Catholic School (“SFA”).
- The PTG operates with the consent of SFA and may be dissolved by SFA at any time, in the sole discretion of SFA.
- The PTG is not an independent association.

Article III – Purpose

The objectives of the PTG shall be:

- To provide steady communication between home and school, specifically parents, teachers, and the school administration.
- To direct and coordinate parental support to SFA through assistance in activities, social functions, and fundraisers.
- To provide parents and teachers with information to aid in all aspects of education, growth, and development, and advance the welfare of all students.
- To promote goodwill, cooperation, and a clear understanding of mutual responsibilities between and among parents, faculty, administration, and SFA.
- All PTG funds will operate the PTG and finance its programs and activities, subject to any other determination by SFA.

Article IV – Executive Committee

- The business and affairs of the PTG shall be managed by an Executive Committee (the “Executive Committee”) which is the governing body of the PTG.
- The Executive Committee shall consist of four (4) elected members and two (2) ex-officio members. All Executive Committee members will be voting members.
- Membership on the Executive Committee is open to any parents and guardians of SFA and the faculty and administration of the school.
- The Principal of SFA, and one additional school representative selected by the principal, shall be ex-officio, voting members of the Executive Committee.

Article V – Election and Tenure of Executive Committee Members

- All Executive Committee Member Positions are a minimum term of two (2) years, or as otherwise prescribed prior to election.
- Candidates should make their interest in an open position known to the PTG President

either during a regular meeting or via email before the Annual Meeting to express interest in serving on the PTG Executive Committee.

- Should more than one candidate volunteer for an open Executive Committee position, a vote shall be held at the Annual Meeting during which each volunteer shall be given the opportunity to present their qualifications to the membership in written or verbal form.
- The Executive Committee (including without limitation any outgoing members) shall elect the new Executive Committee Members by majority vote.
- If an Executive Committee Member is unable to complete their term in office, the President shall solicit volunteers and choose a replacement with the advice of the members of the Executive Committee. Any Member who fills a vacancy in this manner shall serve for the unexpired portion of the term.
- A PTG Executive Committee Member may be removed from the membership Executive Committee by a majority vote of the Executive Committee.

Article VII – Officers

- Executive Committee (the “Executive Committee”) shall elect the following officers among its members: President, Vice President, Treasurer and Secretary. In addition, each year any person who served as President during either of the preceding two (2) years shall serve as Past President. The Past President may attend all meetings of the Executive Committee in an advisory, non-voting capacity.
- The duties of the Executive Committee members shall be defined as follows:

PTG President shall:

1. Preside at and lead all PTG meetings.
2. Call special meetings of the PTG’s Executive Committee.
3. Serve as the official spokesperson for the PTG.
4. Have co-signature authority with the treasurer for payment of the PTG’s bills and be a signer on the PTG bank account (can approve expenses up to \$500 without Executive Committee approval).
5. Work closely with SFA Principal and serve as a liaison to the SFA parish community as needed.
6. Attend Parish Council or Finance Meetings as PTG Representative as needed.

PTG Vice President shall (if position is filled, otherwise duties assumed by President):

1. Assume the duties of the President in his/her absence.
2. Assist in the formation of all PTG event committees and serve as ex-officio member.
3. Maintain an up-to-date list of all committee chairs and PTG event calendar.
4. Serve as key contact for Grade Representatives.
5. Perform additional duties designated by the President.

PTG Treasurer shall:

1. Collect and deposit all monies received through fundraising and contributions.
2. Serve as a liaison to all fundraising committees as an ex-officio member to coordinate and to help with fundraising reports.
3. Maintain receipts and expenditure.
4. Review and recommend payment of bills to the President.
5. Have co-signature authority with the President for payment of the PTG bills.
6. Provide a written monthly cash accounting at the general membership meeting of all income and expenditure.
7. Shall make the fiscal year-end reports available to any member upon request.
8. Work closely with Parish accounting services to ensure a working budget, transferring of funds, accurate records, and documentation.

PTG Secretary shall:

1. Record the minutes of general committee meetings and submit them to the President for review and posting to the school website, or communicating to school community.
 2. Relay action items to Grade Representatives for communication to each class.
 3. Maintain an action item log for the PTG Executive Committee from all meetings.
 4. Serve as a liaison with the front office to communicate event, meeting and volunteer sign-up information via Planning Ahead or PTG-specific emails.
 5. Be responsible for the recording and amending the Bylaws of the PTG and submitting them to be posted on the school website.
- The Executive Committee shall also have the authority to appoint the following advisory positions, which may be filled by non-executive committee members:

Volunteer/Service/Dedicated Event Coordinator shall:

1. Attend PTG meetings to provide updates on event planning and proceedings.
2. Communicate with executive committee chairs regarding needs, funding and volunteer opportunities.
3. Work with the Secretary to communicate event needs to Grade Representatives and SFA community.
4. Serve as the liaison between the PTG, school and community to develop and promote ways to become involved.

The Grade Representatives shall:

1. Function as liaison between the parents of the grade of which they represent and the Executive Committee.
2. Attendance at monthly meetings is required unless notice is given to the President (prior to the meeting).
3. Grade Representatives shall collaborate with the Committees throughout the school year.

The SFA Principal/Assistant Principal shall:

1. Serve as liaison between the faculty and the PTG.
2. Report PTG business at faculty meetings.

Article VIII – Executive Committee Meetings

- The annual meeting of the Executive Committee shall be held at such time as the Executive Committee determines. At the annual meeting, the Executive Committee shall elect Executive Committee members and assign the officer roles.
- If less than a quorum of the Executive Committee members appears for an annual meeting of the Executive Committee, the holding of such annual meeting shall not be required and matters which might have been taken up at the annual meeting may be taken up at any later general meeting or by consent resolution.
- Regular meetings of the Executive Committee may be held at such times and places as the Executive Committee Members may determine at a prior meeting or as shall be directed or approved by the vote or written consent of all the Executive Committee Members. Special meetings of the Executive Committee may be called by the President or by the Secretary, and shall be called by the President or Secretary upon the written request of any two (2) Executive Committee Members.
- Notice of the time and place of all meetings of the Executive Committee shall be given to each Executive Committee Member at least three (3) days before the date of the meeting, either personally or by sending such notice to each director by email at the address designated by the director for such purposes, or if none is designated, at the director's last known email address. Notice of any meeting of the Executive Committee may be waived in writing before or after the meeting. Attendance at a meeting constitutes waiver of notice of the meeting.
- Members may participate in a meeting virtually, by telephone or videoconference.
- Participation in a meeting in this manner constitutes presence in person at the meeting.

Article VIII – General Meetings

- General PTG meetings will be held a minimum of four times per academic calendar.
- All interested parents of SFA students are permitted to attend general PTG Meetings.
- The yearly proposed schedule for the Annual and general meetings will be posted on the school website, available at the beginning of the year, and communicated through weekly Planning Ahead emails.
- A virtual option will be provided for attendance at General PTG meetings.

Article IX – Order of Business

- The agenda of General Meetings should include the following:
 - Call to order
 - Opening prayer
 - Approval of previous month's minutes
 - Treasurer's report
 - Reports: Grade Representatives, Faculty
 - Programs: Information/New Business
- Questions or topics for discussion may be submitted to the Executive Committee for

reply and/or inclusion on the agenda. These should be submitted in a timely fashion in advance of the General Meeting.

Article X – Nonexecutive Committees and Representatives

- The Executive Committee may establish one or more nonexecutive committees and may appoint one or more representatives to carry out discrete tasks of the PTG. The
- Executive Committee may establish and define the responsibilities of such additional nonexecutive committees or representatives from time to time.
- Additional nonexecutive committees may include but are not limited to:
 - Event-specific Committees (i.e., Grandparents’ Day Coordinator, or Jog-a-thon Coordinator)
 - Spirit Wear Coordinator/Committee
 - Grade Representatives/Committee

Article XI – Nonexecutive Committee Member Responsibilities

The SFA PTG encourages and promotes involvement by all parents who volunteer for various committees. The Executive Committee encourages creativity, with the respect to fundraising, but requires these general guidelines should be followed:

1. Approach the PTG President with date, function expense, and budget at least one month prior to the event in person at a general meeting.
2. If several “sub-committees” are involved in the same event, guidelines will be established prior to the event to institute procedures.
3. All monies are to be collected by an Executive Committee member and held in a secure place on the Parish grounds. Monies will be counted in the presence of an
4. Executive Committee member, with a full accounting of all monies collected within seven days of activity.
5. Under no circumstances can money be removed from Parish grounds except for bank deposit in a PTG account.
6. Changes to the basic parameters of an annual (previously held) fundraising event shall be reviewed with the Executive Committee.
7. If there is a cash register available and applicable, it should be utilized.
8. Reimbursements for fundraising expenses shall not be made in cash. Valid receipts will be reimbursed by check; or approved expenses may be prepaid by check at the discretion of the Executive Committee.
9. Prior to any monetary distribution, a check request form must be submitted to the Treasurer.
10. If advanced funds are required, the chairperson must come before the Treasurer for approval.
11. Notwithstanding any other provision to the contrary, any single expenditure (or group of expenditures) in excess of \$500 must be approved by a $\frac{2}{3}$ vote of the Executive Committee.

Article XII – Distribution of Funds

- If the SFA PTG is dissolved, all funds and assets will revert directly to St. Francis of

Assisi School.

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