

# **St. Rita Parent-Teacher Unit Bylaws**

## **May 2013**

### **ARTICLE I – NAME**

The name of the organization shall be the St. Rita Parent-Teacher Unit. It shall hereafter be referred to as “Unit” or “PTU.”

### **ARTICLE II – PURPOSE**

The goal of the PTU shall be to promote a Christian atmosphere in the school community and to work to educate parents about those goals through mutual cooperation and planning with the pastor, associates, principal, faculty and parents. This total interaction of all creates an enriched educational climate that will allow the students to become good citizens, not only now, but in the future.

### **ARTICLE III – GENERAL MEMBERSHIP**

Section A – Membership in the unit shall entitle the member to an active role in the unit and eligibility to vote at the general meetings. Full membership in the unit shall be open to the following persons:

1. To any family having children at St. Rita School, upon payment of current dues. Families shall include both or either parent or legal guardian.
2. To any adult member of St. Rita Parish, upon payment of current dues.
3. To all teachers and staff of St. Rita School, including St. Rita Parish religious staff, without any dues requirement.

Section B – The membership year shall extend from the first day of school of any year until the first day of school of the following year. The annual membership dues of the unit shall be \$10.00 and will include one copy of the Student Directory. Additional Student Directories may be purchased by for an additional \$5.00 by any dues paying member.

### **ARTICLE IV – GENERAL MEETINGS**

Section A – The regular meetings of the unit shall be held from September through May of each year. The schedule for regular meetings of the unit shall be posted to the PTU Website by the first day of school.

Section B – A special meeting may be called by the executive board or upon request of 15 members of the unit. Such special meetings shall only be convened to consider matters that are properly within the jurisdiction of the unit as defined by these bylaws.

Section C – Members shall be given three days advance notice of any meeting. Notice may be given through the PTU monthly newsletter, weekly email distribution or other parish or school communications.

Section D – A quorum shall consist of fifteen (15) members.

## ARTICLE V – ELECTIONS

Section A – The pastor or associate pastor of St. Rita Parish shall be invited to be spiritual director and advisor of the unit.

Section B – The voting officers of the unit shall be President, President Elect, Class Room Activities Coordinator, Principal, Recording Secretary, Communications Coordinator, Treasurer, Family Events Coordinator, Ways & Means Coordinator, Student Programs Coordinator, Welcoming Committee Coordinator and Member(s)-At Large. The Past President sits on the board in an advisory capacity without voting privileges. The office of Third Vice President shall be held by the Principal and/or Vice Principal of St. Rita School. There will also be up to 2 Teacher Representatives, a maximum of 1 per building. The Teacher Representative(s) shall hold one vote between them. These officers, with the exception of the President, Third Vice President and Teacher Representatives, shall be elected at the regular meeting in April for a one year term. The President shall be elected at the regular meeting in April for a two-year term, beginning as President-Elect and transitioning to President in year two. Except for the Teacher Representatives and Principal, the officers may serve for a maximum of two successive terms in the same office. No officer shall be on the board more than six consecutive years. These officers shall be installed and take office at the end of the regular meeting in May.

Section C – The President will appoint one outgoing board member to be the Nominating Chair and three (3) additional PTU members to form a Nominating Committee. A committee shall consist of at least 3 PTU members and should always be an odd number. This committee will accept nominations for all open positions, beginning the first week of March for the following year. Any member of the PTU can nominate another member or themselves to the Nominating Committee. The Nominating Chair, or his/her designated representative, must contact the nominee to be certain they accept the nomination. The Committee shall prepare a slate composed of one (1) candidate for each office to be filled. As a courtesy, the prepared slate shall be presented to the PTU Board prior to submission to the membership for vote. The Nominating Chair will notify the Communications Coordinator of the prepared slate so that it can be made available to members through the website and/or school offices in a timely manner. This will be made available at least one week prior to the April general meeting.

Section D – The Nominating Committee will present a slate of candidates at the General Meeting before the end of the school year. Additional nominations may be made by the floor at the General Meeting. Once the list of nominations is final an election will be held for each vacant position. The candidates receiving the largest number of votes shall be declared elected.

Section E – Election of officers is by a majority vote at the regular meeting before the end of the school year.

Section F – If a vacancy should occur in the office of President, the President Elect shall succeed to the Presidency. The resulting vacancy in the office of the President Elect or a vacancy occurring in any other office shall be filled in the following manner:  
The Executive Board, after publicizing the vacancy, shall appoint a member to fill that vacancy to the end of the term. Such appointments shall be subject to a majority vote of the general membership at the next regular meeting.

## ARTICLE VI – DUTIES OF THE OFFICERS

All executive board members are expected to attend all monthly executive board meetings and regular meetings. Board members are also requested to assist at other PTU related functions, such as teacher luncheons, open houses, family events, etc. If there are more than three unexcused absences at any of the meetings, the executive board reserves the right to review that officer's position on the board.

### Section A – President

1. Shall preside at all meetings of the unit and of the Executive Board, and perform all duties pertaining to the office.
2. Shall be a member ex-officio with all committees, with the exception of the Nominating Committee.
3. Shall be empowered to sign checks and/or withdrawal slips on the unit's accounts and shall be bonded each year in the amount determined by the board.
4. Shall schedule all board meetings.
5. Shall set dates on the Parish Calendar for PTU Events for the upcoming school year. Dates must be submitted to the Rectory Office by end of April. Confirmed dates should be reported to the Executive Board at the earliest available date.
6. Shall represent the PTU at New Parent Meeting, Curriculum Night and other school functions as necessary.
7. Other duties as defined in the job description.

### Section B – President Elect

1. Shall preside at meetings in the absence of the President.
2. Shall act as aide to the President.
3. Shall act as chairperson at the General Meetings, and shall work with the Principal to provide speakers for those meetings.
4. Shall act as Membership Chairperson, responsible for coordinating the membership drive and collection of annual dues. A current list of members shall be maintained.
5. Shall be responsible for the completion and distribution of the Membership Directory.
6. Other duties as defined in the job description.

### Section C – Class Room Activities Coordinator

1. Shall preside at meetings in the absence of the President and President Elect.
2. Shall act as PTU Services Coordinator by developing form sent to parents for volunteer sign up and collating responses, which is part of the PTU summer mailing.
3. Shall act as Class Room Activities Coordinator by selecting by selecting Room Parents based on previous service. Shall chair a meeting with selected Room Parents to distribute information and guidelines, and answer questions.
4. Shall meet with the Principal to establish calendar for the year (prior to above meeting).
5. Other duties as defined in the job description.

### Section D – Recording Secretary

1. Shall keep a record of all meetings of the unit, and distribute the minutes of the board meeting electronically within five (5) days of the meeting date and at the following board meeting.

2. Shall have custody of all books and records pertaining to the business of the unit, except for those of the Treasurer.
3. Shall maintain mailboxes in the Primary, Secondary and Rectory buildings, adding new names as appropriate.
4. Shall coordinate the production and distribution of the PTU Packets at the beginning of the school year. The PTU Packet will included but not be limited to the following items:
  - a. Cover letter
  - b. Calendar of events
  - c. Membership packet
  - d. School calendar
  - e. School supplies list
  - f. Uniform information sheet
  - g. Bingo information sheet
  - h. Playground volunteer sheet
  - i. Room parent form
  - j. Photo release form
  - k. Medical form
  - l. All content will be reviewed and approved by 3<sup>rd</sup> Vice President/Principal prior to distribution.
5. Other duties as defined in the job description.

#### Section E – Communications Coordinator

1. Shall direct all necessary correspondence for the unit.
2. Shall work with the Website coordinator to maintain timely information on school website.
3. Shall be responsible for coordinating public relations and publicity for the Unit, including liaison with other units within the St. Rita Parish, local papers, and other community resources.
4. Shall keep members informed of activities through an update which will be distributed electronically as well as posted to the PTU website.

#### Section F – Treasurer

1. Shall receive and reconcile all monies of the Unit.
2. Shall keep an accurate record of receipts and disbursements, on a cash basis, according to Generally Accepted Accounting Standards (GAAS).
3. Shall be empowered to pay only those bills for which a proper invoice or receipts have been submitted.
4. Shall be empowered to sign checks and/or withdrawal slips on the Unit's account.
5. Shall prepare a budget with the aid of the executive board to be presented at the August Executive Board Meeting. This budget shall be presented in writing to the general membership at the first regular meeting of the year.
6. Shall present a treasurer's report at each executive board meeting, and have the books available at all meetings.
7. Shall prepare a written financial statement at the end of the school year, to be presented with the budget at the first regular Unit meeting the following year.

8. Shall have all books and records audited by the parish at the end of each fiscal year. The year-end should be as close to June 30<sup>th</sup> as possible. Books and records are to be presented for audit by the end of the school year.
9. Shall be bonded each year in the amount determined by the Executive Board.
10. Other duties as defined in the job description.

#### Section G – Ways and Means Coordinator

1. Shall establish a list of fund raising activities to be undertaken during the upcoming school year.
2. Shall establish and coordinate necessary committees for Fund Raising activities.
3. Shall act as liaison between the Executive Board and Fund Raising Committees.
4. Shall present a business plan at the September Board Meeting covering
  - a. Activities to be undertaken
  - b. Themes
  - c. Fund raising activity coordinators and/or volunteers
  - d. Communication strategy
  - e. Timelines for each fund raising activity
5. Shall report on all activities to the Executive Board at the monthly board meetings.
6. Other duties as defined in the job description.

#### Section H – Family Events Coordinator

1. Shall act as liaison between the Executive Board and the Chairpersons of the various family events.
2. Shall report on all events to the Executive Board at the monthly board meetings.
3. Other duties as defined in the job description.

#### Section I – Student Programs Coordinator

1. Shall coordinate all educational programs for the students in kindergarten through eighth grade in collaboration with the school administration.
2. Shall report on all programs to the Executive Board at the monthly board meetings.
3. Shall facilitate various long running programs in the school through liaison with Chairpersons and parent volunteers. These programs may include Junior Achievement, Ident-a-Kid, Math Club, School Newspaper, Contests, Anti-Bullying, Track and Field, etc.
4. Other duties as defined in the job description.

#### Section J – Welcoming Committee Coordinator

1. Shall welcome new school families, helping them feel comfortable and encouraging participation in school activities.
2. Shall coordinate an orientation for new families at the beginning of the school year and a fourth grade orientation for third graders at the end of the school year.
3. Shall provide refreshments for the Welcome Meeting.
4. Shall work with the Coordinator of Community Life in the Parish to provide donuts after Mass PTU scheduled Sundays (approximately 4 Sundays per year).
5. Other duties as defined in the job description.

#### Section K – Members-At Large

1. Shall consist of up to nine members coming from the Unit membership
2. Shall act as the communication focal between the PTU and parents.
3. Shall provide parent feedback at the monthly Board Meeting

#### ARTICLE VII – EXECUTIVE BOARD

1. Section A – The selected officers of the Unit shall constitute the Executive Board of the Unit.

##### Section B – Executive Board

2. Shall meet monthly and prior to all general meetings.
3. Shall meet in special session upon the call of the President and notification of all Board Members.
4. Five (5) members of the Executive Board shall constitute a quorum.
5. Shall review and make recommendations on all plans and activities of the various Unit committees.
6. Shall advise the Treasurer in the preparation of the Unit budget and recommend the budget to the membership for approval at a regular meeting.
7. Shall select the Committee Chairpersons.
8. Shall act on business of the Unit between meetings and shall report such action at the next regular Unit meeting.

#### ARTICLE VIII – COMMITTEES

Committees shall be formed as soon as possible after the election of officers for the Unit. Recruitment of committee members may be by questionnaire before the end of the school year or the beginning of the next school year. Other special committees may be formed as needed during the year. All Committee Chairpersons and members are to be appointed by the Executive Board (Combined 2 sentences to say the same thing). All Committees should regularly report to their Executive Board liaison. All committees shall submit a written report summarizing their event to their Executive Board liaison.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall be the parliamentary authority of the Unit on all matters in which they are consistent with these bylaws.

#### ARTICLE X – AMENDMENTS

Section A – These bylaws may be amended at any regular meeting of the Unit by a two-thirds vote of those present, providing that the amendment has been submitted in writing to all of the members at least three days in advance of the meeting.

Section B – These bylaws shall be reviewed by the Executive Board at least every four years.

Section C – All Executive Board Members are required to document and/or outline projects, committees, event planning, etc. for the recently completed year. All documentation will be turned over to the incoming Executive Board Member. Copies of all documentation should also be kept on file with the Recording Secretary.

