

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

(Last revised May 2019)

## **ARTICLE I – NAME**

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

## **ARTICLE II – PURPOSE**

The goal of the PTU shall be to promote a Catholic 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 stakeholders creates an enriched educational environment that will help develop the students to become good citizens, not only now, but also in the future.

## **ARTICLE III – PTU MEMBERSHIP**

Section A – Membership in the Union 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 parent(s) or legal guardian(s).
2. To any adult Member of St. Rita Parish.
3. To all teachers and staff of St. Rita School, including St. Rita Parish religious staff.

Section B – Membership in the Union shall entitle the Member to an active role in the Union. Membership year shall extend from the first day of school of any year until the first day of school of the following year. There are no annual Membership dues of the Union. A free Student Directory is available online through HeadMaster.

## **ARTICLE IV – PTU MEETINGS**

Section A – The General Meetings of the Union shall be held from September through May of each year. The schedule for General Meetings of the Union shall be posted to the St. Rita School website under the PTU section.

Section B – A Special Meeting may be called by the Board or upon request of 15 Members of the Union. Such Special Meetings shall be convened only to consider matters that are properly within the jurisdiction of the Union 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 twelve (12) Board 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 Union.

Section B – The voting officers of the Union 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 may sit 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 General Meeting in April for a one-year term. The President shall be elected at the General 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 General 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, newsletter, email distribution 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 General 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 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 General meeting.

## ARTICLE VI – DUTIES OF THE BOARD MEMBERS

Board Members are expected to attend all General Meetings and Special 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 Board reserves the right to review that officer's position on the Board.

### Section A – President

1. Shall preside at all Meetings of the Union 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 Union's accounts and shall be bonded each year in the amount determined by the Board.
4. Shall schedule all 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 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 required.

### Section B – President Elect

1. Shall preside at Meetings in the absence of the President.
2. Shall act as aide to the President.
3. Other duties as required.

### Section C – Class Room Activities Coordinator

1. Shall preside at Meetings in the absence of the President and President Elect.
2. Shall develop form sent to parents for volunteer sign up and collating responses, which is part of the PTU summer mailing.
3. Shall select Room Parents based on previous service. Shall chair a meeting with 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 required.

### Section D – Recording Secretary

1. Shall keep the minutes of all Meetings of the Union and distribute the minutes of the Meeting electronically within five (5) days of the Meeting date and at the following Meeting.
2. Shall have custody of all books and records pertaining to the business of the Union, 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 shall include 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 required.

#### Section E – Communications Coordinator

1. Shall direct all necessary correspondence for the Union.
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 Union, including liaison with other ministries 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 website.
5. Other duties as required.

#### Section F – Treasurer

1. Shall receive and reconcile all monies of the Union.
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 Union's account.
5. Shall prepare a budget with the aid of the Board to be presented at the August Meeting. This budget shall be presented in writing to the general Membership at the first General Meeting of the year.
6. Shall present a Treasurer's Report at each Meeting, and have the Union financials 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 General 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 Board.
10. Other duties as required.

#### Section G – Ways and Means Coordinator

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

#### Section H – Family Events Coordinator

1. Shall establish a list of family events activities to be undertaken by the Union during the upcoming school year.
2. Shall establish and coordinate necessary Committees for family events activities.
3. Shall act as liaison between the Board and the Chairpersons of the various family events.
4. Shall report on all events to the Board at the Meetings.
5. Other duties as required.

#### Section I – Student Programs Coordinator

1. Shall establish a list of student programs to be undertaken by the Union during the upcoming school year.
2. Shall establish and coordinate necessary Committees for student programs.
3. Shall coordinate all student programs for the students in kindergarten through eighth grade in collaboration with the school administration.
4. Shall report on all programs to the Board at the Meetings.
5. 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.
6. Other duties as required.

#### 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 (i.e. 1 per grade for K-8) coming from the Union Membership
2. Shall act as the communication focal between the PTU and parents.
3. Shall provide parent feedback at the Meetings.

### ARTICLE VII – COMMITTEES

Committees shall be formed as soon as possible after the election of officers for the Union. 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 Board. All Committees should regularly report to their Board liaison. All Committees shall submit a written report summarizing their event to their Board liaison.

### ARTICLE VIII – PARLIAMENTARY PROCEDURE

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

### ARTICLE IX – AMENDMENTS

Section A – These bylaws may be amended at any General Meeting of the Union by a two-thirds vote of those present provided a quorum is established, 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 Board at least every four years.

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