**SAINT ANTHONY CATHOLIC SCHOOL**

**PARENT TEACHER GROUP**

**BYLAWS**

**ADOPTED 4/13/17**

**ARTICLE I: DUTIES OF MEMBERS**

Section 1. The President shall preside at all meetings of the group; appoint coordinators of standing committees in accordance with Article IV, section 2 of the PTG Constitution; authenticate by personal signature all acts, orders, and proceedings of the assembly when they have been performed in accordance with the constitution and by-laws of the PTG. The President shall meet with the Principal in early Spring to determine the event calendar for the following school year. The President’s office shall be fulfilled as determined in Article IV; section 4, by committing to a (2) year/(2) role service, serving one year as President and one year as Past President on the General Board.

Section 2. The Vice-President shall perform all duties of the President during the officer's absence and such other duties as assigned by the President. The Vice President shall also serve as the Lead Class Project Coordinator, overseeing all of the CPC's and develops a timeline for completion of the classroom projects. In addition, the Vice President will be the liaison between the Auction Dinner Chair and the CPC's. The Vice President shall fulfill as determined in Article IV, section 4; by committing to a two(2) year/two(2) role service. A two(2) year term, one as Vice-President and the consecutive year following as a one(1) year commitment in the position as President.

Section 3. The Recording Secretary shall keep a list of all members, keep minutes of all meetings of the PTG group and the filing of such records. The Reporting Secretary shall also keep files of reports from all officers, and committees with the date of filing included. They will conduct the necessary correspondence of the group and shall perform such other duties as assigned by the President. The Recording Secretary shall fulfill as determined in Article IV, section 4; a commitment to a two(2) year term in office.

Section 4. The Treasurer shall account for all money from the PTG in accordance with the regulations of the group. This officer shall keep accurate account of all receipts and report these at all regular meetings. The Treasurer shall fulfill as determined in Article IV, section 4; a commitment to a two(2) year term in office.

Section 5. General Board Members shall attend monthly Board Meetings and Open PTG Meetings and shall perform such duties as assigned by the President. The Past President shall serve as a General Board Member for one (1) year following the term of President. Two other Board Members shall be elected to two (2) year terms.

**ARTICLE II COORDINATORS OF STANDING COMMITTEES**

Section 1. The **Used Uniform Coordinator** is responsible for keeping used uniforms and reselling them with proceeds going toward the PTG.

Section 2. The **Room “Mom” Coordinator** will receive from the Participation Coordinator and the PTG Board, a list of persons requesting to be a classroom Room Mom. If no one volunteers, the Participation Coordinator, with approval from the classroom teacher, will be responsible for securing at most two(2) room parents for each class, (3) for Kindergarten, and for organizing school parties and all school social events (see St. Anthony's School handbook for specific duties).

Section 3. The **PTG Locker Coordinator** is responsible for maintaining the locker inventory, and an ingoing and outgoing registry count after each function or use.

Section 4. The **Participation Coordinator** is responsible for participation sign-ups on registration day. All forms will be brought to the September PTG Board Meeting for review and distribution to Event Chairs. The Participation Coordinator will keep an accurate record of all participation points and provide each family with an accounting within the online student information system. This person will also work with the Office Administrator to provide a billing to families that have failed to meet their participation hours for the current school year.

**ARTICLE III SPECIAL COMMITTEES (FUNDRAISING CHAIRPERSONS)**

Section 1. Each Fundraising Chairperson will be responsible for completing an event packet a minimum of three months prior to their event. This packet will be given to each of the Fundraising Chairs at the August PTG Board Meeting and reviewed for information needed. Each Chair will meet with the PTG Board 3 months prior to their event to present their budget and bids, 2 months prior to their event to present the marketing plan and 1 month prior to their event to report on event details.

Section 2. All fundraising chairpersons or representatives will orally report event progress at appropriate PTG Open meetings prior to and after the event.

Section 3. All dates for events will be discussed with the PTG Board prior to being placed on the calendar. The PTG President and Principal will finalize event dates based upon school calendar for the school year. Event types, additions, or withdrawals will be determined by the PTG Board.

**ARTICLE IV NOMINATIONS AND ELECTIONS**

Section 1. Any member in good standing is eligible for nomination to any elective office.

Section 2. Upon approval of the principal and PTG President, names of all candidates

will be submitted in writing to all PTG members prior to the April general meeting.

Section 3. When there are no candidates proposed from the floor or when all eligible nominations have been made, a member must move that the nominations be closed. A majority vote, of those in attendance, is required to sanction the move.

Section 4. Election of officers will take place at the April general meeting of the PTG.

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Section 5. Only paid members, active or associates, may vote at any election.

Section 6. Any PTG officer that is not able to fulfill their full term, must resign before the end of her/his term. The President with the approval of the PTG Board may appoint a candidate to fulfill the vacated position.

**ARTICLE V INSTALLATION OF OFFICERS**

Section 1. All officers elected at the regular meeting in April shall be installed in their respective offices at the regular meeting of the PTG in May. The outgoing President or a member appointed by the President shall conduct the installation.

**ARTICLE VI DUES**

Section 1. The dues of the group shall be $300.00 per year per family. Primary use of the dues shall be to assist fundraising efforts. Changes to due amounts shall be presented to the PTG members at a general meeting for discussion. Final decision will be made by the PTG Board, with input from the Principal, and presented to families at a General Meeting.

Section 2. The dues for PTG will consist of the following: (2) Adult tickets to the Auction Dinner, (2) Adult tickets and (2) children’s tickets to the Annual Barn Dinner and Dance. If an event is cancelled due to unforeseen circumstances or a family is unable to use their tickets, there will be no refund of the cost of the tickets. Families may donate their tickets back to the school for resale to the public or give their tickets to a friend/family that will use the tickets to attend the event.

**ARTICLE VIII USE OF FUNDS**

Section 1. The funds of the group shall be employed only for the operation of the school and the operating expenses of the group and standing committees. In the event that PTG fails to meet its contribution amount to the school, the PTG members at large will be assessed a fee in order to meet this amount. When the contribution is met and there is an excess of funds, it will be distributed as follows: 10% to teacher startup (by receipt), 15% shall be rolled over as start up for PTG fundraisers the following year and 75% shall be used for special projects as determined by the PTG Board with input from the Principal. Excess fund distribution will be presented at the May PTG General Meeting.

Section 2. Checks may be written to the general chairpersons of a major fundraiser for starting expenses, not to exceed $500.00, only when a budget has been presented and approved by the PTG Board per Article III, section 1. Authorization of the PTG President and principal are required.

Section 3. Requests for funds must be accompanied by a receipt/bill of sale and a price quote before authorization of any check(s) are to be disbursed; or unless prior approval of the PTG Board. Reimbursement forms must be attached, completed in full and signed by the principal and event chairperson, if necessary. Check requests must have two (2) signatures. Signatures of the President and the Principal are preferred. The Vice-President and Recording Secretary may sign in the absence of the President.

Section 4. At each meeting the Treasurer will make a report to the membership of money received and money disbursed for the previous month. This report shall be included in the minutes of the meeting.

**ARTICLE IX ORDER OF BUSINESS FOR GENERAL PTG MEETINGS**

Section 1.

ł. Call to order

2. Opening prayer

3. Salute to the flag

4. Reading of the minutes

5. Treasure’s report, including presentation of bills

6. Principal’s report

7. Reports of standing committees

8. Reports of special committees

9. Unfinished business

10. New business

11. Open discussion

12. Announcements

13. Adjournment

The above order of activities need not be followed exactly as listed if the PTG President sees fit to change the procedure.

**ARTICLE X PTG BOARD MEETINGS**

Section 1. The purpose of the PTG Board Meetings are for oversight of upcoming events and financial stability of the PTG. All meetings will be held in closed session to allow the Board to be timely in their actions with upcoming events. Event chairs will be invited to Board Meetings prior to their event and will be expected to report on the event packet at those meetings.

Section 2. Agenda for the PTG Board Meetings will be posted on the school website one week prior to the upcoming meeting.

**ARTICLE XI AMENDMENTS**

These By-Laws may be amended as provided in the Parent Teachers Group Constitution Article V.

**SAINT ANTHONY CATHOLIC SCHOOL**

**PARENT TEACHER GROUP**

**CONSTITUTION**

 **ADOPTED 4/13/17**

**ARTICLE I NAME**

The name of the organization shall be Saint Anthony’s Parent Teacher Group (PTG).

**ARTICLE II PURPOSE OF THE ORGANIZATION**

This organization shall serve as the primary organization for developing and overseeing the fundraising events at the school, where parents can share their ideas and suggestions; thereby making positive changes in our school.

**ARTICLE III MEMBERSHIP**

Section 1. All parents or guardians of children who are presently attending Saint Anthony Catholic School in grades kindergarten through eighth grade are required to be active paid members.

Section 2. Persons who wish to promote the work of the PTG, but do not have children currently enrolled in the school, may be extended a “Friends of the School” membership. The fee for this membership is $60.00. With this “Friends of the School” fee, the member will receive (1) ticket to the Auction Dinner. If a St. Anthony Catholic School teacher that does not have a child attending SAS wants to be a voting member of the PTG, they must pay the $60.00 membership fee.

**ARTICLE IV PTG BOARD MEMBERS**

Section 1. The elected board of the PTG shall include: President, Vice-President, Recording Secretary, Treasurer and three general board members, of which one shall be the past president from the previous year . The nominations and election of the above board members must take place in accordance with the procedure given in Article IV of the By-Laws.

Section 2. The principal of the school will serve as an ex-officio officer of the group. He/she will attend PTG general meetings, PTG Board Meetings and be included in decisions made by the board members regarding PTG business.

Section 3. The Coordinators of all Standing Committees shall be appointed by the President on or after that officer's election. These appointments to the PTG Committees, as well as any others that may be necessary are subject to the approval of the PTG Board and the Principal prior to being announced. The Coordinators of the Standing Committees include: (but not limited to), Participation, Project Coordinator(s), PTG Locker, and Used Uniforms.

Section 4. Elected board members will all fulfill their terms as stated in Article I of the By-Laws.

Section 5. No elected officer may hold the “same” office for more than two (2) consecutive terms without approval of the PTG Board and lack of nominations from the floor of the April General Meeting.

Section 6. In the event that a board member is unable to fulfill their position or must resign before the end of her/his term, the President, with the approval of the Board and Principal, may appoint a candidate of his or her choosing.

**ARTICLE V AMENDMENTS TO THE CONSTITUTION**

Section 1. Only by an open discussion at the general membership meeting and the subsequent approval of the PTG Board and Principal can this Constitution and the By-Laws be amended.

Section 2. Each PTG member will be notified in electronically, through all means used by the school, of an upcoming vote. The vote will be on the basis of one vote per family and will be conducted online to allow all families the opportunity to vote. If there is a failure to receive a consensus of all voting families, the final determination with be made by the PTG Board in accordance with the votes that were received at the closing of the vote. All PTG members will be notified of the results both on the school website and at the next monthly PTG General Board Meeting.