

**St. Peter Catholic School
Parent-Teacher Association
Bylaws Amended as of August 10, 2016**

(The “PTA Bylaws”)

ARTICLE I – NAME

The name of this organization shall be St. Peter Catholic School Parent-Teacher Association (the “PTA”).

ARTICLE II – OBJECTIVES

The objectives of the PTA shall be:

- To administer parent volunteer programs within St. Peter Catholic School (the “School”),
- To develop between parents and staff, such united efforts as will promote the spiritual, educational, physical, and cultural welfare of the St. Peter student body,
- To bring into closer relationship the home and School so that parents and teachers may cooperate intelligently in the education of the child,
- To work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of the School and to coordinate such events.

ARTICLE III – POLICIES

The work of the PTA shall be carried on primarily through committees and events. The PTA shall work with the Principal as to all policies. The Principal and School Board shall have final authority in policy matters. The PTA shall assist the Principal in scheduling and coordinating School fundraising and other related events and activities. The School Principal is the sole party with authority to sign contracts on behalf of the PTA, unless the Principal specifically delegates that authority to another party for a specific purpose.

ARTICLE IV – PTA MEMBERSHIP

The membership of the PTA shall consist of all registered families and faculty for the current school year. The annual membership dues for families and the faculty are determined by the Principal and paid by the School each year. All dues are payable on or before the first month of the school year.

ARTICLE V – MEETINGS AND QUORUM

PTA BYLAWS ORIGINALLY ADOPTED 9-16-98,
AMENDED AND APPROVED BY EXECUTIVE BOARD 4-10-2013

Section 1 - The meetings of the PTA shall be held at times and locations as determined by agreement of the Principal and President with input from the PTA Executive Board. The date, time, and place shall be announced publicly (i.e., via the school newsletter, website, and/or marquee) at least 24 hours in advance of each meeting.

Section 2 - The Executive Board shall meet monthly during the academic school year to conduct business of the organization. Additional Executive Board meetings may be held at the discretion of the President for special purposes. All meetings of the PTA Board are open

to the general membership. In addition, each academic semester, one general PTA meeting shall be held – usually in conjunction with a school performance – to provide a general report on PTA activities to the general membership in attendance.

Section 3 - For all PTA meetings in which business is conducted, the President or Vice-President must attend and preside, along with a quorum of the Executive Board. A quorum shall consist of a simple majority of the PTA Executive Board. The PTA Secretary shall act as secretary of all meetings of the Executive Board, but in the absence of the Secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 4 - All meetings and business of the PTA Board shall be conducted according to Robert’s Rules of Order, when not inconsistent with the Bylaws. The PTA adheres to all Archdiocesan rules and regulations.

Section 5 - A PTA Board member who has any personal or financial conflict of interest in any matter affecting the PTA or School shall fully disclose such interest to the PTA Board and shall not participate in any discussion or vote on the matter. Should the existence of a conflict be disputed, the decision of the majority of the Executive Board as to the existence of a conflict shall govern.

ARTICLE VI – OFFICER SELECTION AND INSTALLATION

Section 1 - *The Executive Board*: The Executive Board of the PTA (the “Executive Board”) shall consist of the School Principal, the immediate Past President of the PTA and the following PTA Officers: President, Vice President (also known as “President Elect”), Secretary, Treasurer, Hospitality Directors (up to 4 positions), Promotions Directors (up to 3 positions), Communications Director, Volunteer Coordinators (up to 2 positions), and Historian. The Executive Board is responsible for the day-to-day management of the PTA and each member in good standing has full voting rights for all PTA business decisions. In the event that a Board member holds multiple positions, only one vote per person may be counted. The Executive Board may remove from office by majority vote any Officer of the PTA Board for failing to perform his or her requisite duties on the PTA Board or for violating school policy, school rules, or Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the PTA BYLAWS ORIGINALLY ADOPTED 9-16-98, AMENDED AND APPROVED BY EXECUTIVE BOARD 4-10-2013 remaining portion of the term by majority vote of the Officers present at the designated Executive Board meeting.

Section 2 - *The Nominating Committee*: The nominating committee of the PTA (the “Nominating Committee”) shall consist of the current President, current Vice-President, and the most recent Past-President of the PTA. If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. This committee shall consider interested candidates and select a candidate for each available PTA office. If more than one person is interested in serving in the same office, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote before the Executive Board. The Nominating Committee will present a recommended slate of officers at a PTA Board meeting

held at least one month prior to the scheduled installation of new officers (in either March or April of the school year).

Section 3 - Eligibility, Selection, and Installation of Officers: In February of each school year, an announcement shall be published in the school newsletter about available positions on the Executive Board. PTA members are eligible for office if they are members in good standing as determined by the Nominating Committee. Members are eligible for the office of Vice-President and President only if they have previously served on the Executive Board for at least one year, or have other previous experience on PTA Committees and have the approval of the School Principal and Nominating Committee to hold the office. Except in extenuating circumstances, candidates for the office of President must have served as Vice-President for at least a portion of the immediately preceding school year. Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience. The Nominating Committee's proposed slate of officers will be introduced at a PTA Board meeting in the second semester of the school year with prior notice given to PTA members via the school newsletter. The Executive Board and any other PTA members who attend the Executive Board meeting shall be eligible to vote on the proposed slate of officers presented by the Nominating Committee. The President will then present the approved slate of Officers to the Principal for final approval before Installation. The Principal will install the approved PTA officers for the following school year during the School's annual PTA Recognition Mass held in May of each year. The new Executive Board will learn their responsibilities and will assume their official duties on or before the last day of school after Installation occurs. To better prepare for the next school year, the new President may hold an introductory Executive Board meeting in the second semester after Installation of the new Executive Board.

Section 4 - Terms of Office: The term of each office shall be one year, with the exception of Treasurer, Promotions Directors and Hospitality Directors, which shall have a 2-year term. The two-year termed offices of Promotions and Hospitality will operate, when possible, on a rotation, such that at least one director is serving in his/her second year and a different director is serving in his/her first year. All officers may hold the same office for up to two consecutive years. All officers may serve in only one office at a time, with the exception of Vice-President, who may serve simultaneously in an office that has multiple persons in the same position on the Executive Board (i.e., Directors of Hospitality, Directors of Promotions, and Volunteer Coordinators).

ARTICLE VII – OFFICER DUTIES

Section 1 - President: The President works in conjunction with the Principal to further the objectives of the PTA. The President shall:

- a) preside and preserve order at all PTA meetings,
- b) provide an agenda for such meetings based upon communication with the Principal
- c) and Committee Chairs,
- d) act as Chair of the Executive Board, be a member of all PTA committees, and serve as an ex-officio (non-voting) member of the St. Peter Catholic School Board (the

“School Board”), approve expense reports and check requests from PTA members for PTA expenses, approve information from committees for publication in school newsletters as needed, meet monthly during the school year with the Principal to discuss ongoing PTA business, and at the end of the term, assist the President-Elect with transition to office of President.

Section 2 - Vice-President/President-Elect: The Vice President/President-Elect (the “Vice President”) shall:

- a) serve as an aide to the President and officiate in his/her absence, assist the School in the annual “Grandparents’ Day” event,
- b) assume the office of President for the remaining term if the office becomes vacant, and assume the office of President the following school year after serving as Vice-President.

Section 3 - Secretary: The Secretary shall:

- a) record the attendance and minutes of each meeting of the Executive Board and
- b) provide copies to the President and Vice-President within 48 hours of each meeting,
- c) publish the PTA meeting minutes, after review by the President and/or Vice-
- d) President, on the school website, and include notice of the next PTA meeting date and time, keep a readily-available copy of the minutes, meeting agendas, bylaws, code of conduct, PTA forms, and any other necessary documents or supplies and bring them to meetings, and perform other duties as assigned.

Section 4 - Treasurer: The Treasurer shall:

PTA BYLAWS ORIGINALLY ADOPTED 9-16-98,

AMENDED AND APPROVED BY EXECUTIVE BOARD 4-10-2013

- a) work with the President to establish a PTA Proposed Budget for the School year before the first meeting is held,
- b) keep accurate records of all receipts and expenditures of money by the PTA, and reconcile such records with the School business manager’s records periodically through ongoing communications with School business manager,
- c) prepare and present a financial report, including year-to-date expenditures and income received, at each Executive Board meeting, maintain and provide upon request updated expense reimbursement or “check request” forms for all PTA-related expenses, and have authority to approve such expenditures for reimbursement,
- d) request cash box(es), as needed, from the School business office for PTA events,
- e) adhere to the policies and procedures described in the Treasurer’s binder, and maintain the Treasurer’s binder in good order and provide it to the new Treasurer for transition into this office.

Section 5 - Hospitality Directors: There shall be up to four (4) directors of Hospitality, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a) ensure that facilities are prepared and decorated (if desired) and food/beverages are provided (if requested) for designated School and PTA events, including monthly faculty meetings, Staff Appreciation Luncheons, and Grandparents’ Day,
- b) order and provide food and beverages, if requested, for additional events such as

Snacks with Santa, New Student Testing, and New Family Orientation, serve and/or re-stock food as needed at designated events, and perform other duties as requested and assigned by the President.

Section 6 - *Promotions Directors*: There shall be up to three (3) directors of Promotions, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a) manage and operate the business of the PTA Spirit Store and maintain the Spirit Store website,
- b) order and re-stock inventory for the Spirit Store, with all purchases requiring prior approval of the President,
- c) attend designated events (such as Ice Cream Social, Meet and Greet, athletics meetings) to sell Spirit Store inventory, and conduct an annual inventory of the Spirit Store each summer before ordering additional inventory, and conduct additional inventory checks during the school year, as needed.

Section 7 - *Communications Director*: The Communications Director shall:

- a) coordinate, update, and review all PTA communications efforts within the PTA, School community and external publications, if applicable,
PTA BYLAWS ORIGINALLY ADOPTED 9-16-98,
AMENDED AND APPROVED BY EXECUTIVE BOARD 4-10-2013
- b) work with the PTA President and School office administration to keep the PTA information (including links to PTA documents and forms) accurate and up-to-date,
- c) communicate with PTA officers and committees to solicit and gather information for publication in the school's newsletter and to ensure consistency in communication, facilitate publication of upcoming PTA events in School newsletters, and ensure submissions are sent in a timely fashion (in accordance with School deadline), upon request of PTA President, write announcements and articles for inclusion in School newsletters or other publications,
- d) ensure PTA volunteers are recognized and thanked for their service either in School newsletters or by other means as agreed upon by the Executive Board.

Section 8 - *Volunteer Coordinators*: There shall be up to two (2) Volunteer Coordinators, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. set up and maintain a method (via website, email, or otherwise) to secure School approved volunteers for Ice Cream Social, Meet 'n Greet, and other large School or PTA events, as requested by the President,
- b. provide announcements for the school newsletter about volunteer opportunities as they arise, and work with Room Parent Coordinators to solicit volunteers via email if and when needed, communicate with PTA Committee Chairpersons to ensure they are adequately staffed with volunteers when needed, and perform other duties as assigned.

Section 9 - *Historian*: The Historian shall:

- a) compile and keep a record of the activities and achievements of the PTA,
- b) coordinate or arrange for a volunteer to take photographs at designated events,
- c) provide publicity photographs and information as the need arises, and in accordance

with the School's technology policy and procedures (particularly with regard to privacy requests), and perform other duties as assigned.

Section 10 - All Officers: In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a) attend the back-to-school events at the beginning of each school year as volunteers, unless extenuating circumstances exist and advance notice is given to the President,
- b) attend a minimum of five (5) monthly PTA Board meetings, including at least 2 meetings in each semester of the school year, and when unable to attend, submit an oral or written report of any recent PTA business to the President,
- c) stay informed of the ongoing School and PTA business by reading school and PTA communications (i.e. newsletters, IRIS Alerts, emails from the PTA President, etc.),
PTA BYLAWS ORIGINALLY ADOPTED 9-16-98,
AMENDED AND APPROVED BY EXECUTIVE BOARD 4-10-2013
- d) read and comply with these PTA Bylaws and the PTA Code of Conduct, attached as Appendix A.

ARTICLE VIII – COMMITTEES

Section 1 – All PTA committees are coordinated through the PTA Executive Board and are formed for the primary purpose of sponsoring projects and events that benefit the School or a School-sponsored community service. A committee shall be made of parent volunteers and led by at least one Committee Chairperson.

Section 2 – Special committees shall be appointed from time to time as deemed appropriate by the PTA Board to promote objectives of the organization and to carry out its work.

Section 3 – Committee Chairpersons shall be appointed among School-approved volunteers. The Chairperson of each committee shall present reports to the Executive Board during Board meetings, and provide additional oral or written reports as requested by the President.

Section 4 – Committee Chairpersons shall read and sign the PTA Code of Conduct attached as Appendix A and shall abide by all standing PTA rules, procedures, and Bylaws, where applicable.

ARTICLE IX – AMENDMENTS OF PTA BY-LAWS

The Bylaws shall be distributed to Executive Board members for review at the beginning of each school year. Bylaws may be amended at any PTA Executive Board meeting by a two thirds (2/3) vote of the PTA Executive Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Principal. The Bylaws may be amended no more often than ONCE every year with the exception of required Archdiocesan changes or changes in School Policy. A copy of the Bylaws is available from the PTA Secretary upon request.

ARTICLE X – FINANCIAL ACTIVITIES

The President, based upon information provided by the Treasurer, shall make available a general income and expense report to PTA Board members at the beginning of the school year for the prior school year. The President, based upon information provided by the Treasurer and Chairpersons, shall provide a Proposed Budget to the PTA Executive Board at the beginning of the school year for the current school year. The Board shall vote on acceptance and significant amendments to the Proposed Budget.

PTA BYLAWS ORIGINALLY ADOPTED 9-16-98,
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Each Officer or Chairperson is responsible for monitoring the expenditures, if any, of its office or committee and filling out all check request forms for said expenditures. Such expenditures shall be consistent with the PTA's Proposed Budget, and any exceptions require approval from the President or Treasurer. Each Officer or Chairperson is responsible for ensuring that all check requests and deposits are submitted to the PTA Treasurer in a timely manner, consistent with the PTA's current financial procedures. Forms and instructions for check requests and deposit procedures will be provided by the President and/or Treasurer at the beginning of each school year and are available upon request from the Secretary or Treasurer. The PTA Board, in conjunction with the Principal or School business office, shall determine annually the disbursement of the PTA net profits at the conclusion of the School year.

ARTICLE XII – STANDING RULES

The Executive Board, with the advice of the Principal and the approval of a majority of the PTA Board, may adopt standing rules and procedures consistent with its needs to ensure the efficient operation of the PTA.

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St. Peter Catholic School PTA

CODE OF CONDUCT (Appendix "A" to PTA Bylaws)

The St. Peter PTA is operated by volunteers and is governed by the rules of our Catholic Diocese, our School Board, and our Principal. Below is a list of guidelines we would like to follow in the interest of productivity and respect for all volunteers. By signing this Code, all PTA Officers and Chairpersons agree to:

1. Follow school policy at all school-related functions, activities, and meetings.

Always follow the guidelines set forth in VIRTUS training. Sign in with the front office and abide by the school rules when on campus.

2. Be polite and respectful of fellow PTA members.

Discussions, questions, and even disagreements should be polite and courteous. Conflicts should focus on issues, not individuals. Speak up when you have an opinion or question but please support the final decisions of the PTA and/or our school principal.

3. Be a team player.

Use your talents and gifts to the best of your ability and let others do the same. Everyone has something to contribute.

4. Fulfill their duties or responsibilities.

Please fulfill your obligations to the best of your ability. The reputation and success of the PTA and event for which you've volunteered depends on promises being kept. Being a part of the PTA is about the support and improvement of St. Peter Catholic School and our children. Put the best interests of the school and the students ahead of individual desires.

5. Refrain from bringing children to formal meetings or school functions without the

Principal's express approval.

Our PTA meetings are designated for adults to come together and share ideas and discussion. Children can be a distraction to you and others attending formal meetings. At school events, children who are not being supervised by a teacher can distract volunteers who are serving. More importantly, our school policy generally forbids children who are not students to be on campus for most volunteer activities that take place during school hours. If you are making a campus visit to pick up or drop off

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