

# CONSTITUTION AND BYLAWS

## **ARTICLE I – NAME**

The name of this organization shall be North American Martyrs Parent Teachers Guild.

## **ARTICLE II – OBJECT**

1. The object of this organization shall be the advancement of Catholic Education and the welfare of the school children of this parish.
2. It shall further be to act in the promotion of Parent-Teacher activities and to increase, on the part of its members, interest in educational and civic affairs.
3. Finally, it shall attempt to enhance the parents' role in the education of the child by increasing their knowledge of education and its processes, by increasing their understanding of children, and also by providing an opportunity for parents and teachers to work together for the good of the child.

## **ARTICLE III – AUTHORITY**

The Pastor has the responsibility for the administration of the parish school, and this organization shall function only with his consent.

## **ARTICLE IV – MEMBERSHIP**

The organization shall be composed of parents, or those who act as parents, of school age children in the parish school, and the teachers in the parish school. Each teacher shall be entitled one vote, but shall be charged no dues. Only parents who have paid their annual dues are eligible to vote and hold office. Votes are one (1) per family. Meetings shall be open to all members of the parish.

## **ARTICLE V – OFFICERS**

1. The officers of this Guild shall be a President, Vice-President, Secretary and Treasurer. The term of office shall be for one year from July 1 to June 30. No person shall be eligible to hold the same office for more than two consecutive terms.
2. The President shall preside at all meetings of the organization and the Executive Board. He shall perform all the duties pertaining to the office, shall appoint standing and special committees, shall be an Ex-Officio member thereof, and shall receive notices of all meetings.
3. The Vice-President shall head the Membership Committee, keep the membership roll, and shall perform the duties of the President in his absence.
4. The Secretary shall send out notices, take all minutes, record them and read them on call.
5. The Treasurer shall receive all dues from the Membership Committee and other monies, and shall make disbursements only as directed by the Executive Board. The Treasurer shall make a statement at each PTG meeting and an annual report, which shall be audited. The fiscal year shall be from July 1 to June 30.

## **ARTICLE VI – EXECUTIVE BOARD**

1. The administrative body of this organization shall be known as the Executive Board. The Board shall consist of the Guild's President, Vice-President, Secretary, Treasurer, the NAM School Principal, and a willing Teacher Representative. The Teacher Representative shall act as a liaison and shall be elected by a simple majority of the teachers.
2. All matters of policy and administration shall be vested in the Executive Board.
3. A quorum of the Executive Board shall be a majority of its members.
4. Meeting of the Executive Board shall be held at the call of the President, or any three
5. Members of the Executive Board.
6. The Executive Board shall fill any vacancies among officers, subject to subsequent approval of the membership.

## **ARTICLE VII – ELECTIONS**

1. Nominations for officers shall be made at least one month preceding the election meeting. The President shall report at the election meeting the name of the candidate or candidates for each office to be filled. Additional nominations may be made from the floor. The consent of all nominees must be obtained. Only parents with current dues paid shall be eligible to vote or run for office. Each eligible parent may cast one vote.
2. In case of contest, voting shall be by ballot; otherwise voting may be by voice vote.

## **ARTICLE VIII – MEETINGS**

1. The election meeting shall take place at the last business meeting of the school year.
2. There shall also be meetings during the school year at such times, as the Executive Board shall decide.
3. At a regularly called meeting of the membership, those present shall constitute a quorum.

## **ARTICLE IX – DISBURSEMENT OF PTG FUNDS**

1. Any proposed expenditure **over** \$1,000.00 must be voted on by membership.
2. These proposals must be submitted to the President at least one month preceding a membership meeting. The President must then forward the proposal(s) to the voting members at least two weeks prior to the meeting for their review.
3. The proposals will not be read the evening of the meeting, but there will be a discussion period for each proposal of ten (10) minutes.
4. A voting-by-proxy for those members who cannot attend the actual voting for disbursement of the PTG funds will be provided on a self-explanatory form with the proposal(s).

## **ARTICLE X – PARLIAMENTARY PROCEDURE**

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the guild in all cases not otherwise covered by this Constitution and Bylaws, or by the Standing Rules.

## **ARTICLE XI – AMENDMENTS**

Amendments to these Bylaws shall be proposed at one membership meeting, and voted on at the next. A two-thirds vote of the members attending is necessary to amend.

## STANDING RULES

These are permanent rules adopted on matters of Guild policy and operation. These may be changed without previous notice at any regularly called membership meeting by a two-thirds vote of the members attending.

1. Dues shall be \$5.00 annually per family.
2. By paying your annual dues you are permitted one (1) vote per family.
3. The Executive Board without vote of the membership may approve expenditures up to \$1,000.00. Any expenditure voted by the membership must have had prior approval by the Executive Board.
4. The Pastor shall receive a copy of the Treasurer's report.
5. No fundraising activities shall be undertaken without the consent and approval of the Pastor.
6. There shall be at least three (3) general called meetings per school year.
7. Standing Committees shall be Lunchroom, Welcoming, Homeroom Mothers, Fall/Spring Fundraising, Hospitality, Membership, Box Tops, Campbell's, Giant Eagle, Recyclable Ink Cartridges, Program Speaker, Bake Sale, Santa Secret Shop, Yearbook, and Monroeville/Pitcairn Drug Task Force.
8. Flowers or a gift shall be sent to:
  - Any NAM School staff member, who is hospitalized, has a death in their immediate family (including parents) or becomes a new parent.
  - Any child attending NAM School who is seriously ill, either hospitalized or at home.
  - The family of a NAM student who the death of a parent.

**REVISIONS:**

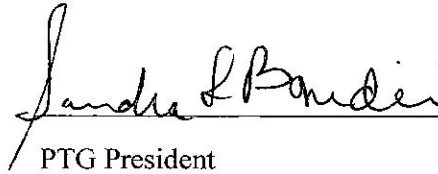
2/16/05 – ARTICLE IV – MEMBERSHIP section revised to give the teachers voting rights. The following wording was proposed by President Janet Repassi and passed by a 2/3 majority: “Each teacher shall be entitled one vote, but shall be charged no dues.”

5/11/16 – ARTICLE VI – EXECUTIVE BOARD section was revised to add a teacher representative to the PTG Executive Board. The following wording was proposed by Secretary Stephanie Kiss and passed by a 2/3 majority: “The Board shall consist of the Guild’s President, Vice-President, Secretary, Treasurer, the NAM School Principal, and a willing Teacher Representative. The Teacher Representative shall act as a liaison and shall be elected by a simple majority of the teachers.”

We hereby attest that these Bylaws of the North American Martyrs PTG are true and correct as revised by a 2/3 majority vote of the voting members of the PTG at the May 11, 2016 meeting.



PTG Secretary



PTG President