

ARCHDIOCESE OF SAN ANTONIO

St. James Catholic School

CATHOLIC PARENT-TEACHER CLUB

BY-LAWS

ARTICLE I-DUTIES OF EXECUTIVE OFFICERS

- Section 1.** The President shall preside at all meetings, appoint chairpersons to standing committees, and perform such other duties as are incumbent on the office. The President is an ex-officio member of all committees except the Nominating Committee and serves as an ex-officio member of the School Council.
- Section 2.** The Vice-President, in the absence of the President, shall perform all duties of the President and shall serve as committee co-chairperson.
- Section 3.** The Secretary shall keep the minutes of the Executive Meetings and General PTC meetings.
- Section 4.** The Treasurer shall receive all dues and other monies to be forwarded to the PTC and keep an accurate record of the same. The Treasurer will submit all required check request forms to the Pastor and/or Principal for approval and payment of bills. The Treasurer will adhere to all applicable policies regarding finances as stated in the *Handbook of Policies and Regulations for Catholic Schools*.
- Section 5.** The Teacher Representative shall represent the teachers of the school and attend all Executive and General PTC meetings.
- Section 6.** The Parliamentarian shall see that all meetings of the PTC and the Executive Officers run in an orderly fashion in accordance with accepted rules of operation for meetings.
- Section 7.** The Legislative School Representative will serve on the Legislative Action Committee.
- Section 8.** The Principal shall furnish appropriate advice to the Executive Officers.

ARTICLE II-DUES

Section 1. Annual dues to the organization are determined by school and reviewed annually.

ARTICLE III-EXECUTIVE OFFICERS

Section 1. The Principal may recommend to the Executive Committee that an officer be granted an extended term.

Section 2. The Executive Committee shall consist of the officers of this organization and the chairpersons of the standing committees.

Section 3. In the event of a vacancy in office during an un-expired term of office, the Executive Committee shall fill the vacancy, except in the case of the Presidency, which vacancy shall be filled by the Vice-President for the un-expired term.

ARTICLE IV-MEETINGS

Section 1. The Catholic Parent-Teacher Club Executive Officers will attend the General Assembly/Meeting of the Federation to be held the first quarter of the school year.

Section 2. The PTC will ordinarily meet four times a year as specified in the school calendar.

ARTICLE V-COMMITTEES

Section 1. The Standing Committees shall be Publicity and Nomination, Legislative Action, Parent Education, and Fundraising Resources. Special committees, as may be found necessary for the proper development of the purpose and goals of the PTC, may be appointed by the Executive Committee with the approval of the Principal.

Section 2. The Publicity and Nomination Committee Chairperson will be responsible for notifying parents of meetings and PTC events. Furthermore, the chairperson shall solicit and recruit nominees for office on the St. James Catholic School PTC.

Section 3. The Legislative Action Committee Chairperson is responsible for keeping abreast of legislative issues, promoting the passage of legislation to benefit Catholic schools, and informing parents of St. James Catholic School about such actions.

- Section 4.** The Parent Education Committee Chairperson gathers and disseminates resources on parent education topics.
- Section 5.** The Fundraising Resources Committee Chairperson coordinates the fundraising initiatives of the school.
- Section 6.** The President will appoint a chairperson for each standing committee. No chairperson may hold the same position for more than two consecutive terms except, when for the good of the school the Principal may recommend an extended term.

ARTICLE VI-NOMINATION AND APPOINTMENTS

- Section 1.** The Publicity/Nominating Committee shall consist of the Principal, the chairperson appointed by the President, and two additional members. No member of the Publicity/Nominating Committee can be placed on the election ballot.
- Section 2.** The Publicity/Nominating Committee shall present the name of at least one candidate for each office. The President shall appoint a committee to conduct the annual election, count the ballots, and report this information to the President, who will report the results to the organization.
- Section 3.** Executive Officers shall be elected during the fourth quarter of the school year by a simple majority vote. Induction into the Executive Committee will take place during the fourth quarter of the school year.

ARTICLE VII-SIMPLE MAJORITY VOTE

The transaction of business for a simple majority vote shall be as follows:

- U.S. mail/Electronic mail/fax-one more than one-half
- PTC meeting-one more than one-half
- PTC Executive Officers Meeting-one more than one-half

ARTICLE VIII-AMENDMENTS

The constitution may be amended at the regular meeting of the school by simple majority and upon approval from the Archdiocesan Superintendent. The proposed amendment must be presented in writing at least two weeks prior to the meeting during which the vote will take place.

Adopted and approved: January, 2004
Reviewed: August, 2008