

# Bylaws for St. Columbkille School Parent-Teacher Union

## **ARTICLE 1: NAME**

- A. The name of this organization shall be the St. Columbkille School Parent-Teacher Union. It shall hereafter be referred to as “PTU”.

## **ARTICLE 2: PURPOSE**

- A. The purpose of this organization shall be to enhance the educational experience of the students of St. Columbkille School (“SCS”).
- B. PTU will foster a close relationship between the parents/guardians (school families) and teachers. To preserve the caring, cooperative, and spiritual connection that is an important part of the Catholic school community.
- C. PTU will increase parent and teacher involvement at SCS through various activities and fundraisers, which will ultimately enrich, promote, and support the education of the students, as well as provide classroom development as needed.

## **ARTICLE 3: POLICY**

- A. The PTU shall be a not for profit organization and may engage in the raising and contribution of funds, which are used for the projects of the PTU and the welfare of the students, faculty, and staff at St. Columbkille School.
- B. No earnings of the PTU shall be to the benefit of, or be distributed to its members, directors, officers, or other private persons; except that the PTU shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions set forth in Article 7.
- C. Upon dissolution of the PTU, after paying or adequately providing for the debts and obligations of the PTU, any remaining assets shall be distributed by the PTU for the enrichment of the school community.

## **ARTICLE 4: MEMBERSHIP**

- A. Membership to PTU shall be open to the following persons:
  - 1. All school families, faculty and staff of St. Columbkille School, and any members of the St. Columbkille Parish interested in the purpose of the PTU are eligible for membership upon payment of current dues.
  - 2. Membership will cover two parents or guardians of children enrolled at SCS. Additional family members should sign up separately for membership.
- B. To remain in good standing and have voting privileges with the PTU, annual dues are payable before September 30 of each school year. Dues will be decided upon by the PTU Executive Board by July 15 for the upcoming school year.
- C. All members should read, review, and sign the PTU’s Ethics and Code of Conduct Policy (Exhibit A) and Conflict of Interest Policy (Exhibit B) on an annual basis. Both policies must be signed and turned into the Second Vice President by October 15 to remain in good standing and to continue voting privileges.

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## **ARTICLE 5: SPIRITUAL DIRECTOR AND OFFICERS**

- A. The advisor and spiritual director of the PTU shall be the Pastor or his designee.
- B. The Executive Board shall consist of the Officers of the PTU and shall be as follows: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- C. These officers shall be nominated by the Nominating Committee and elected by ballot for a two-year term. No officer shall be eligible for the same office for more than two consecutive terms, unless there is no opposition.
- D. Any vacancy occurring on the Executive Board shall be filled by the October meeting of the following school year. Whether members show interest or a Board member can approach them and ask to fill the vacancy.
- E. The Executive Board will meet at least quarterly. Those meeting minutes will be recorded and posted to the PTU webpage.

## **ARTICLE 6: NOMINATING COMMITTEE**

- A. At the general meeting in January, three volunteers are selected for the Nominating Committee, including the Chairperson. The school principal and President Emeritus may act in an advisory capacity, at the request of the Nominating Committee.
- B. Members of the Nominating Committee should not be considered to run for an Executive Board position.
- C. The Chairperson is to notify and inform all school families of the PTU Executive Board positions available by March 1. Any person expressing interest in an Executive Board position should make the Nominating Committee aware by March 30.
- D. At the April general meeting, those in attendance will vote by secret ballot. The outcome of the vote will be communicated to all school families no later than April 30.
- E. In the event there are no nominations for the April election, the current Board shall carry over to the next school year's first general meeting, an emergency meeting will take place to discuss new Executive Board nominations or the direction of the PTU.

## **ARTICLE 7: DUTIES OF THE EXECUTIVE BOARD OFFICERS**

- A. President
  - 1. Sets up and presides over all Executive Board and General Membership meetings;
  - 2. Selects committee chairperson and is an ex-officio member of all standing committees, with the exception of the Nominating Committee;
  - 3. Oversees all committees and events;
  - 4. Meets with the Pastor and school principal as necessary;
  - 5. Has the ability to sign checks and contracts on behalf of the PTU; and
  - 6. Assumes responsibility for the condition of facilities used specifically for PTU functions.
- B. First Vice President
  - 1. Shall assume the duties of the President in their absence;
  - 2. Serves as the Activity Coordinator and Committee Liaison for PTU;
  - 3. Coordinate volunteers for all projects and activities by handling signup sheets, signup genius, and communicating with the committee chairperson;

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4. Acts as advisor for all committees.
  5. Keeps inventory of all PTU supplies for committee usage;
  6. Serves as primary contact for all committees, except those solely for fundraising purposes;
  7. Provides updates to the PTU section of the school website;
  8. Primary contact on behalf of the PTU for the school administration, faculty, and staff;
  9. Maintains yearly PTU calendar and reserves space for all events once calendar is voted on and approved by the Executive Board;
  10. Serves on the Bylaws Committee when convened; and
  11. Any other duties as assigned by the PTU President.
- C. Second Vice President
1. Contacts PTU members to remind them of meetings;
  2. Serves as PTU member liaison and handles all membership activities;
  3. Works with the Second Vice President to send Volunteer of the Month nominations to the Executive Board to be voted on;
    - i. Updates the PTU school bulletin board with upcoming events list and volunteer of the month;
  4. Responsible for the PTU Membership Drive including notifying all school families, receiving and tracking signups, and collecting membership dues; and
  5. Maintains a PTU general membership list with addresses and phone numbers;
  6. Handles recording of Volunteer Incentive Program (VIP) points and awarding any perks that result from that system;
  7. Serves on the Audit Committee when convened; and
  8. Any other duties as assigned by the PTU President.
- D. Third Vice President
1. Shall establish a list of fundraising activities to be undertaken by the PTU during the upcoming year;
  2. Acts as the Ways and Means Coordinator by presenting a business plan at the first general membership meeting covering fundraising activities to be undertaken, coordinators and/or volunteers; communication strategy, and timelines for each fundraising activity;
  3. Manage communications with outside vendors for fundraising opportunities (Kalahari, Dairy Queen, Chipotle, etc.).
  4. Issues letters for all donations received in accordance with the Internal Revenue Service and federal guidelines.
  5. Any other duties as assigned by the PTU President.
- E. Recording Secretary
1. Works with the President to prepare agenda for all meetings and make copies;
  2. Shall act in capacity as the group historian;
  3. Keeps an accurate record of the proceedings of each general meeting and Executive Board meeting;
  4. When called upon, read the minutes from the previous meeting;
  5. Serves on the Bylaws Committee when convened;

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6. Ensures a procedure book is kept up to date with outlines as provided by committee chairperson for all projects and activities for at least three years;
  7. A list of standing committees for the current school year should be presented as an addendum to the first general membership meeting and kept on file for the three year span; and
  8. Any other duties as assigned by the PTU President.
- F. Corresponding Secretary
1. Oversee all electronic communication via email and on social media to ensure consistency and timeliness of messages regarding PTU general meetings, fundraising activities, and sponsored events;
  2. Contacts committee chairperson after any project and/or event to coordinate sending Thank You cards to all vendors and volunteers immediately after event is over;
  3. Responsible for sending all congratulations or condolence cards/gifts on behalf of the PTU;
  4. Creates all flyers and communications for the committees and the PTU as a whole; and
- G. Treasurer
1. Receives all money of the PTU and deposit it timely in the name of the PTU, in a bank approved by the Executive Board;
  2. Keeps an accurate record of all money received and expended;
  3. Shall be empowered to pay only those bills for which a proper invoice or receipts and reimbursement form have been submitted;
  4. Make all approved disbursements of the PTU, provided members are compliant with the budget and reimbursement procedures adopted by the Executive Board;
  5. If called upon, present the PTU checking and savings account balances at all meetings;
  6. Provide a detailed annual report to the St. Columbkille Parish by July 30;
  7. Serves on the Audit Committee when convened;
  8. Provides needed deposit voucher, receipt pads for cash payments, change boxes, and monies for all events;
  9. Handles all purchases with the PTU bank card;
  10. Sets up tax exempt accounts for regular online vendors (Oriental Trading, Amazon, etc.);
  11. Handles ordering with the PTU bank card for all committees directly from vendors whenever possible; and
- H. All Executive Board Members
1. Consistently attend PTU Executive Board and general membership meetings;
  2. Adhere to the Bylaws of the PTU;
  3. Officers are required to assist at other PTU-related functions, as needed;
  4. Upon resignation or change of office, turn over all records, books, and other materials pertaining to their office without delay. All receipts and funds pertaining to their office should also be submitted to the Treasurer without delay; and
  5. Deliver to their successors all official materials within two weeks of the end of the current school year.

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## **ARTICLE 8: EXECUTIVE BOARD**

- A. The Executive Board shall consist of the elected officers.
- B. The Executive Board shall make decisions on all emergency measures which may arise between board meetings and general membership meetings.
- C. The Executive Board will meet over the summer months to forecast the next school year's needs and spending. The budget should be presented and adopted at the first general membership meeting of that school year.
- D. If there are more than three unexcused absences at any of the meetings, Executive Board or general membership, the Board reserves the right to review that officer's position on the Board and take action accordingly.
- E. All Executive Board members are responsible for keeping confidential files on a USB drive with up-to-date information with current year and the previous three years' worth of information. Upon vacating office, the USB drive shall be delivered to their successor within fourteen calendar days.
- F. The Executive Board shall have authority for the day-to-day affairs and activities of the PTU between meetings as long as their decisions reflect the Bylaws.

## **ARTICLE 9: PARLIAMENTARY PROCEDURE**

- A. The rules contained in the current edition of Robert's Rules of Order shall be the parliamentary procedure of the PTU on all matters in which they are consistent with the Bylaws.

## **ARTICLE 10: AMENDMENTS**

- A. The Bylaws Committee will be formed every three years at the May meeting, consisting of the incoming First Vice President, incoming Recording Secretary, and at least two general PTU members.
- B. The Committee will meet over the summer months to make recommendations to the Executive Board for changes to these Bylaws.
- C. Prior to the first general membership meeting, the Executive Board will meet and vote on the recommendations.
- D. At the first general membership meeting, the newly ratified Bylaws will be presented at the first PTU general meeting of the school year for adoption.
- E. The Bylaws may only be amended by two-thirds vote of the members present and constituting a quorum.
- F. Copies of all documents should be kept on file with the Recording Secretary for at least five years.
- G. Any amendments needed prior to the three year revision should follow the same process outlined above.

## **ARTICLE 11: TREASURY AND BUDGET**

- A. The budget each year shall have a minimum of a \$3,000 contingency fund to be used as a working fund for the following school year.
- B. If adjustments or changes need to be made during the school year, it shall be brought to a general membership meeting for a vote.

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- C. No PTU member should withhold expenses or underreport their total costs for an event as it will cause budgeting problems for future years.
- D. If someone wishes to donate items they have purchased, the Third Vice President should be contacted to ensure the donation is correctly accounted for.
- E. The PTU Executive Board shall take under advisement any and all proposals from the Pastor and school principal, as to the disbursement of PTU funds. The PTU Executive Board shall make the final decision as to the disbursement of these funds, which will solely be used to the benefit of St. Columbkille School.
- F. In the event anyone provides the PTU with a NSF check, the Treasurer is instructed to send an invoice to that person. This invoice is to include the original check amount, plus any fees charged to PTU by the bank.
- G. There will be no unplanned, unapproved disbursement of funds over \$150.00 unless voted on at a general membership meeting.
- H. All persons paying with cash will be provided a receipt by the Treasurer. This includes cash sent in through school for events or projects and also any door sales at events.
- I. For significant or custom bulk purchases, at least three price quotes/bids should be obtained to ensure the PTU is receiving the best value.
- H. PTU realizes that by supporting teachers, it in turn supports the students. Teachers who would like to directly request funds for classroom or school improvements should submit a Teacher Fund Request Form (Exhibit C).
- I. The amount of the funds set aside for such requests is at the discretion of the Executive Board, as based on the prior three year trends. All fund requests are due the Friday prior to the regularly schedule general membership meeting. The fund request may be approved by a two-thirds vote of the members present and constituting a quorum.

### **ARTICLE 12: GIFTS**

- A. A small gift will be sent to any member of the school community who is hospitalized or experienced a birth, not to exceed \$100.00.
- B. If a member of the school community or their immediate family passes away, a memorial gift will be given, not to exceed \$150.00.
- C. Any general member with knowledge of a significant life event within the school community should notify the Executive Board. The Corresponding Secretary will handle the distribution of the gifts, using the guidelines as provided in the sections above.

### **ARTICLE 13: SOLICITATION AND RECEIVING OF DONATIONS**

- A. As a federally tax-exempt organization, the PTU has certain responsibilities to donors.
  - a. Donation request should be submitted to potential donors on official PTU letterhead by the Third Vice President. Any committee not working with the Third Vice President to solicit donations will have solicitation privileges revoked for the following school year.
  - b. The Third Vice President is responsible for maintaining a detailed list of all donations received (description of donation, value, person/company donating, and their contact information). Care must be taken not to repeatedly request donations from the same company in excess during the same school year.

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- c. Should a donation not be used for the current fiscal year, the Third Vice President is to supply a list of items being carried over to the following year and must be submitted to the President, First Vice President, and Recording Secretary no later than June 1.
- d. Any donor who requests documentation of the PTU's tax exempt status should be provided with the IRS tax exempt form, which will be provided by the Third Vice President.
- e. Committees who solicit donations are responsible for producing a list of donors to the Corresponding Secretary so thank you notes can be sent.

### **ARTICLE 14: REIMBURSEMENT PROCEDURES**

- A. The Reimbursement Request Form is in Exhibit D.
  - a. A PTU Reimbursement Request Form needs to be completed for all expense reimbursements and all invoices or itemized receipts must be attached to the form, as requested. There will be no reimbursement without the actual receipt or invoice.
  - b. All reimbursement requests must be submitted within two weeks after the event or at the PTU general meeting immediately following the event, whichever comes first.
  - c. All reimbursement requests must have the Committee Chairperson sign off.
  - d. The PTU is a tax exempt organization and exempt forms will be provided to each Committee Chairperson and Executive Board member.
    - i. PTU has approved to pay sales tax at bulk stores (BJ's, Costco, Sam's Club) as those stores will not accept tax exempt forms if purchaser is using their own personal club card.
  - e. Any reimbursement requests received without the Committee Chairperson signature, itemized receipts, and/or later than the two week or next general meeting timeframe will be voted on at the following PTU general meeting.
- B. No expenses will be prepaid, and no cash will be paid in advance, unless authorized by the Executive Board in accordance with the Bylaws.
  - a. If payment is needed prior to an event, please have the vendor submit an invoice to the Treasurer.
  - b. Any contracts pertaining to activities of the PTU shall be authorized by the Treasurer or President, entered into in the name of the PTU. No other members may sign contracts on behalf of the organization.

### **ARTICLE 15: AUDIT COMMITTEE**

- A. The PTU uses the St. Columbkille Parish tax-exempt number to operate, and therefore has to report to the Parish their finances.
- B. To ensure accurate data and to prevent any misreporting, there will be an Audit Committee made up of the Treasurer and two general PTU members.
- C. The Committee will be decided upon at the November PTU general meeting with meetings scheduled by the Treasurer to complete each audit on time.
- D. The first audit will be completed by December 15, and an update provided to the Parish by December 31.
- E. The second audit will be completed by July 15. The purpose of the second audit will be to prepare a Profit/Loss Statement and gather any additional documentation requested by the Parish.

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## **ARTICLE 16: STANDING COMMITTEES**

- A. Committees shall be created by the Executive Board as required to plan and promote the objectives of the PTU. Any member of the PTU shall be eligible to serve in any committee capacity.
- B. Each committee will have one chairperson for reporting purposes, with the First Vice President as an advisor to all committees. A Committee Chairperson Guideline and Checklist is included as Exhibit E.
- C. The chair of each standing committee will present a plan of work to the Executive Board for approval before any work has begun and prior to the purchasing of any items. The plan of work should include timeline and projected income and expenses. No committee work shall be undertaken without the consent of the current Executive Board.
- D. Committee chairpersons and those volunteering to serve on each committee are expected to work within the forecasted and adopted budget limitation. Should additional funds be necessary, all requests should be given to the Executive Board in writing.
- E. Budget increases larger than 10% (ten percent) of the committee budget must be voted on at the next PTU general meeting.
- F. Committee meetings shall be called by the chairperson, at such time or times as the chairperson determines necessary.
- G. All committees will be provided a change box, Deposit Voucher (Exhibit F), receipt pad, and a change fund. Committees should contact the Treasurer two weeks prior to their event to confirm the change fund amount needed.
- H. Any funds collected by a committee should be delivered to the Treasurer within 48 hours of collection. A completed Deposit Voucher with two signatures should accompany each amount turned over to the Treasurer.
- I. The event chairperson will prepare a post-event synopsis of the income and expenses to the Recording Secretary for inclusion in the historical data. Committee chairperson should also present a high-level summary at the next PTU general meeting following their event.
- J. Any committee chairperson who goes over budget without the proper approvals will forfeit chairperson duties for the following year.

## **ARTICLE 17: MEETINGS**

- A. The PTU general membership meetings shall be held from September through May of each school year.
- B. Members shall be given three days noticed of any meeting. Notification may include social media, email, or school communications.
- C. A Special Meeting may be called by the Executive Board or upon request of 15 members of the PTU. Such special meetings shall be convened only to consider matters that are properly within the jurisdiction of the PTU as defined by these Bylaws. All Special Meetings require a three day notice.
- D. All meeting minutes of PTU general membership meetings, Executive Board, and committee meetings should be kept on file with the Recording Secretary and President.



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## **ARTICLE 18: DISSOLUTION PROCEDURES**

- A. If a motion to disband is presented and seconded at a PTU general membership meeting, it must be deferred for vote until the regularly scheduled May general membership meeting.
- B. All PTU members, school administration, faculty, and the Pastor, or their designee, must be notified via USPS mail at least three weeks prior to the meeting at which the vote will be taken on the motion to disband.
- C. At the next scheduled membership meeting, the motion to disband is opened for discussion. A two-thirds vote of members present is required for the motion to be adopted.
- D. If the motion to disband passes, the President is required to notify the SCS principal and pastor.
- E. The PTU records, checkbook, and any other procedural book will be turned over to the school principal.
- F. After all PTU monetary obligations are paid for the current school year, any remaining monies will be given to St. Columbkille School for the benefit of St. Columbkille School students.

# Bylaws for St. Columbkille School Parent-Teacher Union

## Exhibit A

### Ethics and Code of Conduct Policy

The personal conduct of the members of St. Columbkille School Parent-Teacher Union's governance structure directly affects the image of St. Columbkille School PTU. Therefore, each member shall:

- **Recognize that the chief function of the PTU is to serve the best interests of SCS students.**
- Be knowledgeable about SCS PTU's Bylaws, policies, procedures, programs, finances, and management.
- Comply with SCS PTU's Bylaws, policies, and procedures.
- Abide by and support publicly all positions and decisions of SCS PTU Executive Board.
- Prioritize organizational goals over personal goals at all times.
- Conduct all organization and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.
- Exercise discretion, sensitivity, and sound judgement in discussing SCS PTU matters, protecting all privileged or confidential information.
- Exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned.
- Avoid promotion of or profit from any activity in conflict with the mission and policies of SCS PTU.

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Signature

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Date

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Printed Name

# Bylaws for St. Columbkille School Parent-Teacher Union

## Exhibit B

### Conflict of Interest Policy

Members of the St. Columbkille School Parent-Teacher Union (hereafter called members) serve in a fiduciary capacity and owe a duty of stewardship to St. Columbkille School PTU. Members must conduct themselves with integrity and honesty and act in the best interests of the PTU.

Members may not use their relation to the SCS PTU for the own personal gain. Members must avoid conflicts of interest between their duties to the SCS PTU or such members' own professional or personal interests. Full disclosure by an Executive Board member of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a member participates in the deliberation or resolution of an issue important to the SCS PTU while, at the same time, the member has other professional, business, or volunteer responsibilities outside the SCS PTU that could predispose or bias the member to a particular view or goal.

#### MEMBER'S STATEMENT ON CONFLICTS OF INTEREST

In order to avoid any actual or potential conflict of interest, the undersigned member hereby agrees to abide by the following Conflict of Interest Policy.

When an actual or potential conflict of interest exists with respect to any subject requiring action by SCS PTU or any of its committees, the member having an actual or potential conflict shall immediately notify the President or Committee Chairperson, as applicable, in writing of such conflict. The member shall not participate in deliberations, shall not vote on the subject with which the member has a conflict of interest, shall not use their personal influence, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, the member shall not be counted in determining the existence of a quorum.

If excluded from voting because an actual or potential conflict of interest, a member will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other members when that member's knowledge of the subject will assist the members. The members may request that a member thus excluded from voting on a subject to leave the meeting temporarily while the subject is debated and voted upon.

The minutes of the meetings shall reflect that a disclosure was made, that the member who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the member was not counted in determining the existence of a quorum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Bylaws for St. Columbkille School Parent-Teacher Union

## Exhibit C

### St. Columbkille School PTU Teacher Fund Request Form 2019-2020



Faculty and Staff,

We value the work you do and recognize that monetary assistance may be helpful during the school year. Please use this form to request funds from PTU for things such as field trip buses, classroom supplies, or other items you feel that would benefit the students in your classrooms. PTU cannot guarantee all requests will be approved and we have set a budget for such requests, however we will do our best to be fair while also being fiscally responsible.

All requests are due Friday prior to the PTU monthly meetings (typically the second Tuesday of each month). Please submit requests in enough time for voting at the PTU General Meeting.

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Requesting \$\_\_\_\_\_ for (please check one):

- \_\_\_\_\_ grade field trip bus to \_\_\_\_\_  
\_\_\_\_\_
- Classroom supplies\* and purpose \_\_\_\_\_  
\_\_\_\_\_
- Other, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Any and all classroom supplies purchased with PTU funds will remain property of St. Columbkille School/PTU should that faculty or staff member depart SCS at any time in the future.

Respectfully submitted,

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

PTU BOARD USE	
Amount Approved:	
Approval Date:	
Board Member Initials:	
Check #	
Check Issued Date:	

# Bylaws for St. Columbkille School Parent-Teacher Union

## Exhibit D

St Columbkille PTU Reimbursement Request												
Updated 2019												
<p>Please complete the form in its entirety, including signature of the Committee Chair Person. Without receipts or Chair Person signature, reimbursement is not guaranteed and will need to be voted on by the PTU Board.</p> <p>Itemized receipts must be taped to plain paper and then attached to the Reimbursement Request.</p>												
<i>Requestor Name (Printed)</i>		<i>Requestor Signature</i>		<i>Date</i>								
<i>PTU Committee</i>		<i>Committee Chair Person Signature</i>		<i>Date</i>								
Item #	Vendor	Date of Receipt	Items Purchased	Amount								
1												
2												
3												
4												
5												
<b>Total Amount Requested</b>												
<i>Child's name &amp; class or address to send payment</i>												
<i>City &amp; Zipcode if payment is being mailed</i>												
<div style="border: 2px solid green; padding: 10px; display: inline-block;"> <p><b>Legible itemized receipts must be TAPED to plain paper and attached to request.</b></p> </div>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">For PTU Use Only</td> </tr> <tr> <td style="font-size: small;">Check #:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: small;">Reimbursement Date:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: small;">Reimbursed By:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>					For PTU Use Only		Check #:		Reimbursement Date:		Reimbursed By:	
For PTU Use Only												
Check #:												
Reimbursement Date:												
Reimbursed By:												

# Bylaws for St. Columbkille School Parent-Teacher Union

## Exhibit E

### Committee Chairperson Guide and Checklist

Present a plan of work to the Executive Board for approval before any work has begun and prior to the purchasing of any items. The plan of work should include timeline and projected income and expenses. No committee work shall be undertaken without the consent of the current Executive Board.

\_\_\_\_\_

Contact the First Vice President to get committee volunteer sign up contact information.

\_\_\_\_\_

Work with the Third Vice President, when applicable, for solicitation of donations.

\_\_\_\_\_

Regularly hold committee meetings for task and budget delegation/progress. A committee member should record all meeting minutes and submit them to the Recording Secretary.

\_\_\_\_\_

Contact the Treasurer two weeks prior to their event to confirm the change fund amount needed.

\_\_\_\_\_

Any funds collected by a committee should be delivered to the Treasurer within 48 hours of collection. A completed Deposit Voucher with two signatures should accompany each amount turned over to the Treasurer.

\_\_\_\_\_

Provide the Corresponding Secretary with a list of all volunteers, vendors, and donors so thank you notes can be sent.

\_\_\_\_\_

Hold an Event Debrief meeting with committee members on what went well and what could have gone better. Submit the Recording Secretary.

\_\_\_\_\_

Prepare a post-event synopsis of the income and expenses to the Recording Secretary for inclusion in the historical data.

\_\_\_\_\_

Present a high-level summary at the next PTU general meeting following their event.

\_\_\_\_\_

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## Exhibit F

<b>St Columbkille PTU</b> Deposit Voucher
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Event \_\_\_\_\_

Event Date \_\_\_\_\_

Chairperson \_\_\_\_\_

Location \_\_\_\_\_

Start Up Funds	# of Bills	Amount
20		
10		
5		
1		
Coins		
Total Amount of Start-Up		<b>D</b>

Currency	# of Bills	Amount
100		
50		
20		
10		
5		
2		
1		
Total Dollar Amount of Bills		<b>A</b>

Coins	# of Coins	Amount
Quarter		
Dime		
Nickel		
Penny		
Other		
Total Dollar Amount of Coins		<b>B</b>

Checks	# of Checks	Amount
Checks		

Total Cash, Coin & Checks	<b>A + B + C</b>
---------------------------	------------------

Less Start Up Funds	<b>D</b>
---------------------	----------

Grand Total Cash & Chk Sales	
------------------------------	--

Add: Credit Card Sales	
------------------------	--

Net Sales	
-----------	--

Counted by:

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signature

Verified by:

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signature