



## TRENTON DIOCESAN COUNCIL OF PARENT TEACHER ASSOCIATIONS

### CONSTITUTION

#### **ARTICLE I – NAME**

The name of this association shall be *(school name inserted here)* Parent Teacher Association. As a member of the Trenton Diocese Council of Parent Teacher Associations, it shall be known as a unit P.T.A.

#### **ARTICLE II – PURPOSE**

The *(school name inserted here)* Parent Teacher Association shall operate in accordance with the established school policies and practices as set forth by the Bishop, the Office of Catholic Education, the pastor, and the principal.

#### **ARTICLE III – OBJECTIVES**

The P.T.A. unit shall:

- A. help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education with emphasis on message, community, service, and worship
- B. provide programs, opportunities and financial support which will:
  1. assist the children in developing a personal lifestyle grounded in Catholic teaching and Gospel values
  2. foster the religious, intellectual, physical, cultural and social development of each child
  3. enhance the ability of parents to participate actively and effectively in their child's education and facilitate volunteer support from the parents to create and encourage a sense of community
- C. promote communication and encourage unity among parents and faculty to support the ideals of Catholic education in the school, at home and in the greater community

## **ARTICLE IV – UNIT PTA MEMBERSHIP**

Membership in the PTA shall be open to anyone who believes in and supports the purposes and objectives of Catholic education. Each fall every unit shall conduct an annual enrollment of members but may admit persons to membership at any time. Unit membership shall be from September 1 through August 31. Membership shall be divided into two classes of active and life members.

- A. Active members shall be those who are members of a unit PTA and who have paid their membership dues to that unit. (This will include any parent, guardian, other adult standing in loco parentis for a student, the school administration or teacher employed by the school).
- B. Life members shall be those upon whom this honor has been conferred in recognition of service in unit or Diocesan PTA work or upon educators and personnel who have distinguished themselves in service to Catholic education.

## **ARTICLE V – EXECUTIVE BOARD**

Section 1. The executive board shall consist of the moderator, advisor, president or co-presidents, vice-president(s), secretary(ies), treasurer, and standing committee chairpersons.

Section 2. The executive board shall have the responsibility for conducting the P.T.A.'s business and for reviewing and acting upon committee reports. The moderator and advisor shall approve all board action.

Section 3. All official acts of the executive board are to be executed by a quorum, which is half the number of PTA executive board members plus one.

## **ARTICLE VI – UNIT OFFICERS**

Section 1. The officers shall be the president, vice-president(s), secretary(ies), and treasurer.

Section 2. The position of president may be held by co-presidents. The position of vice-president shall not exceed two vice-presidents.

Section 3. To be an executive officer you must have a child attending the Catholic school and be a member in good standing of the unit PTA.

Section 4. To hold the position of president you must have served on a previous executive board either as an officer or a committee chairperson.

Section 5. The executive board officers can only serve one two year term in the same position. Should there be extenuating circumstances for an officer to serve beyond the two years in the same position, a formal request would need to be made by the principal to the diocesan advisory board. The maximum time a unit officer can serve on the executive board will be eight years.

## **ARTICLE VII – MODERATOR AND ADVISOR**

Section 1. In an elementary school unit, the pastor or the priest appointed by him shall be moderator. The principal shall be the advisor.

Section 2. In a parish secondary school unit, the pastor or the priest appointed by him shall be moderator. The principal shall be the advisor.

Section 3. In a diocesan or regional school unit, the principal shall be the moderator. The vice-principal or the principal's designee shall be the advisor.

## **ARTICLE VIII – AFFILIATION**

The unit shall be a member of the Trenton Diocese Council of Parent Teacher Associations and a member of the region. All units shall be included in the school's comprehensive membership with the National Catholic Educational Association.

## **ARTICLE IX – MEETINGS**

Section 1. All units shall have three (3) general meetings during the school year. The time and place will be determined by the president and advisor. The meetings will be announced at least three weeks in advance of the meeting. Special meetings may be called by the president or advisor by a written request of a majority of the board. Seven days' notice of a special meeting shall be given to all board members and shall state the purpose of the meeting.

Section 2. The executive board of all units shall meet ten (10) times for a school year.

## **ARTICLE X – AMENDMENTS**

Section 1. The Constitution shall be amended by two-thirds majority of the Diocesan Advisory Board of the Trenton Diocese Council of Parent Teacher Associations with approval of the Bishop.

Section 2. An amendment to the Constitution shall be referred to the Diocesan Advisory Board through the regent. Anyone may suggest a change to the by-laws by submitting it in written form to their regent. The regent will present the suggestion at a Diocesan PTA Board meeting. It shall be reviewed at that time and a notice will be sent out for an

open discussion at the next board meeting. The Diocesan Advisory Board will review the meeting notes and vote on the amendment. The recommendation will then be submitted to the Bishop for final approval.

## **ARTICLE XI – INTERPRETATION**

The interpretation of the Constitution shall be referred to the Diocesan Advisory Board through the regent. The board shall act with approval with the Diocesan Moderator.

## **THE BY-LAWS**

### **ARTICLE I – OFFICERS**

Section 1. The president shall preside at the meetings of the general membership and of the executive board. She/he shall appoint the committee chairpersons with the approval of the moderator and the advisor. The president shall perform such duties as requested by the advisor and or pastor in the execution of the responsibilities incumbent with this office. The president is in an ex-officio member of the committees. The president may direct the expenditure of association funds for items up to a maximum of \$100.00 without seeking executive board approval. The president will appoint special committees and assign such duties to appointed chairpersons. She/he will submit an annual report and unit directory to the diocesan board. The president or her/his designee will attend the Diocesan Fall Conference and Regional Spring Conference. The president will be a practicing Catholic. Any request for an exception to this diocesan document must be presented in writing to the advisory board.

Section 2. The first vice-president, in the absence or with the resignation of the president, shall perform all duties of the president and such duties as are assigned to this office. These officers do not need to be installed as they are finishing a term due to resignation. The vice-president shall act as an aide to the president and shall be responsible for job descriptions, work plan and the board development. She/he shall supervise activities of designated chairpersons and report activities to the executive board. There may an additional vice-president as needed, not to exceed two (2).

Section 3. The recording secretary shall keep the minutes of general and executive board meetings, conduct the correspondence of the association, except as otherwise provided, and shall discharge such duties as are incumbent upon this office. The report shall be published and available to all in attendance within two weeks of the meeting.

Section 4. A corresponding secretary may be chosen to send out notices of all meetings, conduct the correspondence of the association and discharge such duties as are assigned to this office.

Section 5. The treasurer shall receive all dues and other monies of the association, shall keep an accurate count of the same, and shall pay bills only with the approval of the executive board (officers, committee chairpersons). At executive and general meetings, the treasurer shall render an accurate account of the receipts and disbursements. The report shall be published and available to all. She/he will oversee the disbursement of funds in accordance with the budget and by-laws and oversee the receipt and disbursement of the per capita tax. The treasurer's books shall be audited on a bi-annual basis. A formal financial review needs to be presented to the board and advisor at the conclusion of the treasurer's term. She/he will notify the bank in writing of the names of the person's authorized by the board to disburse funds in accordance with the by-laws.

## **ARTICLE II – MODERATOR / ADVISOR**

Section 1. The moderator shall be the spiritual leader of the unit and shall cooperate with the advisor in directing the unit.

Section 2. The advisor shall guide the president and association in fulfilling the objectives of the association.

## **ARTICLE III – DUES / FINANCE**

Section 1. Membership dues and per capita tax of the association shall be determined by the diocesan advisory board. Per capita tax shall be paid annually to the regional treasurer by November 1. The balance is to be retained in the unit treasury. Teachers are exempt from payment of dues.

Section 2. The disbursement of funds shall be approved by the moderator.

Section 3. Dissolution of funds – in the event a unit should close, all monies shall be turned over to the pastor. If a church should close- all monies shall be turned over to the Diocese of Trenton.

Section 4. All business will be conducted in accordance with the Internal Control Guidelines of the Diocese of Trenton.

## **ARTICLE IV – EXECUTIVE BOARD**

Section 1. The executive board shall consist of the moderator, advisor, president, vice-president(s), secretary (ies), treasurer, and standing committee chairpersons. These

members shall have the responsibility for conducting the P.T.A.'s business and for reviewing committee reports.

Section 2. In order to conduct an executive board meeting or vote on P.T. A. business, there must be a quorum (which is half the number of PTA executive board members plus one). Voting members are the advisor, officers, and standing committee chairpersons.

Section 3. Unit members who hold offices or are board chairpersons on the diocesan or regional board may be invited to attend executive board meetings, but shall have no vote.

## **ARTICLE V – COMMITTEES**

Section 1. The standing committees shall be constituted annually and include, but not limited to, the following committees:

A. THE SPIRITUALITY COMMITTEE shall encourage such activities as prayers, retreats, and communion breakfasts. They shall be involved with developing programs to support the needy.

B. THE PROGRAM COMMITTEE shall arrange the program for each general meeting.

C. THE LEGISLATIVE COMMITTEE shall work with the regional legislative chairman and notify parents of pending bills. It shall take appropriate action as directed by the regional legislative chairperson.

D. THE PUBLICITY COMMITTEE shall receive reports of activities from various committees, shall attend to all press notices and parish announcements, and keep a scrapbook.

E. THE HOSPITALITY COMMITTEE shall provide hospitality and refreshments, as needed, at each meeting and welcome new and current members.

F. THE WAYS AND MEANS COMMITTEE shall coordinate and present activities that will provide programs and opportunities for the students as stated in Article III.

G. THE NEWSLETTER COMMITTEE, with the approval of the advisor and moderator, shall develop an effective means of communicating school news on a regular basis to the membership.

Section 2. Each chairperson may have a two (2) year term in that position.

Section 3. Special committees in keeping with the association's objectives may be appointed by the president with the approval of the executive board. The chairpersons of the special committees do not serve on the executive board.

Section 4. The chairpersons of all committees shall convene necessary meetings, submit oral and written reports to the executive board, and maintain proper records which shall be submitted to the president.

Section 5. Chairpersons of the legislative and newsletter committees may serve an additional term (max. 4 years).

## **ARTICLE VI – NOMINATIONS**

Section 1. The unit president with the approval of the advisor shall appoint a nomination committee of four persons, designating one as chairperson. No member of the nominating committee shall be eligible for office in the coming term. The advisor shall be present at all meetings of the four members. The nominating committee shall be announced at the February meeting of the executive board. The work of this committee shall be strictly confidential.

Section 2. It shall be the responsibility of the nominating committee:

- A. to conduct an active, equitable search for potential nominees from the general membership
- B. to conduct an active, equitable search for potential nominees for president from current and previous board members
- C. to develop a slate of officers who will ensure the future of the unit
- D. to obtain the moderator's approval of the slate
- E. to contact the nominees, explain the duties, and determine their willingness to serve.

Section 3. The nominating committee shall announce the approved slate to the general membership in March. The installation of officers will be held no later than the first PTA meeting of the next school year.

Section 4. When an officer resigns, the president, with the advice of the moderator and the advisor, shall appoint a replacement to complete the unexpired term of the officer. This partial term shall not prevent the appointee from being chosen for the same office for another full term.

## **ARTICLE VII – REVIEW OF CONSTITUTION AND BY – LAWS**

The Constitution and By-Laws of the Association shall be reviewed at the first executive board meeting of the unit each school year.

## **ARTICLE VIII – RULES OF ORDER**

All meetings of this unit Parent Teacher Association shall be conducted according to Robert's Rules of Order and revised, as stated in the Trenton Diocese President's Handbook.

## **ARTICLE IX – INTERPRETATION**

Any requests for exceptions to this document must be submitted in writing and directed to the diocesan advisory board.

The interpretation and implementation of the Constitution and By-Laws shall be referred to the regent, who will be guided by the diocesan PTA president with the input and approval of diocesan advisory board and moderator.

Revised 2015

By the Diocesan Advisory Board Trenton Diocese Council of PTA



---

Approved by Bishop David O'Connell, C.M., Bishop of Trenton  
June 2015