

Constitution and By-Laws
For
St. Benedict Catholic School – Parent Teacher Unit
Adopted: _____

Article I – Name

This organization shall be known as the St. Benedict Catholic School Parent Teacher Unit – PTU.

Article II – Purpose

Section I – The purpose of this organization shall be to bring into closer relationship the parents, teachers and administrators of this school, which they may cooperate intelligently in promoting the spiritual, moral, and educational welfare of the children of St. Benedict Catholic School.

Section II – This School Unit shall engage in activities beneficial to parents so that they may continue effectively the Catholic education, formation and guidance of their children. It shall enter into projects and programs designed to promote the welfare of the children and youth in our school, homes and community. These endeavors are subject to the approval of the Pastor and Principal.

Article III – Membership

Section I – Any person of our school and parish community interested in the purpose of this unit is eligible to be a member upon payment of dues.

Section II – The dues of this unit shall be payable from the beginning of the current school year up to and including March 1st. The amount shall be determined by the Board.

Section III – Members in good standing are those whose dues are current and have attended at least three (3) meetings within the previous twelve months.

Section IV – All paid members will receive a copy of the By-Laws of the Unit.

Section V – All members of the faculty and staff are members in good standing. (No dues are paid.)

Section VI – All paid members are eligible to vote.

Article IV – Director, Officers and their Election

Section I – The Moderator and Spiritual Director of the Parent – Teacher Unit shall be the Reverend Pastors of both parishes (St. Martin of Tours and St. Monica).

Section II – The officers of the Parent-Teacher Unit shall be as follows: Moderator, Honorary President (who shall be the Principal of the school), President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section III – These officers, with the exception of the Moderator and Honorary President, shall be nominated by a nominating committee and election by ballot at the April General Business meeting for a term of one year. No Officer shall be eligible for the same office for more than two consecutive terms, unless no other person would like to run for the office. A majority vote shall elect. These officers shall be installed and take office at the final meeting of the year.

Article V – Nominating Committee

Section I – The duty of the nominating committee is to prepare the slate of officers for the General election in April.

Section II – At the general business meeting in March, Three (3) nominees and two (2) alternates will be taken from the floor for the nominating committee. The nominees and alternates must be members in good standing. The Vice-President shall call for a motion from the floor to accept these 3 nominees and 2 alternates. The Vice President will also present to the nominating committee a roster of members in good standing that are eligible for office. The nominating committee will follow the guidelines below to help them with their duties.

- 1) The nominating committee will contact all members in regards to their willingness to have their names placed on the ballot for a particular office, present officers first, then general members in good standing.
- 2) The nominating committee shall prepare its slate of at least one but no more than three candidates for each office.
- 3) The slate of officers must be completed and presented to the membership at the General Business meeting in April and posted in the P.T.U. bulletin prior to the election date.
- 4) At the April meeting all members in good standing will voice vote on the candidate if they are running unopposed. If there is more than one candidate running for an office, a ballot vote shall be taken for that office.
- 5) The Principal and past President may act in an advisory capacity at the request of the nominating committee.
- 6) In case of a vacancy in the nominating committee, the alternate nominated first shall automatically become a member of the nominating committee.

Section III – Election procedures at the April General Business meeting are as follows:

- (1) The nominating committee shall present its slate of at least one but not more than three candidates for each office.
- (2) Nominations from the floor shall be in order, provided the persons thus nominated are members in good standing and gave prior consent.
- (3) Any member of the nominating committee is eligible for office only if nominated from the floor at the election meeting providing there is a vacancy on the slate.

Article – VI – Duties of the Officers

- 1) The PRESIDENT shall preside at all meetings and perform all duties pertaining to his/her office. The President will serve as the primary contact for the principal, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served. He/she shall be a member ex-officio of all standing committees with the exception of the nominating committee. The President shall keep complete records of activities for his or her successor to be passed on at the May meeting.
- 2) The VICE-PRESIDENT shall assume the duties of the President in his/her absence or if he or she is unable to fulfill his/her term of office. The Vice President shall serve as Program Chairman (guest speakers/activities for the general business meetings) and shall have all speakers, entertainment and presentations cleared by the executive board. He/she shall complete records of activities for his/her successor to be passed on at the May meeting. He/she shall be responsible for forming the program booklet.
- 3) The RECORDING SECRETARY shall keep accurate minutes of each meeting of the Unit and of the meetings of the Executive Board. He/she shall pass on all records of this office to his/her successor to be passed on at the May meeting.
- 4) The CORRESPONDING SECRETARY shall have charge of the general correspondence and the monthly bulletin of the Unit. The corresponding Secretary shall prepare and send out all notices and flyers on time and conduct all correspondence of the Unit under the direction of the President(s). In the absence of the Recording Secretary, the Corresponding Secretary shall take the minutes.
- 5) The TREASURER shall receive all money of the Unit and shall deposit same in the bank approved by the Executive Board. He/she shall make all approved disbursements of the Unit. He/she shall prepare a statement for all business meetings and shall prepare a detailed annual report. The Treasurer and President will sign checks disbursing unit funds. Knowledge of bookkeeping/accounting is preferred. The treasurer should have his/her books available at all times. The Treasurer shall gift each homeroom (K-8) \$25 to be used to supplement Halloween celebration supplies and \$25 to be used for Valentine celebration supplies.

Article VII – Executive Board

Section I – The Executive Board shall consist of the Moderator and Principal and the officers.

Section II – It shall meet upon the call of the President(s) and five members shall constitute a Quorum.

Section III – The Executive Board shall act in cases of emergency arising between meetings and shall report such action at the next regular meeting of the Unit. It shall formulate plans for the constructive work to submit to the Unit.

Section IV – All past presidents may be LIFETIME members which will entitle them to a place of the Executive Board as an advisor or a Board Member.

Article – VIII-Meetings

Section I – Meetings shall be held once a month on the first Tuesday of the month during the school year (No meetings in June, July, or August). Changes to the meeting date, time, and/or location may be made at the discretion of the Executive Board. Examples include, but not limited to, serious weather conditions and conflicting schedule of school related events.

Section II – Board and Special meetings may be called by the President.

Section III – A quorum for a regular meeting shall consist of two officers and five members.

Section IV – The PTU can appropriate funds for activities not previously planned for. The proposal must be approved at the monthly meeting by a quorum of the members before the funds may be disbursed.

Article IX – Amendments

Section I – These Bylaws may be amended by a two-thirds vote of members present (if those present constitute a quorum) at a regular meeting, provided notice of the proposed amendment has been accepted and approved by the Moderator, submitted in writing and read at the previous regular meeting.

Article X – Rules

Section I – The rules contained in Roberts Rule of Order, Newly Revised, shall be the Parliamentary authority of this unit on all matters not inconsistent with these bylaws.

