

CONSTITUTION AND BY-LAWS
FOR
ST. CHARLES BORROMEIO SCHOOL PARENT-TEACHER UNIT
Approved: January 9, 2013

ARTICLE I: NAME

This organization shall be known as the St. Charles Borromeo School Parent Teacher Unit (PTU).

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be to bring into closer relationship the parents, teachers and principal of this school that they may cooperate intelligently in promoting the spiritual, moral, and educational welfare of the children of St. Charles School.

Section 2: 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 pertaining to the school only after consultation with, and approval of the Principal.

ARTICLE III: POLICY

Section 1: This School Unit shall be non-partisan and non-commercial and is not established for the purpose of actively participating in outside fund raising campaigns. However, the Unit may cooperate with civic and social agencies in an endeavor to create interest in and to aid in, the solution of present day civic, cultural, social and educational problems.

Section 2: No commercial enterprise or any candidate for public office shall be endorsed by this Unit.

ARTICLE IV: MEMBERSHIP

Section 1: All parents, guardians and adults living in a household of students at St. Charles School, interested in the purpose of this Unit are eligible for membership upon payment of current dues.

Section 2: The dues of this unit shall be payable from the beginning of the current school year up to and including October 15th. The amount shall be determined by the Board annually.

Section 3: Members in good standing are those whose dues are current and have attended at least three (3) meetings within the current school year.

Section 4: All members of the faculty are members in good standing.

Section 5: All Past Presidents are members in good standing.

Section 6: All paid members in good standing, faculty and Past Presidents are eligible to vote.

ARTICLE V: DIRECTORS AND OFFICERS

Section 1: The Moderator and Spiritual Director of the Parent-Teacher Unit shall be the Reverend Pastor or Associate Pastor.

Section 2: 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 3: These officers, with the exception for the Honorary President, shall be nominated by a nominating committee and elected 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, except for the office of treasurer. A majority vote shall elect. These officers shall be installed and take office at the final meeting of the year.

ARTICLE VI: NOMINATING COMMITTEE

Section 1: The duty of the nominating committee is to prepare the slate of officers for the General election in April.

Section 2:

- A) At the General Business meeting in **February**, five (5) nominees and two (2) alternates will be taken from the floor for the nominating committee. The Vice President shall call for a motion from the floor to accept these 5 nominees and 2 alternates.
- B) The first duty of the nominating committee is to meet directly after their election and select a chairman. The membership committee chairman will present to the nominating committee the roster of members in good standing eligible for office.
- C) As Parliamentarian of PTU, the Vice President will also submit the following parliamentary guidelines and procedures to the nominating committee in order to help them with their duties.
- 1) All five (5) members must be present at the meeting(s) together when the calls are being made.
 - 2) The nominating committee will contact all members in good standing in the following order: present officers, chairpersons of committees, standing committee members and general members who are in good standing.
 - 3) The Nominating committee shall prepare its slate of at least one but no more than three candidates for each office.
 - 4) Approval of the Moderator and consent of the nominee must be obtained before his or her name is placed on the slate of officers.
 - 5) The slate of officers must be completed and presented to the membership at the General Business meeting in March and posted in the PTU newsletter prior to the election date.
 - 6) The Principal and past president may act in an advisory capacity at the request of the Nominating Committee.
 - 7) In case a vacancy occurs in the Nominating committee, the alternate nominated first shall automatically become a member of the Nominating committee

Section 3: Election procedures at the April General Business meeting are as follows:

- A) The nominating committee chairperson shall present its slate of at least one but not more than three candidates for each office.
- B) Nominations from the floor shall be in order, provided the persons thus nominated are members in good standing and gave prior consent.
- C) 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.
- D) In case there is but one candidate for any office, the Recording Secretary shall be instructed to cast a unanimous vote for such candidate.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1: All officers must be Virtus trained & certified.

Section 2: The PRESIDENT and/or CO-PRESIDENT shall preside at all meetings and perform all duties pertaining to his/her office. He/she shall be a member ex-officio of all Standing Committees with the exception of the Nominating Committee. The President/Co-President will have authorization to sign checks. The President/Co-President shall keep complete records of activities for his or her successor to be passed on at the May meeting.

Section 3: The VICE PRESIDENT shall assume the duties of the President in his/her absence and will serve as Parliamentarian. The Vice President shall also serve as Ways and Means Chairman and be responsible for the Ways and Means activities of the Unit. He/She shall keep complete records of activities for his/her successor to be passed on at the May meeting.

Section 4: The RECORDING SECRETARY shall keep accurate record of the proceedings 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 at the May meeting.

Section 5: The CORRESPONDING SECRETARY shall have charge of the general correspondence of the Unit and shall obtain from membership a complete list of names and addresses of the paid members of the Unit. Correspondences shall consist of cards to children, parents and staff of St. Charles School. All records of this office shall be passed on to his/her successor at the May meeting.

Section 6: The TREASURER shall receive all money from the Unit and shall deposit it in the name of the School Unit in a bank approved by the Executive Board. He/She shall pay all bills that have been authorized by the Unit. He/She shall present a report at all General Meetings and shall give a summarized Annual Report. The new Treasurer will begin to write checks at the June Board Meeting. All other financial records shall be passed on to him/her at the June Board Meeting with the exception of the auditor's report. The auditor's report and related records shall be turned over to the new Treasurer no later than July 31st.

ARTICLE VIII: ORGANIZATIONAL STRUCTURE & MEETING

Section 1: The executive Council shall consist of the newly elected officers and the Honorary President.

- A) It shall meet upon the call of the president and one-half or more members shall constitute a quorum.
- B) The Executive Council shall ordinarily act in an advisory capacity. However, the Council may make decisions on emergency measures, which arise between General Business Meetings. It shall formulate plans for constructive activities and financial budget, which will be submitted to the Unit. It shall perform all duties specified by these By-Laws or those referred to it by the Unit.
- C) The Executive Council may appoint additional Unit members to serve on the Board.

Section 2: The Board shall consist of the Executive Council, Committee chairpersons and Committee members.

- A) The Executive Council and Committee chairpersons are required to attend Monthly General Business Meetings.
- B) All Committee members are welcome to attend and vote at General Business Meetings.
- C) A Board quorum shall consist of nine (9) Board members.

Section 3: All parents of students in St. Charles School and any interested member of this Parish are invited to attend all scheduled General Business Meetings.

- A) Meetings ordinarily shall be once a month during the school year.
- B) A quorum at these General Business Meetings shall consist of at least three (3) elected officers and at least eight (8) paid members.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1: There shall be such Standing Committees and special responsibilities as may be necessary to promote the purpose of this Unit. All Chairpersons shall be appointed by the newly elected officers as soon as possible after the Annual Election.

- A) The following Standing Committee Chairpersons shall be appointed by the officers:
 - 1) The MEMBERSHIP COMMITTEE shall promote unit membership, collect membership dues, compile a complete membership roster and keep attendance records at the monthly General Business meetings. He/she shall keep complete records of all activities for his/her successor to be passed on at the May meeting.
 - 2) The PROGRAMS COMMITTEE shall be responsible for the program for the monthly Social. All speakers must be approved by the Executive Board. He/she shall keep records of programs and activities for his/her successor to be passed on at the May meeting.
 - 3) The WAYS AND MEANS COMMITTEE shall work together with the Vice President in organizing Ways and Means activities for the financial benefit of the Unit. He/she shall keep records of Ways and Means activities for his/her successor to be passed on at the May meeting.
 - 4) The PUBLICITY COMMITTEE shall be responsible for the printing and/or distributing of any announcements of importance to the Unit, including notice of monthly Unit meetings,

publications in the Church bulletin and other media. He/she shall keep complete records and at least two copies of all publications and notices to be passed on to his/her successor at the May meeting.

- 5) The HOSPITALITY COMMITTEE shall be responsible for the seating arrangements and refreshments at the General Business meetings and other occasions as required. He/she shall keep complete records to be passed on to his/her successor at the May meeting. Complete records shall include approximate attendance, menu, monies spent and any recommendations.

Section 2: Chairpersons of Standing Committees shall be appointed for a term of one year and serve not more than two consecutive years in the same capacity.

Section 3: Special Committees may be formed as needed and the Chairpersons appointed by the Executive Board.

Section 4: A Financial Auditor shall be appointed in April by the Executive Council. No Executive Council member may serve as the auditor. A yearly audit review will take place after Treasurer turns over books by July 31st and will be completed by August 31st.

ARTICLE X: EXPRESSIONS OF SYMPATHY

Section 1: In the event of the death of a parent or legal guardian of a St. Charles student of a PTU Member, a donation of one (1) year's full tuition will be applied to the St. Charles tuition account. This donation is limited to one (1) donation per family. In the event that the tuition is already paid in full, the donation will be applied towards Catholic High School tuition for the family. If the student will not be attending a Catholic High School, and the St. Charles tuition has been paid in full and said student is in the Eighth grade, and there are no other siblings in the lower grades attending St. Charles, then the donation will be made directly to the family.

Section 2: In the event of a death of an immediate family member of a student in this school, there will be a Mass offered.

ARTICLE XI: RULES

The Rules contained in Robert's Rules of Order, Revised, shall be the Parliamentary authority of this Unit on all matters not inconsistent with these By-Laws.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended by a two-thirds vote of paid members at a General Business meeting, provided notice of the proposed Amendment has been approved by the Moderator, submitted in writing and read at the previous General Business meeting.

ARTICLE XIII: TUITION DRAWINGS

Section 1: The PTU scholarships will be awarded in two categories:

- A) Tuition drawings will be offered to St. Charles School PTU members who attend monthly business meetings and/or volunteer at a PTU function.
- B) Tuition drawings will be offered to St. Charles School PTU members to support their families in continuing their child/children's education at St. Charles School.

Section 2: At the April General Business meeting, the membership upon advice of the Board will decide the amount and number of scholarships to be offered.