

CONSTITUTION AND BY-LAWS
FOR
ST. CHARLES BORROMEIO SCHOOL PARENT-TEACHER UNIT
Approved: February 2020

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 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 the first PTU event of the year i.e.trunk or treat. With the exemption of a new family entering school past the deadline. The amount shall be determined by the Board annually.

Section 3: Members in good standing are those whose dues are current entering within the current school year.

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

Section 5: All past Board Members are members in good standing.

Section 6: All past 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, 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, unless there are no other nominees with the exception 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: Election procedures at the April General Business meeting are as follows:

- A) Nominations from the floor shall be in order, provided the persons thus nominated are members in good standing and gave prior consent.
- B) 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.
- C) 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. 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. 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: 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 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 identified if a vacancy is available.

- A) The following Standing Committee Chairpersons shall be appointed by the officers:
 - 1) The Executive Council 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 Chair Persons shall be responsible for the program for their event. All speakers must be approved by the Executive Board and Honorary President. He/she shall keep records of programs and activities for his/her successor to be passed on at the May meeting.
 - 3) The Chair Persons 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.

Section 2: Chairpersons shall be appointed for a term of one year and remain unless the board & Honorary President deem otherwise.

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

Section 4: A yearly audit review will take place after Treasurer turns over books to the Financial Director of the Parish 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 or remainder of 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: 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 XII: 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. 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.
- 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.

Proposed Bylaw Additions

Proposed:

ARTICLE IV: MEMBERSHIP

Section 7: Members are expected to hold themselves to an appropriate level of integrity and semblance of sound moral and ethical characteristics while conducting Unit business or acting on behalf of the Unit. Should any member carry out actions contradictory to these standards, they will be reviewed by the Board and Honorary President. If deemed necessary, a full disclosure of actions will be reviewed with the Reverend Pastor and upon approval of the Reverend Pastor, will have their membership revoked and good standing removed. Furthermore, no refund of any membership fees will be awarded.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 7: Financial signing authority from outgoing to incoming board member must be transferred in person, at designated financial institution. The transfer will be accompanied by an authorization letter signed by the outgoing President/Co-President, Treasurer and Reverend Pastor (NOTE: Parish Business Manager may also sign if the Reverend Pastor is unavailable). The letter must be on approved school or Unit letterhead and all transfers completed prior to the transfer of positions by the aforementioned July 31 date.