



Ave Maria Academy PTG By-Laws

Article I. Name

- I.01 The name of this organization shall be Ave Maria Academy (“AMA”) Parent Teacher Guild, hereinafter referred to as the “PTG.”

Article II. Purpose

- II.01 The Ave Maria Academy PTG is a faith-based, collaborative community dedicated to enriching, embracing, and supporting our students, staff, and school families. PTG values include: Community, Unity, Respect, Kindness, Compassion, Collaboration, Equity, Tradition, Memories, all for the greater glory of God.
- II.02 The PTG creates and promotes activities and programs geared toward the enrichment of our children’s minds, hearts, and spirituality, which stays true to Catholic teachings and Gospel values.
- II.03 The PTG facilitates volunteer support from the parents to create and encourage a sense of community through opportunities for social interaction among students, parents, teachers, and administration.
- II.04 The PTG serves as an auxiliary to the school administration in obtaining, raising and providing funds and support deemed necessary for the growth, education, and development of our children.

Article III. Authority

- III.01 The Principal has the sole responsibility for the administration of the school and this association shall only function with his/her consent. All final decisions will be at his/her sole discretion.

Article IV. Membership

- IV.01 The PTG shall be comprised of parents/guardians of school age children, teachers, and the Principal of AMA.
- IV.02 The Executive Board (as defined in Article VI) is to be made up of parents who have children in grades Kindergarten through 8th grade of AMA.
- IV.03 Parents of only preschool children are invited to join the PTG and will have all rights as general members, but they will not be permitted to be elected to the Executive Board.



- IV.04 The Executive Board shall determine annual dues for approval by the Principal. Teachers and the Principal are not required to pay dues to be a member in good standing unless they are a parent of a child currently attending Ave Maria Academy.
- IV.05 Voting is limited to one vote per family regardless of how many family members are in attendance at general meetings.

Article V. Officers

- V.01 The Officers of this association shall be a President, a Vice President, a Secretary, and a Treasurer.
- V.02 Each position holds a term of one (1) year and no one person is eligible to hold the same office for more than 2 consecutive terms unless no other nominations are received for the position.
- V.03 Officers and nominees must have a child attending the school in grades K-8th for the duration of the position.
- V.04 All office terms shall commence on July 1st and end on June 30th of the next year.
- V.05 The President shall:
 - (a) preside at all meetings of the PTG and of the Executive Board;
 - (b) perform all the duties pertaining to the office;
 - (c) coordinate activities at his/her campus;
 - (d) work with the administration to resolve concerns;
 - (e) appoint special committees, shall be an ex-officio member of all committees, and shall receive notices of all meetings;
 - (f) set the agenda for all general, special and Executive Board meetings; and
 - (g) create the annual PTG calendar upon approval of the Principal(s).
- V.06 Nominees for the office of President must have previously served on the PTG Board.
- V.07 The Vice President shall:
 - (a) coordinate activities at his/her respective campus and will perform the duties of the President in his/her absence.
 - (b) be from a different campus than the President.
- V.08 The Secretary shall:
 - (a) record attendance at the PTG meetings;
 - (b) send out all notices;



- (c) take, record, and read on-call minutes of all meetings, including Executive Board meetings. The original copy of the minutes will be retained by the Secretary for PTG records with a copy posted on the Internet and available within the school office for review;
 - (d) handle correspondence as required by the Executive Board;
 - (e) hold an official copy of the bylaws making them available upon request at any general, executive or special meeting; and
 - (f) keep a current and accurate list of all members who have paid their dues.
- V.09 The Treasurer shall:
- (a) work with the Business Manager to receive and reconcile all dues and other monies;
 - (b) coordinate and approve disbursements only as directed by the Executive Board and countersigned by the Business Manager and the Principal;
 - (c) give a verbal financial report at each general meeting;
 - (d) complete an annual written report due by July 1st and give to the Officers and the Principal.
 - (e) adhere to and ensure that all PTG committee chairpersons adhere to the AMA Cash Handling Policy & Procedures.
 - (f) reconcile the PTG financial account monthly and along with the board make any necessary adjustments in spending if there is a deficit in raising the funds needed for the remaining activities/events. The amounts budgeted at the beginning of the year are not finalized until enough funds are raised to cover the costs of the activity/event.
- V.10 The Principal of Ave Maria Academy will serve as the ex-officio Officer(s) of the group. He/she will attend PTG general meetings and PTG Board meetings (when available), and be included in all decisions made by the Board members regarding PTG business.
- V.11 In case of absence, Officers shall present their report to the presiding Officer prior to the meeting.
- V.12 An Officer may be removed by a majority vote of all Officers, with approval by the Principal, (excluding the Officer in question) or by the Principal if an Officer:
- (a) does not take an active role within the PTG as specified by the requirements of his/her office;
 - (b) does not attend PTG events, meetings, or provide reasonable communication with the Principal and the Officers and Board; or
 - (c) is acting in a way derogatory to the PTG or the school.

Article VI. Executive Board

- VI.01 The administrative body of the PTG shall be known as the Executive Board. The Executive Board shall consist of the School Principal, the PTG President, Vice-President, Secretary, Treasurer, and four members at large (2 from each campus).



- VI.02 It is a goal of the PTG to represent both school campuses by having four members of the Executive Board from each campus (2 officers and 2 members at large). To the extent possible, the Executive Board will have equal representation from each campus.
- VI.03 The members at large will be elected during the May meeting.
- VI.04 The role of a member at large is to assist the Officers and Principal in achieving the purpose of the PTG. These members are called to a higher duty than the general PTG members. The members at large shall have equal voting rights within the Executive Board but no specified duties.
- VI.05 All matters of policy pertaining to the organization and administration shall be vested in the Executive Board.
- VI.06 A quorum of the Executive Board shall be a simple majority of the members present.
- VI.07 Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.
- VI.08 The Executive Board shall have the right to fill any vacancies among the Officers of the association, subject to subsequent majority approval of the membership and Principal.
- VI.09 Any vacancies filled by the Executive Board expire at the end of the current school year and will be voted upon in the May election (or April election if related to the President).
- VI.10 The Executive Board shall have the right to add or delete standing committees and shall have the power to appoint the temporary chairperson of said committees with the majority approval of the membership.

Article VII. Committees

- VII.01 The Executive Board may create committees to promote the objectives and carry out the work of the PTG.
- VII.02 Committees are not formal groups, but merely people working together on an event or fundraiser.
- VII.03 The chairperson of each committee/event is responsible for regular reports to the Executive Board regarding the progress and status of each committee. Reports can be as simple as an email update.
- VII.04 It is helpful in furthering the purpose of the PTG if committee chairs and event chairpersons attend PTG general meetings and provide members information on events and fundraisers.
- VII.05 Committee and event/fundraiser chairs must provide current information in a timely manner to the Officers, so the Officers can pass the information to the school families.

Article VIII. Elections/Nominations

- VIII.01 At the end of each Executive's Board member's term, nominations and an election will be held for the President, Vice President, Secretary, and Treasurer positions.



- VIII.02 To be eligible, nominees must have a child that will be attending the school throughout the following year or be a teacher at the school. Nominees must also be a member in good standing.
- VIII.03 The nomination process will begin in March with the election for President held at the April meeting. Nominations for the remaining Board members will take place at the April meeting with the elections held at the May meeting.
- VIII.04 The nomination process consists of members in good standing being nominated in person at a general meeting, a nominee filling out a nomination form for him/herself and turning it into the PTG President or the Principal, or someone nominating someone by filling out a nomination form and turning it into the PTG President or the Principal.
- VIII.05 Nominations will be closed at the beginning of the April meeting for President and the May meeting for all other Board positions.
- VIII.06 A member of the Executive Board will contact each nominee for their consent prior to placing their name on the ballot. Each position must have at least one candidate nominated. A listing of the nominees will be presented to the Principal for approval prior to the election. Once approved by the Principal, the listing will be distributed through the school, posted on the Internet and be available in the school office 2 weeks prior to the election of the related position(s).
- VIII.07 If there is more than one candidate listed for a position, paper or electronic ballots will be used in that position and will be distributed to all members in attendance at the meeting when elections will be held. Any position with only one candidate will be handled by a voice vote.
- VIII.08 In the case of a tie in votes, if there are more than two members running for a position, a runoff vote will take place at the same meeting. If this results in an additional tie, or there are only two members running, the Principal will be the tie breaking vote.

Article IX. General Membership Meetings

- IX.01 There shall be at least 4 general meetings in a school year.
- IX.02 The time and place of general meetings will be set by the President and the Principal before the start of the school year. This meeting list will be made available to all school families at the start of the school year and will be posted on the school website.
- IX.03 There shall also be meetings during the year at such times as the President or Executive Board shall decide.
- IX.04 At a regularly called meeting of the membership, those present and in good standing shall constitute a quorum.
- IX.05 General Meeting Procedure - the order of business at General Meetings shall be as follows to assure a prompt and productive meeting.



- (a) Opening Prayer
- (b) Welcome from the President
- (c) Review of meeting minutes from last general meeting
- (d) Treasurer's financial report
- (e) Old Business
- (f) New Business
- (g) Adjournment

Article X. Amendments

- X.01 Any member may propose amendments to these By-Laws. The proposed amendments must be submitted to the Secretary in writing and be signed by the member submitting the amendment.
- X.02 The Secretary is responsible for distributing the amendment to the Executive Committee and the general membership. This includes posting one copy on the Internet and having a copy available for review in the school office.
- X.03 The amendments will be voted on at the general meetings. The amendment must be publicly published by the secretary one month prior to the meeting to be considered for voting that month.
- X.04 A favorable vote by two-thirds of the members in good standing attending the meeting is necessary to amend.
- X.05 Amendments to these By-Laws shall immediately take effect at the conclusion of the general meeting in which the majority of the eligible members present approve said amendment.

Article XI. By-Laws

- XI.01 The Executive Board shall conduct an annual by-law review at the first Executive meeting of the school year.
- XI.02 Any suggested changes must be presented to all PTG members at the first annual meeting and be made available online to members before the meeting.
- XI.03 The by-laws will then be officially adopted by a two thirds majority at a general meeting after all proposed amendments are voted upon and approved by the Principal.



Article XII. Dissolution

XII.01 The PTG may be dissolved only at the bequest of the Principal.

Article XIII. Standing Rules

XIII.01 These are permanent rules adopted on matters of association policy and operation. These may be changed from time to time by a two-thirds vote without prior notice.

XIII.02 Dues shall be paid annually and are per family.

XIII.03 Copies of the Treasurer's report shall be given to the Principal annually once approved by the Officer and the Members at Large. A copy shall be retained within the school office for public review.

XIII.04 No activities shall be undertaken without the consent and approval of the Principal, and monies related to those activities shall be expended only upon the approval of the Principal and if budget permits.

XIII.05 At no time should the PTG bank account hold a negative balance.

XIII.06 At the end of the fiscal year, the PTG bank account must have \$1000 remaining for the start of the new school year. Any funds over and above the \$1000 will be donated to the school's general fundraising.