

PARENT TEACHER CLUB OF
MARY IMMACULATE SCHOOL
BY LAWS

– ARTICLE ONE –

NAME

This organization shall be known as the Parent Teacher Club of Mary Immaculate School.

– ARTICLE TWO –

PURPOSE AND POLICIES

It is the purpose of the Parent Teacher Club is to:

1. Promote communication among the administration, faculty and school parents.
2. Recruit and coordinate volunteer support for the school.
3. Provide programs, events and supplies that enrich student, parent and faculty life.
4. Bring into a closer relationship the spiritual and educational forces of the home and school.
5. Promote fundraising activities for Mary Immaculate School.
6. Utilize the budgeted funds responsibly, as directed by the Advisory Council, Director of Development, Principal, and Pastor, to support Mary Immaculate School.

– ARTICLE THREE –

MEMBERSHIP, DUES AND FISCAL YEAR

Section A. Membership in the Mary Immaculate Parent Teacher Club is open to all teachers, parents, and guardians of children registered in Mary Immaculate School.

Section B. An annual family fee as approved by the PTC is required to purchase the school directory; this fee fulfills the membership dues. The fee is not required of the school's Principal, teachers or staff.

Section C. The Parent Teacher Club will operate on the same fiscal year as Mary Immaculate Parish and Mary Immaculate School. (July 1 – June 30).

– ARTICLE FOUR –

MEETINGS

Section A. General Meetings for Parent Teacher Club members are to be held a minimum of two times per school year. The schedule of general meetings shall be published in the annual School Directory or any other publication designed to reach all members (for example, publication in an edition of the Mustang Express newsletter, on the MIS website, by kid mail or email).

Section B. During General Membership meetings, a simple majority vote of members present shall be sufficient to carry any motion. The presiding officer will vote only in the event of a tie vote.

Section C. The Parent Teacher Club Board will meet on a regular basis. To conduct official club business a quorum of two thirds of the Board must be present. In the event a voting issue is raised outside normal board meetings, the President may request a "write in" vote. This vote may be conducted via electronic mail or other means as necessary. A majority vote of the entire PTC Board voting membership must be obtained in order for a motion to pass. The same voting requirements apply when the Executive Board conducts business (quorum of two thirds to conduct business and majority of entire voting membership for motion to pass). The Board will plan all general meetings, bring all important matters before the General Membership for a final decision and action and ensure compliance with the purpose and policies of the club.

Section D. The President or a majority of the elected officers may call special meetings of this organization. A written or electronic notice to all members must be communicated five days prior to such a meeting.

Section E. As provided in Article Six, the President will establish and publish to all members a schedule of meetings for the Executive Board, Parent Teacher Club Board and General Membership to be held throughout the school year. All meetings are open to all members of the PTC. All meetings of the PTC Board and of the Executive Board shall be conducted according to the Robert's Rule of Order, Newly Revised.

– ARTICLE FIVE –
OFFICERS AND ELECTIONS

Section A. The Members of the PTC Board are:

- (1) the Pastor of Mary Immaculate Parish,
- (2) the Mary Immaculate School Director of Development,
- (3) the Mary Immaculate School Principal,
- (4) the Teacher Liaison,
- (5) the President,
- (6) the President-Elect,
- (7) the Vice-President,
- (8) the Treasurer,
- (9) the Treasurer-Elect,
- (10)the Secretary,
- (11)the Committee Chairperson and Co-Chairperson of Hospitality,
- (12)the Committee Chairperson and Co-Chairperson of Volunteer Services,
- (13)the Committee Chairperson and Co-Chairperson of Community Enrichment and
- (14)the Committee Chairperson and Co-Chairperson of Spiritual Enrichment.

Section B. The Members of the Executive Board are:

- (1) the Pastor of Mary Immaculate Parish,
- (2) the Mary Immaculate School Director of Development,
- (3) the Mary Immaculate School Principal,
- (4) the Teacher Liaison,
- (5) the President,
- (6) the President-Elect,
- (7) the Vice President,
- (8) the Treasurer,
- (9) the Treasurer-Elect and
- (10)the Secretary.

Section C. All Executive Board Members and PTC Board Members will serve one year terms in their respective positions. Co-Committee Chairpersons will become the Committee Chairpersons in their second year. The Vice-President and Secretary may serve an additional one year term in his/her respective position if selected to do so via the nominating process, but neither may hold the same position for more than two consecutive years. The Pastor, Principal, and Director of Development are ex-officio, non-voting members of the PTC Board and shall hold their office for as long as they hold their positions at Mary Immaculate. The Teacher Liaison is an ex-officio, voting member of the PTC Board and holds his/her position for up to two years.

- Section D.** A Nominating Committee will be established annually to recruit and review qualified candidates for the PTC Board.
- (1) The Nominating Committee will be established no earlier than January 1st, and no later than January 31st, of each school year to determine a slate of proposed officers for open PTC Board positions for the following school year.
 - (2) The slate of proposed officers and other Board members is to be determined no later than March 31st of the same year.
 - (3) The Nominating Committee will consist of 11 members.
 - a. two non-voting members: the Chairperson and the Co-chairperson of the Volunteer Services Committee.
 The chair of the Nominating Committee will be the Volunteer Services Chairperson. If this person has been nominated or self-nominated for a Board position for the following school year, s/he cannot be part of the Nominating Committee. The Co-chair of Volunteer Services will preside as chairperson of the Nominating Committee. A second non-voting member will be determined by the PTC Executive Board.
 - b. nine voting members:
 - i. 1 parent from each grade, kindergarten through Grade 7, inclusive
 - ii. 1 teacher liaison
 - (4) The two non-voting members will supervise/oversee the work of the Nominating Committee, which will include ensuring a full committee is established by the deadline noted in item (1) above, calling meetings, advertising for the open PTC Board positions, reviewing candidates with the committee members, overseeing voting and counting votes, ensuring anonymity and fairness in the process.
 - (5) Room parents of each grade will invite a parent to serve as the grade-level representative and member of the nominating committee, as long as they are not candidates for PTC Board positions and/or not currently on the PTC Board.
 - (6) The members of the Nominating Committee, with the exception of the Chair, may not serve more than one term on the Nominating Committee during a three year period.
 - (7) The Nominating Committee will request nominations for all PTC Board positions by means of a PTC Board application form sent to each school family via communication folders and email.
 - (8) The two *non-voting* committee members will conduct and oversee an anonymous and secret ballot voting process. Each *voting* member will vote for one candidate for each open position.
 - (9) The Nominating Committee will present its proposed slate of PTC Board Officers and members to the:
 - a. Pastor, Principal, and Director of Development for review
 - b. Executive Board for approval
 - c. PTC Board for approval
 - d. General Membership. The general membership, present at the May general meeting, will be called upon to ratify the proposed slate by open outcry.
 - (10) Terms of all PTC Board members shall run from June 1 to May 31.

– ARTICLE SIX –
DUTIES OF OFFICERS

Section A. The President will:

- (1) be the official head of the Parent Teacher Club.
- (2) schedule all PTC related meetings on the church calendar.
- (3) establish the time and place of, and preside at, all general and special meetings of this organization, and all meetings of the Executive Board and PTC Board.
- (4) be an ex-officio, non-voting member of the Advisory Council of Mary Immaculate School.
- (5) have the authority to call special meetings.
- (6) ensure that the actions of the club are in compliance with the purpose and policies of the club.
- (7) may establish, as needed, ad hoc committees to help fulfill the stated purposes of the PTC.
- (8) publish to all members the agenda for each meeting at least five days prior to the meeting.

Section B. The President-Elect will:

- (1) make arrangements for all General meetings of this organization.
- (2) attend Advisory Council meetings when the President is unable to attend, and
- (3) fulfill such other duties as requested by the President.
- (4) following the conclusion of the President's term of office, he/she will assume the office of President for the following school year.

Section C. The Vice-President will:

- (1) preside in the absence of the President and shall perform all duties of the President in case of the President's inability to preside.
- (2) assume the responsibilities of the Secretary at PTC Executive Board meetings, PTC Board meetings and PTC General meetings in his/her absence.
- (3) compile, print, and distribute the Parent Teacher Club School Directory, including publicity.
- (4) oversee the school yearbook.
- (5) serve as a core member of the PTC Heart of Gold Auction and follow PTC Board Auction guidelines.

Section D. The Secretary will:

- (1) preside at all meetings in the absence of the President and Vice-President.
- (2) electronically record and keep written minutes of all meetings of the Executive Board, PTC Board and the General PTC meetings.
- (3) submit a draft of minutes of the Executive Board meetings to all members of the Executive Board within 10 days after the meeting.
- (4) submit a draft of minutes of the PTC Board meetings to all members of the PTC Board within 10 days after the meeting.
- (5) provide copies of the minutes to be posted to the school website to be viewed by all members of this organization, after approval by the Executive Board, or the PTC Board.
- (6) maintain a record of all approved minutes.
- (7) send out any correspondence.
- (8) oversee the school newsletter.

Section E. The Treasurer will:

- (1) preside at all meetings in the absence of the President, Vice-President and Secretary.
- (2) bank all monies received by the Parent Teacher Club in the school's general fund.
- (3) keep a full record of all money transactions and make a monthly report to the Parent Teacher Club Board.
- (4) submit requests for disbursements from the PTC budgeted categories to the President for approval.
- (5) process all expenditures as approved by the President.
- (6) prepare and report on the operating budget for all projects for the following school year. This budget shall be sent to the Mary Immaculate Director of Development, Mary Immaculate School Principal, the Pastor of Mary Immaculate Parish and the Mary Immaculate School Advisory Council for final approval by November 15th for the following year.

Section F. The Treasurer-Elect will:

- (1) fulfill such duties as requested by the Treasurer.
- (2) following the conclusion of the Treasurer's term of office, he/she will assume the office of Treasurer for the following school year.

Section G. The Teacher Liaison will ensure the communication between the Parent Teacher Club Board, the teachers and the school administration.

Section H. All Executive Board Members will:

- (1) remain in good standing of this organization.
- (2) attend all meetings of the Executive Board, PTC Board and General meetings of this organization.
- (3) conduct business on behalf of this organization and make decisions that are in the best interest of this organization to fulfill the mission.
- (4) perform such other duties as generally prescribed by Robert's Rules of Order, Newly Revised, for persons holding such offices.
- (5) perform all duties as assigned by the President or the Executive Board.
- (6) deliver to their successors all official materials and a written report of their term in office at the June meeting of the PTC Board, or if necessary no later than 30 days following such meeting.
- (7) deliver to the President-Elect at the June meeting of the PTC Board a report summarizing their term in office to be recorded in the files of this organization.

– ARTICLE SEVEN –

THE PTC BOARD MEMBERS AND COMMITTEES

Section A. Committee Chairpersons and Co-Chairpersons will:

- (1) attend all PTC Board and General Meetings.
- (2) be responsible for the standing committees and special committees that are either permanently or temporarily assigned to that Committee Chairperson and Co-Chairperson.
- (3) outline the duties of the committees, coordinate the committees' activities.
- (4) draft a committee plan consistent with the budget.
- (5) periodically report to the PTC Board about progress and significant changes in the committee activities.
- (6) report to the PTC Board on the specific recommendations of the committees.
- (7) ensure that the committees' objectives, as defined by the PTC Board, are met.
- (8) deliver to the PTC Board Committee Chairperson all official materials and a written report of each committee's activity, no later than 30 days following such activity.

Section B. The primary function of each Committee Chairperson and Co-Chairperson are:

- (1) The Committee Chairperson and Co-Chairperson of Hospitality will:
 - a. oversee teacher support and all other hospitality needs.
 - b. act as hostesses at all meetings of the Parent Teacher Club and PTC sponsored activities.
- (2) The Committee Chairperson and Co-Chairperson of Volunteer Services will:
 - a. provide assistance to the school through the recruitment of volunteers to fulfill designated roles within the school.
 - b. Chair the Nominating Committee as outlined in Article Five, Section D.
- (3) The Committee Chairperson and Co-Chairperson of Community Enrichment will:
 - a. oversee the coordination of all community related activities.
 - b. coordinate fundraising activities as approved by the PTC.
- (4) The Committee Chairperson and Co-Chairperson of Spiritual Enrichment will promote awareness of the heritage of our Catholic faith community.

Section C. The PTC Board members are the Chairs for the following committees:

- (1) Room Parents,
- (2) Room Parent/Teacher Luncheon,
- (3) Directory,
- (4) Newcomers,
- (5) Used Uniform Sale,
- (6) Back to School Picnic,
- (7) Chili Cook Off/Bunko/Texas Hold'em,
- (8) Everyday Fundraisers,
- (9) PTC Heart of Gold Auction,
- (10) Catholic School's Week,
- (11) Grandparent's Day,
- (12) Wish List,
- (13) End of Year Picnic,
- (14) Field Day,
- (15) Staff Appreciation,
- (16) Front Desk Greeter,
- (17) Newsletter,
- (18) Yearbook,
- (19) Little Extras,
- (20) Buddy Families,
- (21) Mustang Stampede.

– ARTICLE EIGHT –

VACANCIES, RESIGNATIONS AND ATTENDANCE

- Section A.** If the President resigns or is otherwise unable to serve, the Vice-President will assume the office of the President for the remainder of the school year. In this event, the office of Vice-President will remain vacant for the remainder of the current school year and the President-Elect will perform the duties of the Vice-President. For the following school year, the President-Elect will assume the office of President.
- Section B.** If the Treasurer resigns or is otherwise unable to serve, the Treasurer-Elect will assume the office of the Treasurer for the remainder of the school year. In this event, the office of Treasurer-Elect will remain vacant for the remainder of the current school year and the Treasurer (formerly Treasurer-Elect) will perform the duties of the Treasurer-Elect. For the following school year, the Treasurer-Elect, who has been elevated to Treasurer, will serve again as Treasurer, and the position of Treasurer-Elect will be filled by the Nominating Committee.
- Section C.** Any PTC Board Member who is absent for two consecutive general membership or board meetings will be subject to review by the voting members of the PTC Board. The PTC Board will rule on the member's fitness to continue in office and may vote to remove that member from his or her position on the PTC Board.
- Section D.** All vacancies other than the offices of the President and Treasurer will be filled for the unexpired term by a person elected by the majority vote of the remaining members of the PTC Board.
- Section E.** The Pastor may extend an officer's position by one year, if that member consents, and the decision is deemed necessary and in the best interest of this organization.

– ARTICLE NINE –

AMENDMENTS

The bylaws may be amended by first passing a majority vote of the PTC Board and then by passage at the next PTC general membership meeting or special PTC meeting by two-thirds vote of the members present. Amendments to these by-laws will be posted on the school website.

– ARTICLE TEN –

EXPENDITURE OF FUNDS

- Section A.** The President of the Parent Teacher Club approves all requests for payment of budgeted funds.
- Section B.** The Board can authorize expenditures of funds up to a \$500.00 to operate continuing programs under Article Seven.
- Section C.** All contracts of PTC sponsored fundraisers or events must receive Executive Board approval before proposed contracts are submitted to the Pastor for signature.
- Section D.** All PTC sponsored events with expected expenses exceeding \$500 must present a budget of proposed expenditures and projected revenues to the Executive Board for approval.
- Section E.** Any expenditure of additional funds, not included in the approved Parent Teacher Club budget, must be approved by the PTC Executive board. The request will then be submitted by the board to the Mary Immaculate School Advisory Council, Mary Immaculate School Director of Development, Mary Immaculate School Principal, and Pastor for final approval.
- Section F.** "Gift" to Mary Immaculate School will be a budgeted item that can be given throughout the school year, up to the total amount budgeted.
- Section G.** Funds may be loaned to the school as needed and as approved under Article Ten, Section E.
- Section H.** All checks are to be signed by the President and Treasurer up to \$500. All checks in excess of \$500 must also be signed by the Mary Immaculate Church Pastor.
- Section I.** Funds may be allocated outside of Mary Immaculate School or as approved through the appropriate channels as outlined in Article Ten, Section E.

– ARTICLE ELEVEN –

DIRECTOR OF DEVELOPMENT OF MARY IMMACULATE SCHOOL

As authorized by the Pastor, the Mary Immaculate School PTC comes under the jurisdiction of the Director of Development. Under that directive, all official actions of the organization require the approval of the Director of Development.