



SMA PTU

CONSTITUTION &

BYLAWS

Parent Teacher Union

St. Mary of the Assumption School

Revised: 9/18/2024
Approved: 11/19/2024

PTU Executive Board

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CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Parent Teacher Union of St. Mary of the Assumption. It shall be referred to as “St. Mary’s PTU” or “PTU.” The PTU is located in Mentor, Ohio.

ARTICLE II: PURPOSE

- A. To foster a close relationship between the parents/guardians (school families) and teachers. To preserve the caring, cooperation and spirituality that is such an important part of the catholic school community.
- B. To increase parent and teacher involvement in our school through various activities and fundraisers, which will ultimately enrich, promote, and support the education of the students, as well as provide teacher development and training.

ARTICLE III: POLICY

- A. The PTU shall be a non-profit organization; and, may engage in the raising and contributing of funds, which are to be used for the projects of the PTU or the welfare of St. Mary of the Assumption School.
- B. The PTU shall enter into projects pertaining to the school only after consultation with and the approval of the pastor and/or appointed representative and principal and/or his/her appointed representative.
- C. The PTU shall accept for consideration all projects presented to it by the pastor, the school principal, or the PTU members.
- D. No earnings of the PTU shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the PTU shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions set forth in ARTICLE VIII: DISBURSEMENT OF FUNDS.

- E. PTU funds are not to be used towards normal school operations.
- F. Upon the dissolution of the PTU, after paying or adequately providing for the debts and obligations of the PTU, the remaining assets shall be distributed by the PTU for the enrichment of the school community.
- G. The PTU shall not engage in any activities that are counter to St. Mary of the Assumption School policies.

ARTICLE IV: MEMBERSHIP

- A. PTU membership includes school families, administration, faculty (teachers) and staff of St. Mary of the Assumption School (hereby known as "PTU Members").
- B. PTU membership is automatic for PTU Members. However, if the PTU Board determines to institute annual dues, the dues will be set by the PTU Board at its first general bi-monthly Meeting for dues to begin in that current school year, if they choose. The Board may admit individuals to membership at any time. Any PTU members may vote at General PTU Meetings.

ARTICLE V: AMENDMENTS

- A. The Constitution and Bylaws may be amended by the PTU Board and a majority vote of the members present at the General PTU Meeting. Proposed amendments must be made known to the membership by either written or oral notification to the PTU Board at least one (1) week prior to a General PTU Meeting.
- B. Proposed amendments to the Constitution and Bylaws must receive majority vote of those members present for a quorum to be met, provided that the proposed amendments have been provided to the membership at the prior General PTU Meeting and voted on at the next General PTU Meeting.
- C. PTU Constitution and Bylaws will be reviewed as deemed necessary by the Executive PTU Board. A Special Committee may be appointed by a majority vote at a General PTU Meeting, or by a two-thirds vote of the PTU Board. A revised set of Constitution & Bylaws

must be submitted and requires approval by the PTU members at a General PTU Meeting.

BYLAWS

ARTICLE I: EXECUTIVE BOARD

- A. The Executive Board shall consist of the Pastor or Parish Representative, Principal or Delegated Representative, a Teacher Representative, President and Vice President.
- B. The Executive Board meetings are held with the full PTU Board.
- C. They will act independently as an Executive Board in cases arising between the PTU Board and the PTU Member(s) and/or the school.

ARTICLE I: PTU BOARD

- A. The officers of the PTU shall be referred to as the "PTU Board."
- B. The PTU Board shall consist of the five (5) elected officers: President, Vice President, Recording Secretary, Treasurer and Communications Coordinator.
- C. The PTU Board will also consist of the Principal or Delegated Representative, a Teacher Representative, Pastor or Parish Representative, and a Chair Coordinator.
- D. Only the five (5) elected officers, principal or delegated representative, and the teacher representative will have voting rights.
- E. If an Advisory Board, or equivalent, is established at St. Mary of Assumption School, the PTU Board will appoint a representative to serve on the board and represent the PTU at meetings.
- F. The PTU Board shall meet with the school principal as deemed necessary.
- G. Officers shall be nominated as provided in these Constitution & Bylaws at the last General PTU Meeting of the current school year.
- H. Elections of Officers shall be at the last General PTU Meeting of the current school year.
- I. The Officer terms shall run from July 1st thru June 30th of each school year.

- J. Manage the Annual budget that has been approved by the PTU members.
- K. Approve miscellaneous expenditures or advance funds up to \$350 for activities and fundraising events that are not on the approved budget and shall not exceed two (2) per month.

ARTICLE III: OFFICER ELECTIONS

- A. Any PTU member interested in becoming an officer of the PTU shall submit their name to an officer of the PTU Board prior to the third quarterly General PTU Meeting or at least one (1) week prior to the last General PTU Meeting of the current school year. The PTU Board will present a slate with at least one (1) candidate to serve for any vacant officer position occurring at the end of a school year at the last General PTU Meeting of the current school year.
- B. If a staggering PTU Board exists (where either two (2) or three (3) of the five (5) member positions are up for election), nominations and elections will be held every year for these open positions. The staggering terms will ensure a smooth transition and continuity for the PTU and the Board Members.
- C. Nominees for any open officer position shall be elected by PTU members attending the last General PTU Meeting for Officer Elections prior to the end of the school year.
- D. If only one (1) candidate exists for an officer position, a vote is not required and the candidate will be declared elected.
- E. Should there be multiple nominees for the same Officer position; ballots shall be counted by two (2) members of the PTU who do not have positions on the PTU Board.
- F. Any candidate for the Treasurer position needs to be interviewed and approved by the Parish Finance and Business managers, to ensure qualifications. Treasurer should also have at least a working knowledge of financial processes and spreadsheets to record debits and credits to the accounts.
- G. Elections are by simple majority vote. In the event of a tie, the Executive Board shall cast the deciding vote.

- H. Officers for the next term will be installed to their positions at the last General PTU Meeting of the current school year.
- I. If a vacancy occurs in any office before an unexpired term, a person will be appointed by a majority vote of the PTU Board. In case a vacancy occurs in the office of president, the vice president shall assume the office of president if willing and able.
- J. In the event there are no nominations for the May election, the current Board shall carry over to the next school year's first General PTU Meeting, an emergency meeting will take place to discuss new Board officer nominations or the direction of the PTU.

ARTICLE IV: DUTIES OF THE OFFICERS

The President shall:

- Preside at all meetings.
- Submit General Meeting dates to Pastor by July 1 for approval and schedule PTU Board and Executive meetings throughout the year.
- Prepare agendas for PTU Board and Executive meetings and manage preparation of the presentation for General Meetings.
- Direct PTU Board, Executive, and General Meetings.
- Oversee work of the officers and committees to advance the mission and vision of the PTU and ensure their respective duties are performed in a timely manner.
- Coordinate and communicate with the school community about PTU matters.
- Maintain regular communication with the Pastor and Principal throughout the year.
- Compile PTU fundraising and event calendar by July 1 for submission to Pastor for approval.
- Coordinate volunteers with committee chairperson(s) to ensure all committees have chairperson(s) and volunteers for their events.
- Monitor progress of committees and have updates available for General PTU Meetings.
- Appoint an active PTU member to serve on the St. Mary of the Assumption Advisory Board.

The Vice-President shall:

- Serve as aide to the President.
- Coordinate with committee chairperson(s) about their event and collect all PTU fundraising and event dates.
- Compile PTU fundraising and event calendar by July 1 for submission to Pastor for approval.
- Gather PTU information (i.e., meeting dates, PTU calendar, volunteer process, directory form, etc.) for distribution to parents at the beginning of the school year.
- Coordinate volunteers with committee chairperson(s) to ensure all committees have chairperson(s) and volunteers for their events.
- Monitor progress of committees and have updates available for General PTU Meetings.
- Maintain the Chairperson's Guidelines and a list of all committee chairperson(s), including contact information.
- Perform duties of the President in his/her absence or inability to serve.

The Recording Secretary shall:

- Prepare PTU Agenda for the General PTU Meeting and make copies.
- Make copies of any additional information for distribution at General PTU Meetings.
- Record minutes of all Board, Executive, and General PTU Meetings and distribute accordingly to the principal, members and board.
- Track attendance for each General PTU Meeting.
- Update PTU School Directory at the beginning of each school year and make it available to members.
- Retain a current copy of the Constitution and Bylaws and assist with the preparation of proposed amendments.
- Maintain the PTU Google Drive files.
- Access records of any previous meetings, as requested.
- Prepare a list of volunteers of all PTU events for Volunteer Appreciation at the end of the year.

Parent Teacher Union of St. Mary of Assumption School

- Provide accessibility to PTU information (i.e., General Meeting agenda and minutes, annual PTU budget, financial forms, etc.) on secure school site and/or parish website, as appropriate for public or private viewing. PTU General Meeting agenda is to be made available at least two (2) days prior to meeting.

The Communications Coordinator shall:

- Oversee electronic communication via email and on social media to ensure consistency and timeliness of messages regarding General PTU Meetings, fundraising activities, and sponsored events.
- Coordinate with board and committee chairs on the event and fundraising communications.
- Provide accessibility to PTU information (i.e., General Meeting agenda and minutes, annual PTU budget, financial forms, etc.) on secure school site and/or parish website, as appropriate for public or private viewing. PTU General Meeting agenda is to be made available at least **two (2) days prior to meeting.**
- Aggregate General PTU Meeting presentation and display at meetings.
- Manage communications with outside vendors for PTU sponsored student or parent events.
- Archive all PTU-related material.

The Treasurer shall:

- Ensure fiscal accountability for all PTU funds, both revenue and expenses.
- Receive all money for the PTU and deposit it in the name of the PTU in a bank approved by the Pastor or Church Financial Officer.
- Be the responsible signature authority for the PTU bank account. Obtain a new signature card from the bank by the beginning of each term starting on July 1. The Pastor is the other signature authority and will approve the new signature card request.
- Maintain accounting for the PTU, including an accurate record of all deposits and payments, and expense reimbursement

- Manage approved annual budget and communicate discrepancies in actual to budgeted revenue and expenses to the PTU Board.
- Collect committee chairperson(s) event summary, expense reimbursement and/or funds for deposit forms at the conclusion of each activity or event. Coordinate with chairperson(s) regarding financials throughout their event.
- Pay out expense reimbursement checks upon receipt of a completed expense reimbursement form. Form must be accompanied by copies of receipts, bills, invoices and any other documentation as defined by the PTU Board.
- Pay out funds through PTU bank accounts in accordance with the Constitution & Bylaws.
- Sign all PTU checks, deposit slips and withdrawal slips. All checks must have two (2) signatures, the Pastor and PTU Treasurer.
- Prepare financial reports to be discussed at each PTU Board meeting. Financial reports presented at the General Meeting should reflect the previous month's ending bank account balance. The budget, actual income and expenses, and the difference between budget and actual will be presented when necessary.
- Prepare an annual budget with the PTU Board for the next school year and present it at the second to last General PTU Meeting of the current year. Annual budget shall be voted upon for approval at the last General PTU Meeting of the current year.
- Follow rules and regulations as established by the Pastor or Church Financial Officer.

All Officers shall:

- Consistently attend PTU Board and General Meetings.
- Adhere to the Constitution & Bylaws of the PTU.
- Officers are required to assist at other PTU-related functions, as needed.
- Turn over to the PTU, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon resignation.
- Deliver to their successors all official materials by June 30th.

The **Past President** shall be a member of the PTU Board in an advisory position; and, act as a liaison by attending the first General Meeting.

Teacher Representative shall be designated by the Principal by the first General Meeting of the school year and shall act as liaison between the teaching staff and PTU.

Chair Coordinator shall be appointed by the PTU Board and serve alongside the President and Vice President in planning, supporting and executing of PTU sponsored events and fundraisers. This role will provide support and act as a liaison between the PTU Board and the Chairs. This position will serve a term for one (1) year, but may be appointed for an additional one (1) year term.

The **PTU Representative for the School Advisory Board** shall attend the School Advisory Board meetings and create an ongoing dialogue between the two (2) organizations and will serve a term for one (1) year. The PTU Representative cannot be a Board Member of the School Advisory Board. Report to PTU President before each General Meeting and provide a report at each General Meeting.

ARTICLE V: CHAIR POSITIONS & COMMITTEES

- Committees shall be created by the PTU Board as required to plan and promote the objectives of the activities of the PTU. Any member of the PTU shall be eligible to serve in any committee capacity. Detailed descriptions of the committees and their duties are available on the PTU Google Drive.
- The chair of each committee shall complete the Event Information Form and submit to the PTU Board for approval. No committee work shall be undertaken without the consent of the PTU Board including a written report of their committee's financial activities.
- The chairperson will maintain accurate records regarding their committee, such as attendance and participation at event(s), purchases and receipts related to their event(s), a record of items that are stored for use at the next event, follow up with committee and attendees for feedback.

- All committees shall notify the PTU Board on their status throughout the school year and at a General PTU Meeting prior to their event.
- Notify the Treasurer of any budget changes before the first General PTU Meeting of the current school year.
- The PTU Board may create such special committees as it may deem necessary. Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received.

Disbursement of Funds for Committee Expenses:

- The Treasurer will provide a cash box and enough start-up cash to start the event in order to make change with customers. The start-up cash will be subtracted from the total cash when calculating the event's profit.
- An invoice from the vendor will be required for events which require payment upfront.
- During the event, all cash will be in cash boxes with a note stating the amount of the beginning cash balance.
- Committee Event Summary -The event chairperson will prepare a summary of the income and expenses and present it to the PTU Board in a timely manner for the next monthly PTU meeting.

ARTICLE VI: GENERAL PTU MEETINGS

General PTU Meetings shall be held during the school year, September through May.

The dates of the General PTU Meetings shall be established by the PTU Board and presented at the first General PTU Meeting and made available to any PTU member online through the website or Social Media. When possible, members shall be given advance notice of any meetings or date changes.

The last General PTU Meeting of the school year shall be defined as the PTU Annual Meeting.

Business in any General PTU Meeting of this PTU is conducted by simple majority vote of any member present. The agenda for each General PTU Meeting shall be posted for review on RenWeb or weekly email no later than two (2) school days prior to the General PTU Meeting.

ARTICLE VII: BUDGET

- A. The PTU Board will prepare a proposed Annual Budget for the current school year. The budget will include:
 - 1. Beginning Cash Balance
 - 2. Projected Income By Source/Committee Chairperson
 - 3. Projected Expenses By Source/Committee Chairperson
 - 4. Ending Cash Balance
- A. The current Board shall prepare the Annual Budget for review and present at the third quarter General PTU Meeting. Annual Budget will be posted online on RenWeb and sent through school email.
- B. The next school year's Annual Budget shall be voted upon for approval at the PTU General Annual Meeting of the current school year and will become effective July 1st of the new school year. If any adjustments or changes need to be made during the school year, it shall be brought to a General PTU Meeting for a vote.

ARTICLE VIII: DISBURSEMENT OF FUNDS

The PTU Board shall take under advisement any and all proposals from the Pastor, Principal, Teachers, Parents, and School Community, as to the disbursement of PTU funds. The PTU Board shall make the final decision as to the disbursement of these funds,

Which would be used solely for the benefit of St. Mary of the Assumption School.

INCOME

1. The majority of PTU income comes from fundraising activities.
2. All cash should be counted by two (2) people prior to being deposited at the bank. One of those two people should be the event chairperson.
3. All checks shall be endorsed with a St. Mary of the Assumption PTU stamp.
4. The Treasurer will make the deposit. The deposit should be made in a timely manner.

EXPENSES

Funds shall be paid out for events only as authorized by the PTU Board in accordance with the Constitution & Bylaws.

1. The Treasurer and Pastor are authorized to sign checks. Two (2) signatures are required on the PTU checks. The PTU Treasurer will keep the checkbook, check register and endorsement stamp.
2. The Treasurer is authorized to pay general expenses for the PTU as authorized by the PTU Board.
3. Only expenses that are on the approved budget will be paid. Any unapproved items will be voted on at the next General PTU Meeting.
4. A PTU Reimbursement Form (Expense Report) needs to be completed for all expense reimbursements and all invoices or receipts must be attached to the form.
5. No expenses will be prepaid, and no cash will be paid in advance, unless authorized by the PTU Board (Expense Advance Form required) in accordance with the Constitution and Bylaws.
6. All members shall vote on disbursement of funds over \$350.

ARTICLE IX: VOTING

Voting on all business matters by the PTU members will be by the show of hands or ballot. A quorum will decide the vote, which is one-half members present plus one (1) at the meeting.

ARTICLE X: FINANCIAL REVIEW

All Treasurer and Financial Reports are subject for review by the Financial Director of the parish.

ARTICLE XI: FISCAL YEAR

The fiscal year of the PTU shall begin on July 1 and end on the following June 30.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the St. Mary of the Assumption PTU in all cases in which they are applicable and in which they are not in conflict with these Constitution & Bylaws.

CONSTITUTION & BYLAWS APPROVAL

The constitution & Bylaws approved by the PTU Board & Bylaw Committee Members of the PTU.

PTU Member- Rachel Bixler

PTU Member - Heather Simunich

PTU Member - Suzanne Zak

PTU Member - Katy Sorriento

Constitution & Bylaws Revised: November 19, 2024

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