

# Constitution & Bylaws

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Article IV: Duties of Officers Revised 03/15/2017

Parent Teacher Union of St. Mary of the Assumption

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# Parent Teacher Union of St. Mary of the Assumption

## CONSTITUTION

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### 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 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 Monthly 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 Monthly 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 Monthly 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 Monthly Meeting and voted on at the next General Monthly Meeting.
- C. PTU Constitution and Bylaws will be reviewed as deemed necessary by Executive Board. A Special Committee may be appointed by a majority vote at a General Monthly 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 Monthly Meeting.

## BYLAWS

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### ARTICLE I: EXECUTIVE BOARD

- A. The Executive Board shall consist of the Pastor or delegated assistant, Principal or delegated assistant, Teacher Representative, and the Past PTU President or delegated assistant and current PTU President or delegated assistant.
- B. Executive Board Meetings are restricted to Executive Board Members Only and shall be held as deemed necessary.
- C. The Executive Board shall act in cases arising between the PTU Board and the PTU Member(s) and/or the School.

### ARTICLE II: PTU BOARD

- A. The officers of the PTU shall be referred to as the "PTU Board".
- B. The officers of the PTU Board consist of five (5) officers: President, Vice President, Recording Secretary, Communications Secretary, and a Treasurer.
- C. Any PTU member of St. Mary of the Assumption may serve in elected or appointed positions.
- D. PTU Board shall appoint a PTU Representative for the current school year to represent the PTU at School Advisory Board meetings.
- E. PTU Board shall meet with the school principal as deemed necessary.
- F. Officers shall be nominated as provided in these Constitution & Bylaws at the April General Monthly Meeting.
- G. Election of Officers shall be at May's Annual Meeting of that school year.

- H. Officers shall serve a two (2) year term. An Officer shall not be eligible to serve more than two (2) consecutive terms (four (4) years) in the same office, unless there are no other candidates for that office in which instance the present officer will be allowed to submit his/her name for nomination.
  - I. The Officer terms shall run from July 1 thru June 30 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 \$150.00 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 April's General Monthly Meeting or at least one (1) week prior to May's Annual Meeting. 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 April's General Monthly Meeting or at May's Annual Meeting.
- 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 May Annual 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. Elections are by simple majority vote. In the event of a tie, the Executive Board shall cast the deciding vote.
- G. Officers for the next term will be installed to their positions at May's Annual Meeting of the current school year.
- H. 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.
- I. 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 Monthly Meeting, an emergency meeting will take place to discuss new Board officer nominations or the direction of the PTU.

### ARTICLE IV: DUTIES OF OFFICERS

- A. The **President** shall:
  1. Preside at all meetings.
  2. Submit General Meeting dates to Pastor by July 1 for approval and schedule PTU Board and Executive meetings throughout the year.
  3. Prepare agendas for PTU Board and Executive meetings and manage preparation of the presentation for General Meetings.
  4. Direct PTU Board, Executive, and General Meetings.

- 5 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.
- 6 Coordinate and communicate with the school community about PTU matters.
- 7 Appoint an active PTU member to serve on the St. Mary of the Assumption Advisory Board.
- 8 Maintain regular communication with the Pastor and Principal throughout the year.

B. The **Vice-President** shall:

- 1 Serve as aide to the President.
- 2 Coordinate with committee chairperson(s) about their event and collect all PTU fundraising and event dates.
- 3 Compile PTU fundraising and event calendar by July 1 for submission to Pastor for approval.
- 4 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.
- 5 Coordinate volunteers with committee chairperson(s) to ensure all committees have chairperson(s) and volunteers for their events.
- 6 Monitor progress of committees and have updates available for General Meetings.
- 7 Maintain the Chairperson's Guidelines and a list of all committee chairperson(s), including contact information.
- 8 Perform duties of the President in his/her absence or inability to serve.

C. The **Recording Secretary** shall:

- 1 Prepare PTU Agenda for General Meeting and make copies.
- 2 Make copies of any additional information for distribution at General Meetings.
- 3 Record minutes of all Board, Executive, and General Meetings and distribute accordingly.
- 4 Track attendance for each General Meeting.
- 5 Update PTU School Directory at the beginning of each school year and make available to members.
- 6 Retain a current copy of the Constitution and Bylaws and assist with the preparation of proposed amendments.
- 7 Access records of any previous meetings, as requested.

D. The **Communications Secretary** shall:

- 1 Oversee electronic communication via email and on social media to ensure consistency and timeliness of messages regarding PTU General Meetings, fundraising activities, and sponsored events.
  - 2 Coordinate with committee chairs on their event communications.
  - 3 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 three (3) days prior to meeting.
  - 4 Aggregate PTU General Meeting presentation and display at meetings.
  - 5 Manage communications with outside vendors for PTU sponsored student or parent events.
  - 6 Archive all PTU-related material.
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E. The **Treasurer** shall:

- 1 Ensure fiscal accountability for all PTU funds, both revenue and expenses.
- 2 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.
- 3 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.
- 4 Maintain accounting for the PTU, including an accurate record of all deposits and payments, and expense reimbursement
- 5 Manage approved annual budget and communicate discrepancies in actual to budgeted revenue and expenses to the PTU Board.
- 6 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.
- 7 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.
- 8 Pay out funds through PTU bank account in accordance with the Constitution & Bylaws.
- 9 Sign all PTU checks, deposit slips and withdrawal slips. All checks must have two (2) signatures, the Pastor and PTU Treasurer.
- 10 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.
- 11 Prepare annual budget with the PTU Board for the next school year and present at the second to last General Meeting of the current year. Annual budget shall be voted upon for approval at the last General Meeting of the current year.
- 12 Follow rules and regulations as established by the Pastor or Church Financial Officer.

F. **All Officers** shall:

- 1 Consistently attend PTU Board and General Meetings.
2. Adhere to the Constitution & Bylaws of the PTU.
3. Officers are required to assist at other PTU-related functions, as needed.
4. 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.
5. Deliver to their successors all official materials by June 30th.

G. The **Past President** shall be a member of the PTU Board in an advisory position; and, act as a liaison by attending the first three (3) General Meetings.

H. **Teacher Representatives** shall be designated by the Principal by the first General Meeting of the school year and shall act as liaisons between the teaching staff and PTU.

I. The **PTU Representative for the School Advisory Board** shall attend the School Advisory Board meetings and creates an ongoing dialogue between the two (2) organizations and will serve 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: COMMITTEES

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- A. 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 Blackboard under PTU tab.



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.

- B. Committee chairperson will maintain accurate records regarding their committee.
- C. All committees shall notify the PTU Board on their status throughout the school year and at a General Monthly Meeting prior to their event.
- D. Notify Treasurer of any budget changes before the first General Monthly Meeting of the current school year.
- E. 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.
- F. Disbursement of Funds for Committee Expenses:
  - 1. The Treasurer will provide a cash box and enough start-up cash to start the *event* in order to make cash with customers. The start-up cash will be subtracted from the total cash when calculating the event's profit.
  - 2. An invoice from the *vendor* will be required for events which require payment upfront.
  - 3. During the *event*, all cash will be in cash boxes with a note stating the amount of the beginning cash balance.
  - 4. 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 MONTHLY MEETINGS**

- A. General Monthly Meetings of the PTU shall be held during the school year, September through May.
- B. The dates of the General Monthly Meetings shall be established by the PTU Board and presented at the first General Monthly Meeting and made available to any PTU member online through Blackboard. When possible, members shall be given advance notice of any meetings or date changes.
- C. The last General Monthly Meeting of the school year shall be defined as May's Annual Meeting.
- D. Business in any General Monthly Meeting of this PTU is conducted by simple majority vote of any member present. The agenda for each General Monthly Meeting shall be posted for review on Blackboard no later than three (3) school days prior to the General Monthly 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

B. The current Board shall prepare the Annual Budget for review and present at the April's General Monthly Meeting. Annual Budget will be posted online through Blackboard as well for review.

C. The next school year's Annual Budget shall be voted upon for approval at the May 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 Monthly 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.

##### **A. 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.

##### **B. 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 Monthly 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 \$150.00.

**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**

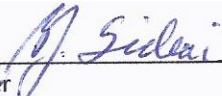
The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the St. Mary of the Assumption PTU in all cases in which they are applicable and in which they are not in conflict with these Constitution & Bylaws.

**CONSTITUTION & BYLAWS APPROVAL**

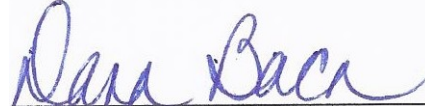
The Constitution & Bylaws Approved By the Constitution & Bylaws Committee and the PTU:

  
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Constitution & Bylaw Chair

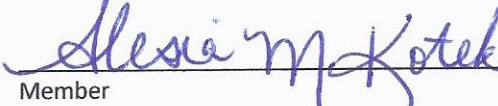
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Constitution & Bylaws Revised: S-1-J.013  
Date

Constitution & Bylaws Approved: 5-21-2013  
Date

## RESOURCES

- St. Mary of the Assumption School - <http://www.stmarysmentor.org/>
- <https://www.edline.net/pages/StMaryoftheAssumption>
- Diocese of Cleveland - <http://dioceseofcleveland.org/>
- Office of Catholic Education - <http://www.oce-ocs.org/oce/index.shtml>
- Catholic Parent Teacher League (CPTL) - <http://clevelandcptl.com/>
- VIRTUS program - <http://www.virtus.org/>
- Wikipedia - <http://en.wikipedia.org/wiki/Quorum>
- Eleanor Kocevar - Licensed Parliamentarian

Parent Teacher Union of St. Mary of the Assumption

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