

## **BY-LAWS OF THE PARENT-TEACHER'S COUNCIL OF ST. JOHN THE BAPTIST SCHOOL**

### **ARTICLE I – NAME**

The name of this organization shall be the Parent-Teacher's Council (PTC) of St. John the Baptist School of Harrison, Ohio, in the Archdiocese of Cincinnati, State of Ohio.

### **ARTICLE II – MISSION**

The mission of this organization shall be to promote closer communications and cooperation between parents and teachers and to work for the advancement of Catholic education and welfare of the children of St. John the Baptist School through fund raisings and educational activities.

### **ARTICLE III – RESPECT FOR SCHOOL POLICIES**

The Parent-Teacher's Council shall work through established school policies and practices as set forth by the pastor, school principal, and the school board.

### **ARTICLE IV – MEMBERSHIP**

Membership shall consist of parents and guardians of the pupils of St. John School, members of the faculty, and all interested parishioners of St. John's Parish having reached the legal age of 18 years.

### **ARTICLE V – OFFICERS**

1. The elected officers shall be President, Vice-President, Secretary and Treasurer.
2. These officers shall be nominated and elected at the April meeting. The officers shall be installed at the May meeting.
3. The Vice-President shall be elected to office for a period of one school calendar year and then automatically advance to the Presidency for one school calendar year, and serve as Past-President for one school calendar year (3 year term).
4. The Secretary and Treasurer will serve for two consecutive school calendar years.
5. Vacancies of elected officers occurring during the school year shall be filled by a special election.
6. Any officer missing two or more consecutive meetings without prior notification or due to inexcusable absence shall be automatically removed from office.

### **ARTICLE VI – DUTIES OF OFFICERS**

1. The President shall preside at all meetings and perform such duties as usually belong to that office.
2. The Vice-President shall preside in the absence of the President and shall hold oneself in readiness to assist the president at all times.
3. The Past-President shall serve in an advisory capacity to the Board and attend all scheduled membership and board meetings.
4. The Secretary shall keep a written record of every meeting. Copies of the minutes shall be turned over to the incoming Secretary at the time of transition. Secretary duties

consist of 1) composing the monthly PTC newsletter in the absence of the Jaguar Journal, 2) typing the monthly school lunch calendar, and 3) making available minutes from the past meeting and the PTC By-Laws at each PTC meeting, in a binder in the school office and to the school's webmaster.

5. The Treasurer shall have charge of the Council's money and pay all bills, subject to the order of the Council.
6. All officers shall be governed by Robert's Rule of Order. Robert's Rule of Order Newly Revised shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

## ARTICLE VII – MEETINGS

1. The PTC shall hold meetings every other month during the school year starting in September. These meetings will be held during evening hours at the discretion of the officers, usually on the third Thursday of the month.
2. Special meetings may be called by the President.

## ARTICLE VIII – EXAMINATION OF FINANCIAL RECORDS

Prior to the incoming Treasurer's term of office, the outgoing and incoming Boards will conduct an examination of financial records.

## ARTICLE IX – BUDGET

The PTC Board will submit a budget proposal for the following school year at the March meeting to allow for anticipated expenses by the various committee chairpersons. This budget will be voted on by the membership at the May meeting. Following budget approval, budget amendments and new expenditure requests can be discussed under New Business. Any new expenditure request that requires a written ballot (see ARTICLE X) or budget amendment proposals will be discussed, tabled and then voted on at the following PTC meeting.

## ARTICLE X – EXPENDITURES

Expenditure of PTC funds up to a maximum of \$100 is allowed for special projects with the approval of the majority of PTC Board Members. The membership must vote to approve expenditures of \$100.01 - \$999.99, and must vote **by written ballot** to approve expenditures of \$1,000 or more.

## ARTICLE XI – DISTRIBUTION OF FUNDS AND PAYMENTS

1. No monies will be distributed for reimbursement without a receipt. Recipients are **not** required to wait for reimbursement of receipts until after the fundraising event, if the fundraiser is an established event with a profit history.
2. Chairpersons needing a "cash box" for their event shall contact the Treasurer. The amount in the cash box will be deducted from the event budget as an expense and will be distributed a few days prior to the event. Examples of events that require a cash box include the Toy and Clothing Sale, Fashion Show and Dinner, Santa's Breakfast and Santa's Workshop.
3. With the Treasurer, Chairpersons must establish the method of payment for the event. For example, payments for the magazine sale are made to St. John the Baptist PTC while payments for Market Day are made Market Day.

## ARTICLE XII – NEW FUNDRAISERS

If a PTC member(s) would like to propose a new fundraiser, the following steps are required.

1. Discuss the potential fundraiser with Administration (School Principal) and the PTC Board members.
2. If approved by the PTC Board and Administration, add the potential fundraiser to the next PTC agenda for discussion, including the amount of money that the PTC membership is willing to allocate as seed money.
3. If approved by the PTC membership, proceed with the new fundraiser.
4. At the PTC meeting following the fundraiser, the Chairperson shall report on the results of the event.

## ARTICLE XIII – NEW COMMITTEE FORMATION

If a group of PTC members would like to form a new committee, the following steps are required.

1. Discuss the potential committee with the Principal and the PTC Board members.
2. If approved by the PTC Board and Administration, add the potential committee to the next PTC agenda for discussion and vote.
3. If approved by the PTC membership, proceed with the new committee.
4. The new committee chairperson may submit a request to be included in the annual budget. If the request follows the September approval of the annual budget, the request must be put to a vote of the membership.

## ARTICLE XIV – FISCAL YEAR

The fiscal year of the PTC shall begin on July 1 of each year and end on June 30 of the next year.

## ARTICLE XV – AMENDMENTS

The By-Laws may be amended at a meeting by two-thirds vote of the members present, provided such amendments have been presented in writing to the Council at the previous meeting. The By-Laws will be reviewed every two years (the even years) for changes by the outgoing and incoming Boards.

## ARTICLE XVI – DISSOLUTION CLAUSE

Prior to the dissolution of this Council, the Board shall pay or make provision for the payment of all the liabilities of the Council. The Membership shall determine how the remaining assets will be spent in accordance with the mission of the PTC.

May 1991

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