

St. John's  
Catholic School  
Parent Teacher Association  
By-Laws 2012-2013  
Revised 2017

The school is a learning community. Children do better, behave better and are happier at school when a positive and active partnership exists between parents and faculty, all with the intent of promoting the highest standards of Christianity, Academics, Conduct and Charity.

**Article I:                    Organization**

- Section 1.     The name of the organization shall be called "St. John's Catholic School Parent Teacher Association" or "SJCS PTA". In all activities, the organization shall publicize the fact that it is the school's /Parent Teacher Association..
  
- Section 2.     The organization is not independent of All Saints Parish, and is subject to the Diocese, the Pastor of All Saints Parish, St. John's Catholic School Advisory Board, and the Administration of St. John's Catholic School.
  
- Section 3.     The Association's accounting records are kept by the All Saints Parish in their business office. All other PTA records/binders are kept by the Executive Board.
  
- Section 4.     All activities or proposed activities shall receive approval of the Principal and Parent Teacher Association.
  
- Section 5:     The elected officers of the PTA will follow Robert's Rules of Order.

**Article II:                   Purposes and Objectives**

- Section 1.     The Parent Teacher Association has been established to:
  - a. To promote the interests of the students of St. John's Catholic school in cooperation with the Pastor, School Advisory Board, Principal, Teachers and students of the school.
  - b. To adopt a program of activities which will support and empower parents to be active and promote involvement and unity, in consultation with the faculty.
  - c. To subsidize the cost of education through a variety of fundraising events, ensuring the students are afforded the vast opportunities available in the growing educational experience.
  - d. To promote the highest standards of Christianity, Academics, Conduct and Charity.

**Article III: Membership and Meetings**

Section 1. All parents/guardians of registered students for the current academic year are considered part of the Parent Teacher Association membership as well as staff and faculty.

Section 2. Meetings shall be held monthly. Meeting date, time, and location shall be published in the school's Herald at least one week before the scheduled date. Additional meetings may be scheduled by the elected officers as needed.

Section 3. An agenda should be sent out to all members a week in advance of the meeting when possible.

Section 4. Minutes should cover topics discussed and decisions made.

Section 5: Voting

a. For matters requiring a vote: A member must be present to vote. There is no absentee voting. In the event of a tie vote it will be considered a lost vote. Voting during a meeting will be by a show of hands. Voting for PTA officers shall be by majority ballot vote. If there is a ballot tie, there will be a re-ballot vote until someone wins. If an office is not filled the PTA elected officers will appoint a member for the vacant position

b. For items that require a vote before the next scheduled meeting, the PTA elected officers will convene for a special vote and the President shall email all the members. The email subject will include

- Special Voting Request
- A description of the matter for vote
- A deadline for members to respond

c. The President will send out a subsequent email to the members announcing the results of the vote

**Article IV: Officers and Organizations**

Section 1: The SJCS PTA is made up of the Elected Officers and the body of the PTA. The Elected Officers shall govern the PTA.

a. No Elected Officer shall hold more than one executive office.

- b. Any PTA member may coordinate a committee or an event.
- c. The Elected Officers are responsible for finding the Coordinators to organize individual fundraising events.

Section 2: Terms

- a. The terms for elected officers shall be two years
  - The President and Secretary shall be elected during even years
  - The Vice president and Treasurer shall be elected during odd years
- b. Nominations for officers shall be made after the 1<sup>st</sup> of February during the School's business meeting.
- c. Elections are to be held the 1<sup>st</sup> week of April.
- d. Newly elected officers shall shadow the current officer following their election until they assume their office the end of the current school year.

Section 3: Responsibilities and Duties

**President:**

- Communicating and consulting with the Principal, Parents and School Board.
- Chair Meetings following Robert's Rules of Order
- Keep the work of the Parent Teacher Association to agreed targets.
- Receive all finalized paperwork for completed fundraising committees, print and present reports at the next scheduled meeting.
- Check on responsibilities taken on by members of the committee and make sure they have been clearly understood and allotted.
- It is important that all members have the right to have items included on the agenda; therefore they must have adequate time to pass these items onto the President.
- Establish open communication with all PTA members
- All Fundraising Committee Chairs will report directly to the President regarding the status of the fundraising.

**Vice President:**

- Assumes the role of President, in the absence of the President.
- Performs all the duties delegated to her/him by the President.

**St. John's Catholic School  
Parent Teacher Association**

- Provides highlights from the PTA meeting to all room representatives
- Oversees communication of Room Representatives to their classrooms
- Promotes community awareness and oversees community events (i.e., family lunches, Catholic Schools Week, Parent Teacher Conferences, and Teacher Appreciation, as well as Uniform Holidays)

**Secretary:**

- Keeps records of all meetings.
- File all correspondence and minutes to the SJCS PTA google account
- Minutes should be brief and should be a record of decisions made and actions taken; they may also record a brief outline of the issues discussed.
- Make sure all committee members have an agenda prior to the meeting so they can be adequately prepared via the President of the PTA
- Make sure all committee members receive a copy of the minutes of the meetings, including committee members who have been unable to attend via the President of the PTA
- The secretary position is the only elected position which may be held by a teacher

**Treasurer**

- Manages the Parent Teacher Association Finances.
- Log and record all financial transactions with the main office.
- In consultation with the President manage and maintain books/records of income and expenditures.
- Give monthly reports on the Parent Teacher Association finances.
- Liaison the school bookkeeper.

## **Room Representative**

The room parent helps the classroom teacher with the task of organizing and executing various activities or events including social and/or academic. He or she is in charge of recruiting and guiding parent volunteers as well as getting the necessary supplies donated to help out with the preplanned activities.

The responsibilities of a room parent vary depending on the nature of the class. Usually there are two roles for a class: **Social** (Coordinate social events such as a Christmas Party, or a Pizza Party, Teacher Appreciation, etc.) and **Fundraising** (Coordinate volunteers for events, including auction, Christmas Craft Show, Magazine drives, class gifts, etc.).

Room representatives should establish and keep lines of communication open with their teachers for they are the ones who will relay important information to all classroom parents.

Room Representatives are strongly encouraged to attend Parent Teacher Association Meetings or have a designated class representative present when possible.

Room representatives will follow the protocol of using classroom emails for PTA related business and not "social" activities (i.e., baby showers, birthdays) which if it is outside the PTA related business will check with the Vice President of the PTA and follow protocol established by Administration.

### **Article V: Bookkeeping Procedures:**

Section 1: All Parent Teacher Association Funds shall be a part of the general funds of St. John's Catholic School of All Saints Parish. They shall be maintained in an account of the books and records of All Saints Parish and credited to the Parent Teacher Association.

Section 2: All disbursements of funds shall be approved by the Principal and the Finance Manager of All Saints Parish. Cash payments of \$50.00 or less can be made by the Coordinator/Chairperson of the event. Reimbursement of this amount will only be made by proof of documentation to the Parent Teacher Association Treasurer.

Section 3: All monies shall be deposited with the school office immediately when possible and later than the next business/school day.

Section 4: Paperwork shall be maintained in the school office or when possible stored as an electronic copy on the SJCS PTA google account.

**Article VI: SJCS PTA Events**

All SJCS PTA sponsored events must be approved by the membership. A PTA Event form should be completed and submitted to the President at least one week prior to the next scheduled SJCS PTA meeting. Every event must have a chairperson who is responsible for overseeing the event.

**Article VII: Amendments**

Section 1: Proposed amendments must be made in writing and present to the membership at least two meetings prior to the vote.

Section 2: Amendments may be proposed by any officer or member of the SJCS PTA.

Section 3: These by-laws may be amended in whole or in part by the affirmative vote of a quorum of the membership.

**Article VIII: Effective Date**

Section 1: These by-laws shall become effective upon the vote of the membership at the meeting following its formal presentation.