

CONSTITUTION & BY-LAWS



REVISED JUNE 2015

Approved by Bishop David O'Connell, C.M. Bishop of Trenton

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Submitted by Diocesan PTA

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Article I- Name

The name of the association shall be *(school name inserted here)* Parent Teacher Association. As a member of the Trenton Diocese Council of Parent Teacher Associations, it shall be known as the *(school name inserted here)* P.T.A.



Article II-Purpose

The *(school name inserted here)* Parent Teacher Association shall operate in accordance with the established school policies and practices as set forth by the Bishop, the Department of Catholic Schools, the pastor and the principal.



Article III-Objectives

The school's PTA shall:

- A. Help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education with emphasis on message, community, service, and worship.
- B. Provide programs, opportunities and financial support which will:
 - 1. Assist the children in developing a personal lifestyle grounded in Catholic teaching and Gospel values.
 - 2. Foster the religious, intellectual, physical, cultural and social development of each child.
 - 3. Enhance the ability of parents to participate actively and effectively in their child's education and facilitate volunteer support from the parents to create and encourage a sense of community.
- C. Promote communication and encourage unity among parents and faculty to support the ideals of Catholic education in the school, at home and in the greater community.

Article IV- The School's PTA Membership

Membership in the PTA shall be open to anyone who believes in and supports the purpose and objectives of Catholic education. Each fall every PTA shall conduct an annual enrollment of members but may admit persons to the membership at any time. The PTA membership shall be open year round. Membership shall be divided into two classes of active and life members.

- A. Active members shall be those who are members of a school's PTA and who have paid their membership dues to that PTA. That will include any parent, guardian, other adult standing in loco parentis for a student, the school administration or teacher employed by the school.
- B. Life members shall be those upon whom this honor had been conferred in recognition of service in the school's PTA or Diocesan PTA work or upon educators and personnel who have distinguished themselves in service of Catholic education.



Article V-The School's Executive Board

Section 1. The executive board shall consist of the moderator, advisor, president or co-presidents, vice-president(s), secretary(ies), treasurer, and standing committee chairpersons.

Section 2. The executive board shall have the responsibility for conducting the PTA's business and for reviewing and acting upon committee reports. The moderator and advisor shall approve all board action.

Section 3. All official acts of the executive board are to be executed by a quorum which is half the number of PTA executive board members plus one.



Article VI- School PTA Officers

Section 1. The officers shall be the president, vice-president(s), secretary(ies), and treasurer.

Section 2. The position of president may be held by co-presidents. The position of vice-president shall not exceed two vice-presidents.

Section 3. To be an executive officer you must have a child attending the Catholic school and be a member in good standing of the school's PTA.

Section 4. To hold a position of president, you must have served on a previous executive board either as an officer or a committee chairperson.

Section 5. The executive board officers can only serve one two year term in the same position. Should there be extenuating circumstances, for an officer to serve beyond the two years in the same position, a formal request would need to be made by the principal to the Diocesan Advisory Board. The maximum time a PTA officer can serve on the executive board will be 8 years.



Article VII-School's PTA Moderator & Advisor

Section 1. In an elementary school PTA, the pastor or the priest/deacon appointed by the pastor, shall be moderator. The principal shall be the advisor.

Section 2. In a parish secondary school PTA, the pastor or the priest/deacon appointed by the pastor shall be moderator. The principal shall be the advisor.

Section 3. In a diocesan or region school PTA, the principal shall be the moderator. The vice-principal or the principal's designee shall be the advisor.



Article VIII-Affiliation

The school PTA shall be a member of the Trenton Diocese Council of Parent Teacher Associations and a member of the region. All school PTAs shall be included in the school's comprehensive membership with the National Catholic Educational Association.



Article IX-Meetings

Section 1. The school PTA shall have three (3) general meetings during the school year. The time and place will be determined by the president and advisor. The meetings will be announced at least three weeks in advance of the meeting. Special meetings may be called by the president or advisor by a written request of a majority of the board. Seven days notice of a special meeting shall be given to all board members and shall state the purpose of the meeting.

Section 2. The executive board of the school PTA shall meet ten (10) times during a school year.



Article X- Amendments

Section 1. The Constitution shall be amended by two-thirds majority of the Diocesan Advisory Board of Parent Teacher Association with approval of the Bishop.

Section 2. An amendment to the constitution shall be referred to the Diocesan Advisory Board through the regent. Anyone may suggest a change to the by-laws by submitting it in written form to their regent. The regent will present the suggestion at a Diocesan PTA Board meeting. It shall be reviewed at that time and a notice will be sent out for an open discussion at the next board meeting. The Diocesan Advisory Board will review the meeting notes and vote on the amendment. The recommendation will then be submitted to the Bishop for final approval.



Article XI- Interpretation

The interpretation of the Constitution shall be referred to the Diocesan Advisory Board through the regent. The board shall act with approval with the Diocesan Moderator.

The By-Laws

Article I- School PTA Officers

Section 1. President

- The president shall preside at the meetings of the general membership and of the executive board.
- The president shall appoint the committee chairpersons with the approval of the moderator and the advisor.
- The president shall perform such duties as requested by the advisor and/or pastor in the execution of the responsibilities incumbent with this office.
- The president is an ex-officio member of the committees.
- The president may direct expenditure of association funds up to a maximum of \$100 without seeking executive board approval.
- The president will appoint special committees and assign such duties to appointed chair persons.
- The president will submit an annual report and school PTA directory to the Diocesan Board.
- The president or her/his designee will attend the annual Diocesan Fall Conference and Regional Spring Conference.
- The president will be a practicing Catholic.
- Any request for an exception to this diocesan document must be presented in writing to the Advisory Board.



Section 2. Vice-President

- The first vice-president, in the absence or with the resignation of the president, shall perform all duties of the president and such duties as are assigned to this office.
- These officers do not need to be installed as they are finishing a term due to resignation.
- The vice-president shall act as an aid to the president and shall be responsible for job descriptions, work plan and the board development.
- The vice-president shall supervise activities of designated chairpersons and report activities to the executive board.
- There may be an additional vice-president as needed, not to exceed two (2).



Section 3. Recording Secretary

- The recording secretary shall keep the minutes of general and executive board meetings, conduct the correspondence of the association, except as otherwise provided and shall discharge such duties as are incumbent upon this office.
- The report shall be published and available to all in attendance within two weeks of the meeting.
- Hard copies of the reports shall be kept on file in the school's administration office.
- Reports are to be available online on the school's website.

Section 4. Corresponding Secretary

- A corresponding secretary may be chosen to send out notices of all meetings.
- Conduct the correspondence of the association.
- Discharge such duties as are assigned to this office.

Section 5. Treasurer

- The treasurer shall receive all dues and other monies of the association, shall keep an accurate count of the same and shall pay bills only with the approval of the executive board, officers and committee chairperson(s).
- At executive and general meetings, the treasurer shall render an accurate account of the receipts and disbursements. The report shall be published and available to all.
- The treasurer will oversee the disbursement of funds in accordance with the budget and by-laws and oversee the receipt and disbursement of the per-capita tax.
- The treasurer's books shall be audited annually or biannually by the school's business manager.
- A formal financial review needs to be presented to the board and advisor at the conclusion of the treasurer's term.
- The annual audit needs to be submitted to the regents at the Spring Conference.
- The treasurer will notify the bank in writing of the names of the person's authorized by the board to disburse funds in accordance with the by-laws.
- All checks of \$100 or more must have two signatures.
- The recipient of the check may not be one of the signers. The checks must be signed by someone else in that case.
- All fundraisers monies **MUST** be counted **IMMEDIATELY** after the event by the treasurer and another officer designated by the president. The tally shall be immediately reported to the executive board.



The By-Laws

Article II-Moderator/Advisor

Section 1. The moderator shall be the spiritual leader of the school's PTA and shall cooperate with the advisor in directing the school's PTA.

Section 2. The advisor shall guide the president and association in fulfilling the objectives of the association.



The By-Laws

Article III-Dues/Finance

Section 1. Membership dues and per capita tax of the association shall be determined by the Diocesan Advisory Board. Per capita tax shall be paid annually to the regional treasurer by February 1. The balance is to be retained in the school PTA treasury. Teachers are exempt from payment of dues.

Section 2. The disbursement of funds shall be approved by the moderator.

Section 3. In the event that a school's PTA should close, all monies shall be turned over to the pastor- NO EXCEPTION. If a church should close, all monies shall be turned over to the Diocese of Trenton.

Section 4. All business will be conducted in accordance with the Internal Control Guidelines of the Diocese of Trenton Office of Finance.



The By-Laws

Article IV- Executive Board

Section 1. The executive board shall consist of the moderator, advisor, president, vice-president(s), secretary(ies), treasurer, and standing committee chairpersons. These members shall have the responsibilities for conducting the PTA's business and the reviewing committee reports.

Section 2. In order to conduct an executive board meeting or vote on the PTA business there must be a quorum (which is half the number of PTA executive board members plus one). Voting members are the advisor, officers and standing committee chairpersons.

Section 3. School PTA members who hold offices or are board chairpersons on the diocesan or regional board may be invited to attend executive board meetings, but shall have no vote.

The By-Laws

Article V- Committees

Section 1. The standing committees shall be constituted annually and include, but not limited to, the following committees:

- A. The **Spirituality Committee** shall encourage such activities as prayers, retreats, and communion breakfasts. They shall be involved with developing programs to support the needy.
- B. The **Legislative Committee** shall work with the regional legislative chairman and notify the parents of pending bills. It shall take appropriate action as directed by the diocesan legislative chairperson. All school PTAs must have a Legislative Committee Representative, NO EXCEPTION.
- C. The **Publicity Committee** shall receive reports of activities from various committees, shall attend to all press notices and parish announcements, and keep a record of same.
- D. The **Hospitality Committee** shall provide hospitality and refreshments, as needed, at each meeting and welcome new and current members.
- E. The **Ways and Means Committee** shall coordinate and present activities that will provide programs and opportunities for the students as stated in Article III.



Section 2. Each chairperson may have a two (2) year term in that position.

Section 3. Special committees in keeping with the association's objectives may be appointed by the president with the approval of the executive board.

Section 4. The chairpersons of all committees shall convene necessary meetings, submit oral and written reports to the executive board, and maintain proper records which shall be submitted to the president.

Section 5. Chairpersons of the legislative committee may serve an additional term (max 4 years).

The By-Laws

Article VI- Nominations

Section 1. The advisor or their designee shall appoint a nomination committee of four persons, designating the advisor as their chairperson. No member of the nominating committee shall be eligible for office in the coming term. The advisor shall be present at all meetings of the four members. The work of this committee shall be strictly confidential and must be completed by the end of the second trimester.

Section 2. It shall be the responsibility of the nominating committee:

- A. To conduct an active, equitable search for potential nominees from the general membership.
- B. To conduct an active, equitable search for potential nominees for the president from current and previous board members.
- C. To develop a slate of officers who will ensure the future of the school's PTA
- D. To obtain the moderator's approval of the slate of candidates.
- E. To contact the nominees, explain the duties, and determine their willingness to serve.

Section 3. The nominating committee shall announce the approved slate to the general membership in March. The installation of officers will be held no later than the first PTA meeting of the next school year.

Section 4. When an officer resigns, the president, with the advice of the moderator and the advisor, shall appoint a replacement to complete the unexpired term of the officer. This partial term shall not prevent the appointee from being chosen for the same office appointment.



The By-Laws
Article VII-
Review of the Constitution and By-Laws

The Constitution and By-Laws of the Association shall be reviewed at the first executive board meeting of the school's PTA each school year.



The By-Laws

Article VIII- Rules of Order

All meetings of the school's PTA shall be conducted according to Robert's Rules of Order and revised, as stated in the Trenton Diocese President's Handbook.



The By-Laws

Article IX- Interpretation

Any requests for exceptions to this document must be submitted in writing and directed to the Diocesan Advisory Board.

The interpretation and implementation of the Constitution and By-Laws shall be referred to the regent, who will be guided by the diocesan PTA president with the input and approval of the Diocesan Advisory Board and moderator.