

St. Jude Catholic School

Parent-Teacher Organization

Bylaws

PREAMBLE

The St. Jude Catholic School Parent Teacher Organization is a group of parents, teachers and administrators dedicated to providing quality programs addressing the spiritual, social, and educational needs of students and parents, as well as providing interaction between the home and school. In providing a cooperative support system, the St. Jude Catholic School Parent Teacher Organization will encourage and coordinate the developmental formation of a Catholic community centered on our Lord Jesus Christ.

ARTICLE I

Name

The official name of this organization shall be the St. Jude Catholic School Parent Teacher Organization.

ARTICLE II

Purpose

The purpose of this organization shall be to:

- Function as a support group to the faculty and school administration
- Foster a caring Christian community of parents
- Strengthen parental involvement in all school programs
- Promote the advancement of a quality Catholic education
- Build a better understanding and create a common interest between parents and faculty through open and constant communication.

ARTICLE III

Membership

All parents of students enrolled at St. Jude Catholic School are eligible for membership in the Parent Teacher Organization. Active membership in good standing consists of being current in the payment of dues. Faculty members and the school administration shall automatically belong to the Parent Teacher Organization by virtue of their employment.

ARTICLE IV

Officers

Section I

Officers shall consist of President, Vice-President, Secretary and Treasurer. Election of officers for every office except that of the President shall be by ballot of the Parent Teacher Club at the March meeting, with installation of officers to follow at the May third meeting.

The Vice-President shall serve a two-year term, first as Vice-President and then as President. The term of all other officers shall be one year.

Section II

The Executive Council of the Parent Teacher Organization shall consist of President, Vice-President, Secretary, Treasurer, Faculty representative, Education Commission representative, and committee chairpersons, with the Pastor and Principal serving as ex-officio members. The Education Commission representative and Faculty representative shall be determined by the Principal.

Section III

The President shall conduct all meetings of the Parent Teacher Organization according to simple parliamentary procedure, appoint chairpersons of all committees unless it is especially provided for or otherwise ordered by the Pastor, and shall exercise general supervision over all affairs of the organization.

Section IV

The Vice-President, in the absence of the President, shall perform all the duties of the President, and shall perform such other duties as may be delegated by the President or Principal.

Section V

The Secretary shall keep complete records of all proceedings and correspondence of the organization; and the Treasurer will present an updated balance statement at each general meeting. The Secretary and Treasurer shall perform such other duties as may be delegated by the President or Principal.

Section VI

The incoming officers will assume their official duties at the conclusion of the **May fourth** meeting. There will be a transitional period with both sets of officers working together until the beginning of the next school year in August.

Section VII

The officers may act in the best interest of the Parent Teacher Organization in all matters not specifically denied them in the by-laws or by the Pastor.

Section VIII

In case of a vacancy in office, the Executive Council shall elect by majority vote to fill that office for the remainder of the current term. No office shall remain vacant for more than thirty (30) days. The continued absence of any officer from three scheduled meeting shall be cause for dismissal with the approval of the majority of the Executive Council.

ARTICLE V

Finances

Section I

The school administration shall collect the dues of the Parent – Teacher Club during the annual school registration.

Section II

The Principal must specifically approve all expenditures in excess of \$100.00.

Section III

Plans for the budget shall begin in May. The ending balance from the June bank statement will be the beginning balance for the incoming Parent Teacher Organization. The initial process will include a consultative meeting with the budget committee, with the Principal guiding the formulation of objectives. A formalized list of objectives and accompanying budget will then be submitted to the Pastor for approval. The Executive Council will present the budget to the general membership at the ~~September~~ first meeting.

Section IV

The budget committee shall be comprised of the Executive Council.

Section V

Proposed budgets submitted by the various committee chairpersons and faculty members shall reflect approximate costs of items requested. Receipts for all purchases will be submitted to the Secretary-Treasurer.

Section VI

The Principal shall ensure that an annual, independent disclosure of Parent Teacher Organization finances is conducted, which shall be made available to members upon request.

ARTICLE VI

Meetings

Section I

The St. Jude Parent Teacher Organization shall have four (4) general meetings per year—~~September, December, March, and May~~. Minutes of the meetings will be recorded and distributed to parents and a copy will be sent to the Education Commission.

Section II

The Executive Council shall meet thirty minutes prior to the general meeting and as often as deemed necessary by the President or Principal. Meetings with chairpersons of standing committees will be called as necessary.

Section III

The Executive Council may call a special meeting of the St. Jude Catholic School Parent Teacher Organization at any time when it is deemed necessary.

Section IV

All meetings of the St. Jude Catholic School Parent Teacher Organization shall be conducted according to simplified parliamentary procedure per Robert's Rules of Order.

ARTICLE VII Committees

Section I

Committee chairpersons will be appointed by the Executive Council unless otherwise ordered by the Pastor. These volunteer positions will be reviewed annually and will be held by members in good standing of the St. Jude Catholic School Parent Teacher Organization.

Section II

Such special committees of the Parent Teacher Organization shall be established as may be deemed necessary by the President, Pastor, and/or Principal.

Section III

Committee chairpersons will be responsible for submitting general plans for the execution of their particular committee's work prior to approval and implementation.

ARTICLE VIII Elections

Section I

The Nominating Committee shall consist of the Executive Council and members from the Parent Teacher Organization at large. Nominations will be solicited and accepted in writing, along with a brief biography, and submitted to the President anytime up to two weeks prior to the ~~March~~third general meeting. The President will present a slate of officers to the Pastor and the Principal for their approval prior to the election by the general membership at the March meeting.

Section II

Only members in good standing shall be eligible to vote. A simple majority in attendance will carry.

ARTICLE IX Amendments

Provided written notice of proposed amendments to the By-Laws has been sent to all members in good standing, at any general meeting a majority of the members present may recommend amendments of these By-Laws to the Pastor for his approval. The Pastor has the right to amend the By-Laws at any time for any reason without prior notification to the membership.