

Constitution and By-Laws

For

St. Columbkille Parent-Teacher Unit

Article I – Name

The name of this organization shall be the St. Columbkille Parish Parent-Teacher Unit (PTU).

Article II – Purpose

Section 1. The purpose of this organization shall be to bring into closer relationship the parents, teachers, school and parish administrators and staff that they may cooperate in promoting the spiritual, educational, mental, social, physical and cultural welfare and growth of the children of St. Columbkille School.

Section 2. The parish unit shall engage in activities beneficial to parents and teachers so that they may continue effectively the Catholic education, formation and guidance of their children. It shall enter into projects and programs pertaining to the school, only after consultation with, and approval of the Pastor and Principal.

Article III – Policy

The policy of this parish unit shall be in harmony with the Catholic Parent-Teacher League (CPTL) with which it shall be affiliated, and at whose meetings this unit shall be represented by the President, and one other delegate, who shall be appointed by the Executive Board. The unit shall approve and defray the delegates' expenses.

Article IV – Membership

Section 1. All parents of students in St. Columbkille School, and any members of this parish interested in the purpose of this unit are eligible for membership upon payment of current dues of \$5.00 per year.

Section 2. The dues of this unit shall be payable in the beginning of the current school year by each family.

Section 3. All members in good standing are those whose dues are current. .

Section 4. All members of the faculty are members of the unit.

Section 5. All Past Presidents are members of the unit.

Section 6. All paid members, faculty and Past Presidents are eligible to vote.

Article V – Director and Officers

- Section 1. The advisor and spiritual director of this parish unit shall be the Pastor or his designate.
- Section 2. The Executive Board shall consist of the officers of the parish unit and shall be as follows: Honorary President, who shall be the principal of the school; President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
- Section 3. These officers, with the exception of the Honorary President, shall be nominated by a nominating committee and elected by ballot for a term of one year, unless unopposed. No officer shall be eligible for the same office for more than two consecutive terms, unless there is no opposition. A majority vote shall elect. These officers shall be installed and take office at the final meeting of the year.
- Section 4. Any vacancy occurring among the officers shall be filled by the Executive Board.

Article VI – Nominating Committee

- Section 1.
- a) At the regular meeting in January, 2 volunteers are selected for the Nominating Committee. In the event that there are more than two nominees, then the two members receiving the highest number of votes shall serve on the committee.
 - b) .
 - c) The chairman of the Nominating Committee is to notify and inform all school families of all of the Executive Board and chairman positions by March 1st.
 - d) Any member of the Nominating Committee is eligible for office.
 - e) The Principal and Past President may act in an advisory capacity at the request of the Nominating Committee.
 - f) In case a vacancy occurs in this committee, the member receiving the next highest number of votes shall automatically become a member of this committee.
- Section 2. The slate of nominees for each office must be completed before May 1st and shall be presented to the membership and voted on at the last regular meeting of the school year unless unopposed to or by written ballot. The names of the newly elected officers shall be published in the school newsletter.

Article VII – Duties of the Officers

- Section 1. The President shall preside at all meetings and perform all duties pertaining to the office. The President selects committee chairmen and is an ex-officio member of all standing committees, with the exception of the Nominating Committee; oversees all committees and events; is a delegate to the Catholic Parent-Teacher League; may sign checks; provides updates to the PTU section of the school website; meets with the Principal and Pastor to go over agendas and to get permission for all activities; sets up meetings and yearly calendar; contacts board members to remind them of meetings; assumes responsibility for the condition of facilities used specifically for PTU functions.

- Section 2. The First Vice-President shall assume the duties of the President in his/her absence, will contact PTU members to remind them of meetings, and serves as the President's "right hand", assisting in all the capacities of president.
- Section 3. The Second Vice-President shall ensure a procedure book is developed by event chairman and kept on school property that will keep record of all projects and activities for the successor.
- Section 4. The Recording Secretary shall keep an accurate record of the proceedings of each regular and board meeting of this unit and, when called upon, shall read the minutes from the previous meeting.
- Section 5. The Corresponding Secretary shall have charge of the general correspondence of the unit.
- Section 6. The Treasurer shall receive all money of the unit and shall deposit in a timely manner in the name of the unit, in a bank approved by the Executive Board. The Treasurer shall keep an accurate record of all money received and expended; make all approved disbursements of the unit, provided that reimbursements to members are requested within the later of 90 days of receipt date or 90 days of event and the request for reimbursement includes receipt(s); present a statement at all monthly meetings; give a detailed annual report; balance the unit checkbook; may sign checks; provides needed change boxes and monies for all events.

Article VIII – Executive Board

- Section 1. The Executive Board shall consist of the officers of the unit.
- Section 2. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of the President, the First Vice-President shall service notice of election.
- Section 3. The other Executive Board members shall act in an advisory capacity to the President. It shall make decisions on all emergency measures which may arise between board meetings and regular meetings.
- Section 4. The Board shall formulate plans for constructive work to submit to the unit. It shall perform all duties specified in these By-Laws or referred to it by the unit.

Article IX – Standing Committees

- Section 1. There shall be such standing committees as may be necessary to promote the purpose of this unit. Chairmen shall be appointed by the President as soon as possible after installation.
- Section 2. Chairmen of Standing Committees shall be appointed for a term of one year. Chairmanship may be extended by the Executive Board.
- Section 3. Special Committees may be formed as needed and the Chairmen appointed by the President.
- Section 4. An auditor shall be appointed by the Executive Board whenever the position of Treasurer changes. No Executive Board member shall act as auditor. The report of the auditor shall be presented for approval.

Article X – Meetings

- Section 1. Meetings shall be held on a regular basis during the school year.
- Section 2. Board and special meetings may be called by the President.
- Section 3. A quorum for a regular meeting shall consist of two officers and six members.

Article XI – Rules

The rules contained in Robert's Rules of Order, Revised, shall be the parliamentary authority of this unit, only for the conducting of meetings.

Article XII – Amendments

- Section 1. These By-Laws may be amended by a two-thirds vote of members present and constituting a quorum at a regular meeting, provided that notice of the proposed amendment has been accepted and approved by the Advisor and submitted in writing.
- Section 2. The Executive Board shall review these By-Laws every three years.

Revised by the Executive Board and adopted in July 2015

Submitted by: Sarah Krause, Marge Toth