



Parent-Teacher Club Bylaws

Article 1—Title

The name of this organization shall be the **Holy Spirit Catholic School/Parent Teacher Club (PTC)**. It is located in the city of Pocatello, Bannock County, State of Idaho; under the supervision of the Diocese of Boise, Idaho.

Article 2—PTC/General Membership

The general body of this club shall be known as the **PTC/General Membership**. All parents or guardians of children attending Holy Spirit Catholic School (HSCS) are automatically members of the **Parent/Teacher Club (PTC)** and are welcome to participate in **PTC/General Membership and PTC/Executive Board** meetings and activities (*with the exception of Executive Session during PTC Executive Board meetings*). Only parents or guardians of children attending HSCS, teachers, and Special Projects Coordinator employed by HSCS are voting members of the club. All voting will be done by electronic ballot. Other interested persons are welcome to participate, but are not eligible to vote. General Membership is subject to each family's payment of annual dues and completion of service hours

Article 3—Elected Officers

Section 1.

Announcements for availability of positions will be posted via school newsletter and email from PTC Communication Liaison. A slate of officers will be selected from those interested in serving on the Board. Voting will occur each April in order to secure proper and adequate Board representation for the PTC beginning in June of that same year.

Section 2.

The **Elected Officers** of this club shall be **President, Vice President, Secretary and Treasurer**. The term of each elective office shall be for two years for the President and two years for the Vice President. After two years as Vice President, the Vice President will move to serve two years as President. The Secretary or Treasurer may serve up to three consecutive terms if willing and re-elected. The annual term of office shall commence yearly on June 1st. Outgoing officers shall report to incoming officers on status of any unfinished business and turn over to them all PTC financial records and other applicable information. Jointly, the incoming and outgoing Presidents and Treasurers will confirm the accuracy of the PTC financial records. A summary report showing income and expenses by major categories for the outgoing Treasurer's term of office shall be prepared and distributed to the incoming PTC/Executive Board. New officers shall organize and conduct planning for their administration during summer months to ensure an effectively organized PTC at the commencement of the school term. No pecuniary profits shall be paid to any officer, or member of the Parent Teacher Club.

Section 3.

The President(s) shall preside at all PTC/ General Membership and PTC/Executive Board meetings. The President will provide written agendas at all PTC/General Membership and PTC/Executive Board meetings. The President shall perform all the duties pertaining to the office, shall oversee appointments to special committees, schedule meetings, and shall present a plan for the current year at the September PTC/General Membership meeting.

Section 4.

The Vice President shall perform the duties of the President in his/her absence. In the event that the office of President becomes vacant, the Vice President shall assume all the duties of the President until the next scheduled election date. The Vice President is also responsible for attending monthly School Board meetings, as well as having a written report to present to the School Board regarding PTC affairs. In addition, a written report on the monthly School Board meetings needs to be presented at the PTC/Executive Board meetings. In this capacity, the Vice President will serve as the official spokesperson for the PTC, and preside as parliamentarian at meetings. The Vice President shall perform any other such duties as designated by the President or the PTC/Executive Board.

Section 5.

The Secretary shall keep a binder with the monthly PTC Agendas and Minutes for both the PTC/General Membership meetings and PTC/Executive Board meetings. It is the responsibility of the Secretary to post the Minutes from the PTC/General Membership and PTC/Executive Board meetings on the Information Station Bulletin Board, as well as forward a PDF file of the minutes to the school's web master. The Secretary shall handle such correspondence as the President or PTC/Executive Board shall direct and shall perform such further duties as the PTC/Executive Board shall designate. An independent audit will be conducted in June when a new person assumes role as Treasurer. An independent audit may also be conducted at the discretion of the Executive Board.

Section 6.

The Treasurer shall receive all monies, and shall request and approve disbursements as directed by the PTC/Executive Board. The Treasurer and President shall be designated to sign on all PTC checking accounts. Basic knowledge of EXCEL is required. All income and expenses must be kept on the PTC laptop in an EXCEL spreadsheet. The Treasurer shall provide a written financial report at each PTC/Executive Board meeting. The outgoing Treasurer shall prepare the annual fiscal report for the held school term and provide this information to the incoming Treasurer. This report shall be distributed to the entire membership no later than the September PTC/General Membership meeting. All purchases must be approved as specific budget items or have prior approval from the PTC/Executive Board. These items shall be added to the current budget.

Article 4—Appointed Officers

Section 1.

The **Appointed Officers** of this club shall be **Teacher Representative Grades PS-K, Teacher Representative Grades 1-5, Teacher Representative Grades 6-8, Social Activities Chairperson, Fundraising Chairperson, Volunteer Coordinator, Communication Liaison and HSCS Special Projects Coordinator.**

Section 2.

The Teacher Representative Grades PS-K, shall represent the interests of the teachers at HSCS from grades: Pre-School/3 year old through Kindergarten. This appointed position can serve up to three consecutive terms and is to be appointed by the Principal, if no teacher comes forward to accept the position.

Section 3.

The Teacher Representative Grades 1-5, shall represent the interests of the teachers at HSCS from grades: One to Five. This appointed position can serve up to three consecutive terms and is to be appointed by the Principal, if no teacher comes forward to accept the position.

Section 4.

The Teacher Representative Grades 6-8, shall represent the interests of the teachers at HSCS from grades: Six to Eight. This appointed position can serve up to three consecutive terms and is to be appointed by the Principal, if no teacher comes forward to accept the position.

Section 5. Social Activities Chairperson

The Chair of this committee is responsible for coordinating: 1) monthly/school **Faith Day** events, 2) **Trunk-or-Treat** (*in October*), and 3) coordinate events in *conjunction with the **Spring Concert** if applicable*). The chair of this committee will work closely with the Volunteer Coordinator to solicit volunteers for the distinct activities and delegate responsibilities to such volunteers.

Section 6. Volunteer Coordinator

This Chair will be responsible for working with teachers to solicit two Room Parents per classroom, generate “phone tree” lists per classroom, contact and coordinate volunteers for school events needing parental supervision. He/she will also be responsible for coordinating carpool map and list at the beginning of the school year in conjunction with the PTC Secretary. This person is charge of coordinating FAITH Day sign-up sheets and volunteers for the events.

Section 7. Fundraising Chairperson

The Chair of this committee shall coordinate and manage PTC fundraisers during the school year. The PTC/Executive Board shall determine events that fall under the umbrella of fundraising. This includes but is not limited to: Cookie Dough Sales. *These shall not conflict with the dinner/auction or basketball tournament or the Diocese of Idaho Catholic Appeal.* The schedule of fundraising events shall be reported to the membership at the September General Membership Meeting.

Section 8. Communication Liaison

This position will promote involvement of PTC members and other interested parties by regular reports of events and accomplishments. The communications will be through a variety of sources including but not limited to the School Newsletter, direct emails to members, social media, bulletin boards, and website postings.

Section 9. Courtesy Coordinator

This person will be responsible for coordinating thank you expressions for Christmas Concert, Spring Sing, food for teacher conferences, teacher appreciation and other needs as identified by the Coordinator and the Principal. This person will stay abreast of illnesses or other needs of staff and send appropriate courtesy expressions.

Section 10 HSCS Special Projects Coordinator

This person will coordinate activities between school and PTC related but not limited to: School Raffle, Annual Dinner/Auction, Crusader Basketball Tournament, PTC postings on School’s website, volunteer information from Service Hour Sign-Up form.

Article 5—PTC/Executive Board

Section 1.

The administrative body of this club shall be known as the **PTC/Executive Board**. The board shall consist of the PTC President(s), Vice President, Treasurer, Secretary, the School Principal, Teacher Representative Grades PS-K, Teacher Representative Grades 1-5, Teacher Representative Grades 6-8, Fund Raising Chairperson, Social Activities Chairperson, Volunteer Chairperson, Communication Liaison, Courtesy Coordinator, and HSCS Special Events Coordinator.

Section 2.

Fulfilling the requirements of one of the positions in Article 5, Section 1 will complete the 20 hour service requirement required by families HSCS students.

Section 3.

The Voting Members of the PTC/Executive Board are President, Vice President, Secretary, Treasurer, Teacher Representatives, Fund Raising Chairperson, Social Activities Chairperson, Volunteer Chairperson, Communication Liaison, Courtesy Coordinator, and School Special Projects Coordinator.

Section 4.

Quorum of the PTC/Executive Board shall be a majority of the voting members thereof.

Section 5.

Meetings of the PTC/Executive Board shall be held at the call of the President or any three members of the PTC/Executive Board. The PTC/Executive Board meetings shall be held the first Wednesday of every month at 6:00 p.m. in the Parish Life Building. If a need arises, the President may call a special meeting or change the meeting site.

Section 6.

The PTC/Executive Board shall have the right to fill any vacancies among the officers, with the exception of the position of President (*which shall be filled by the current vice President*) following approval of the PTC/General Membership.

Section 7.

The PTC/Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint the temporary Chairs of said committees with the approval of the PTC/General Membership.

Section 8.

The PTC/Executive Board shall prepare for and present to the General Membership a budget for the current school year no later than the September PTC/General Membership meeting. Once approved, it will be the responsibility of the PTC Vice President to forward the PTC budget to the School Board.

Section 9.

A majority vote from the PTC/Executive Board may remove an officer from office for failure to fulfill his or her duties.

Article 6—PTC/General

Section 1.

PTC/General Membership meetings of the PTC shall be held on the third Wednesday of every other month (*unless it falls on school vacations or holy days*). PTC/General Membership meetings shall be called to order at 6:00 p.m.

Section 2.

Additional meetings shall be held as need arises by the President or the PTC/Executive Board. Ten days advance notice of such meetings shall be given to the General Membership.

Article 7—Parliamentary Procedure

The rules contained in *Robert's Rules of Order, Revised* shall govern all proceedings of the PTC/General Membership and PTC/Executive Board meetings. The following order of business shall be adhered to at all Parent Teacher Club meetings.

Order of Events for Conducting a Meeting:

- Call to order by presiding officer
- Prayer
- Principal Report
- Secretary Report
- Treasurer Report
- President Report
- Vice President School Board Report
- Standing Committee Reports
- Special Committee Reports
- Unfinished Business
- New Business
- Program (if scheduled)
- Adjournment by presiding officer

Article 8--- Amendments

This constitution may be amended at any regular meeting by a two-thirds vote of the Executive Board.

I hereby certify the foregoing By-laws were adopted by the Executive Board of the Holy Spirit Catholic School/Parent Teacher Club at a regular meeting, duly noted,

on the _____ day of _____, 20__.

Attest: **Holy Spirit Catholic School/Parent Teacher Club**

PTC President

PTC Secretary

Approved by the Principal _____ on _____
Name Date

Approved by the School Board _____ on _____
Name Date

Approved by the Pastor _____ on _____
Name Date

Signed copy available upon request.