

St. Patrick's School- Parent Teacher Club (PTC)
Oneida, NY
Bylaws

Article I

Name

The name of this organization shall be St. Patrick's School Parent-Teacher Club (PTC).

Article II

Objectives

Section 1: To develop a closer relation between school and home; to be ambassadors of the school.

Section 2: Fundraising

Section 3: To assist faculty members with school-related activities when necessary.

Article IV

Officers and Committees

Section 1: The officers of this organization shall be a President, Vice President, Secretary, Treasurer and fundraising coordinator. These officers shall hold their position for one year or until their successor is elected. Furthermore if in the event that the family of any current board member decides to unroll from St. Patrick's School that will vacate their seat on the board effective immediately.

Section 2: Public relations for all events will be in the care of the school secretary; as all contacts are most easily accessed through the school secretary.

Section 3: Nomination of officers shall be made by a nomination committee appointed by the President and Principal.

Section 4: This slate of officers will be sent home for approval by all parents and voted on at a PTC meeting.

Section 5: The officers of this organization shall perform the duties prescribed for them in the parliamentary authority adopted by this organization, as well as such other duties as it may from time to time prescribed.

Section 6: The executive committee shall have voting rights and consist of the Principal, President, Vice President, Secretary, Treasurer, and Teacher Representative. Other committee members with non-voting rights will include Fundraising Coordinator, Volunteer Coordinator, Public Relations Coordinator, Box Tops Coordinator, and event chairpersons. Parents of current students are also members of the PTC.

Section 7: Project chairpersons will be selected by the Principal and the President to be in charge of the fundraising or social activities of the PTC as per the parent contracts.

Section 8: In case of a vacancy the President and Principal will appoint a person to fill the unexpired term.

DUTIES OF OFFICERS AND COMMITTEES

Section 1: The President shall preside at all meetings of the organization. He or she will be a member, ex-officer of all committees except the nominating committee.

Subsection 1:

The duties are:

- a. Along with the Principal, select a chairperson for the nominating committee.
- b. Along with the Principal, select a chairperson for the fundraising committees.
- c. Liaison between the Principal, Board of Trustees, and PTC members.
- d. Oversee the duties of the other officers.

Section 2: The Vice-President shall act as aide to the President and shall perform the duties of the President in his or her absence.

The duties are:

- a. Be ready to assume the position of President when the position becomes available.
- b. Oversee parents' service contracts.

Section 3: The Secretary shall keep a record of the proceedings of all meetings of the PTC. He or she shall also take care of all correspondence records, committee reports, etc.

Section 4: The Treasurer shall receive all monies of the PTC and deposit it in the local bank designated by the Principal and shall keep an accurate and up-to-date record of all receipts and disbursements.

- a. Shall be responsible for providing a written financial report at executive and general meetings.
- b. Shall provide members of the Executive Committee with a copy of the financial report at each meeting.

Section 5: Public Relations Chairperson shall be appointed by the Principal and will publicize various fundraisers, and along with the Principal, work to market the school in the greater Oneida community.

Section 6: Each project chairperson shall be responsible for the management of his/her assigned event. They shall provide the Principal and President with updated reports of the planning of the event. No expenses are to be incurred without the prior approval of the Principal.

Article V

Meetings:

A back to school meeting for all parents will be held in September. At this meeting, the role of PTC and the importance of fundraising will be explained. Parent contracts will be explained and the need for everyone to help with events to defray tuition increases will be discussed.

The Executive Board will meet as needed as determined by the Principal.

Article VI

Voting: The Nominating Committee will fill any vacant positions. The proposed slate of officers will be sent home for approval.

Article VII

Section 1: All funds raised by the projects sponsored by the PTC shall be used for the enhancement of the school. The Principal must approve expenditures of funds.

Article VIII

Amendments to the Bi-laws may be amended at any meeting of the Executive Committee by two-thirds vote.

Article IX

PARLIAMENTARY AUTHORITY: These bi-laws are open for review at any regular meeting of the PTC.

Robert's Rules of Order were referred to for clarification and were adopted to reflect our usual procedure.