

BYLAWS FOR PARENT TEACHER GROUP UNITS

DIOCESE OF SAN JOSE

ARTICLE I – NAME

The name of this organization shall be Parent Teacher Group. It will be established and continued at the discretion of the Pastor with the approval of the Department of Education.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- A. To bring together in a functioning union, parents, principal, pastor, teachers, and others who are interested in undertaking cooperative efforts on behalf of the Catholic education;
- B. To foster a spirit of cooperation between the school and other parish organizations and activities for the benefit of the parish community;
- C. To broaden an interest in Catholic education within the community;
- D. To provide a channel of communication between home, school and parish;
- E. To emphasize the responsibility of home and school in the guidance of the child;
- F. To promote programs for the growth and welfare of the Catholic child and parents in the home, school and community;
- G. To provide a network of volunteer services for the school;
- H. To generate financial support for the school, and
- I. To come together in a spirit of Christian friendship.

ARTICLE III – BASIC POLICIES

The basic policies, as stated in the bylaws of the Parent Teacher Groups of the Diocese of San Jose, shall be binding upon this Unit and shall be **amendable only by the Department of Education**. They are as follows:

- A. The Diocesan Council or any of its divisions may cooperate with other organizations and agencies concerned with the welfare of the child, according to their individual dictates, but a Parent Teacher Group representative shall make no commitments that bind the Parent Teacher Group represented;

- B. All funds raised by Parent Teacher Groups **must be used for** the support of the **educational programs of the parish school or for the operational expenses** of the group. This policy does not exclude participation of the local unit in duly authorized fund raising efforts in conjunction with other Parent Teacher Group units, parishes, schools or agencies of the Diocese that further the objectives of this organization.
- C. The organization shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. No candidate for election to political office may address the group during any campaign.

ARTICLE IV – MEMBERSHIP

- Section 1. Regular membership. All who are interested in the objectives of the organization shall be eligible for membership in the Unit.
- Section 2. Ex officio membership, nonvoting. The following shall be members of this organization by virtue of their office: Pastor, Principal of the school.
- Section 3. Voting membership. Parents, Guardians and School Staff are voting members of this organization, all others are non-voting.

ARTICLE V – FINANCIAL SUPPORT AND OPERATION

- Section 1. **Financial** operation of the Organization shall be governed by the following regulations:
- A. The Organization may have a bank account separate from that of the school.
1. All monies received by the Organization through membership dues and fund-raising activities are deposited in the account.
 2. All expenses incurred by the Organization are paid from the account.
- B. **The signatures of the Pastor, Principal, President, and Treasurer should be on the Organization account. The primary signature must be the Pastor or Principal.**
- **Two signatures, one of which is that of the Principal or Pastor, are required for all expenditures exceeding \$1,000.**

C. All monies in excess of membership dues should be transferred yearly to the school account.

- Section 2. **Dues.** Unit dues for the school year shall be annually, due in September and in arrears after the May meeting.*
- Section 3. **Affiliation.** Diocesan Parent Teacher Group affiliation shall be accomplished by the payment, annually, of the stipulated amount to the treasurer of _____ Diocesan Council.
- Section 4. **Fiscal year.** The fiscal year shall be from June 1, to May 31.
- Section 5. **Audit.** An auditing committee of three (3) members of this Unit shall audit the financial records of the Unit at the end of the fiscal year and shall present a report to the Pastor/Principal and Membership.

ARTICLE VI – OFFICERS - SELECTION AND DUTIES

Section 1. Classification

- a. **Elective officers.** The elective officers of this organization shall be president, a vice president, a secretary and a treasurer.**
- b. **Appointive officers.** The president shall appoint a parliamentarian and an advisor who is the immediate past president of this Unit.
- * Dues are optional, to be determined by each Unit according to need. This is merely a statement for Unit bylaws in the event dues are assessed.
- ** More officers may be added to suit your special needs. These may be a corresponding secretary, financial secretary, historian, etc.

- Section 2. **Nominating committee.** The elective officers of this organization shall be nominated by a nominating committee of seven (7) members, two (2) of whom shall be current board members with the remaining five (5) positions to be filled by members not currently serving on the board. All seven (7) shall be elected by the general membership at the regular meeting in March and shall report at the election meeting in April at which time nominations may be made from the floor. The consent of each candidate must be obtained before the name is placed in nomination. No person

shall serve a second time on the nominating committee until a period of three (3) years has elapsed.

Section 3. **Selection.**

- a. **Elective officers.** Elective officers shall be elected by ballot annually by members of the Unit at the **April** meeting, for a term of one (1) year or until their successors are elected, and shall assume office **June 1**. A plurality vote shall constitute election. If there is only one (1) candidate for office, election may be by voice vote.
- b. **Appointive officers.** The appointive officers shall be appointed by the president for a term of one (1) year or until their successors are selected and shall assume office June 1.

Section 4. **Vacancies in office.** A vacancy occurring in the office of president shall be filled by the vice president. A vacancy in the office of vice president or any other office shall be filled by ballot at the next regular meeting of this Unit.

Section 5. **Duties**

- a. **The President** shall preside at all meetings of this Unit, be ex officio member of all committees except the nominating committee, call special meetings when necessary, call meetings on the written request of seven (7) members, appoint the parliamentarian, sign all checks drawn on this Unit along with the treasurer, appoint the chairperson of all standing and special committees, represent the Unit at all Diocesan Council meetings, act as liaison with other organization and be the delegate to the Diocesan convention-installation.
- b. **The Vice President** shall assist the president upon request and in the absence of the president shall assume the duties of the president.
- c. **The Secretary** shall keep an accurate record of the proceedings of all meetings, be prepared to read on call the record of business transacted at any previous meeting, send meeting notices when necessary and maintain an up-to-date copy of the bylaws of this organization.
- d. **The Treasurer** shall be responsible for handling all funds accumulated by this Unit; place such funds in the name of the Unit in a bank approved by this group; keep an itemized

account of all receipts and disbursements; expend funds only when authorized by this Unit; with the president, sign all checks, and prepare a monthly itemized financial report for the membership as well as a comprehensive report to be given at the annual meeting.

- e. **The Parliamentarian** shall attend all meetings of this Unit and give advice on parliamentary procedure upon request.
- f. **The Advisor** shall aid the president when called upon to do so.

Section 6. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE VII – MEETINGS

Section 1. Regular meetings shall be held _____.*

Section 2. Special meetings may be called by the president or on the request in writing, to the recording secretary of seven (7) members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 3. A quorum shall be _____.**

Section 4. The annual meeting shall be the _____ meeting and shall be for the purpose of receiving reports of officers and committees and for any other business that may arise.

Section 5. Each voting member will have one vote (a.g. each parent or guardian has a vote). Members must be present to cast their vote for those issues decided at a regular meeting.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The officers of this Unit, the chairmen of all standing committees and the ex officio members as listed in Article IV, Section 2, shall constitute the executive board.

- * This blank should be filled with a statement such as “monthly except during July and August” or “four (4) times yearly” or however frequently a Unit needs to meet to function efficiently. The date, time, or place should not be stated in this section because it is too difficult to change in the event that a holiday falls on the

date scheduled for a regular meeting. The place for these details is in the standing rules which follow adopted bylaws.

** A quorum is the minimum number of members who must be present at the meetings in order that business may be legally transacted.

Section 2. The executive board shall have general supervision of the affairs of this organization in the interim between its business meetings and make recommendations to the Unit. The board shall be subject to the orders of the Unit and none of its acts shall conflict with action taken by the Unit.

Section 3. Unless otherwise ordered by the board, regular meetings of the executive board should be held prior to the general meeting of this organization. Special meetings of the board may be called by the president and shall be called upon the written request of three (3) members of the board.

Section 4. A quorum for the executive board shall be a majority of the total board membership.

Section 5. Any recommendations, positions or stands taken in the name of the Unit and funds to be expended over \$_____ must be read and voted upon by the membership before becoming effective, unless otherwise specified in the bylaws.

ARTICLE IX – COMMITTEES

Section 1. **Standing committees**

- a. Upon election, the president shall appoint chairpersons for the following standing committees: DCCW, cultural, health, high school, hospitality, legislative, membership, motion picture and television, program, publicity, safety, spiritual.*
- b. The terms of office for these chairpersons shall be one (1) year or until their successors have been appointed.
- c. Annual reports shall be compiled by all chairpersons and filed with the recording secretary by June 1.
- d. Each chairperson, upon the expiration of term of office or in case of resignation, shall transmit to his or her successor, within forty-five (45) days, all records, books, funds and other material pertaining to the chairpersonship.

Section 2. Such other committees, standing or special, shall be appointed by the president or the executive board shall from time to time deem necessary to carry on the work of the organization.

Section 3. The president shall be ex officio a member of all committees except the nominating committee.

* This is simply a list of suggested standing committees. You may use any, or all others.

Section 4. An auditing committee of three (3) members shall be appointed by the president at the April meeting. Its duty shall be to audit the treasurer's accounts at the close of the fiscal year.

ARTICLE X – CHAPLAIN

In accord with the Statutes of the Diocese of San Jose, the pastor is ex officio chaplain of the parish Parent Teacher Group and may delegate his powers to an associate pastor. Units should recognize and strive to utilize this role to further the spiritual objectives of the organization and to facilitate cooperation and communication among all parish organizations.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Unit in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Unit may adopt.

ARTICLE XII – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the Unit by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting or in the call to the meeting.

STANDING RULES

1. The regular meeting shall be held on the _____ of each month at _____ o'clock with the exception of the months of July and August.
2. Speakers may be invited to address this organization only with the approval of the executive board.
3. The solicitation of money from the members for the purposes not pertaining to the approved work of the group as stated in the objectives of this Unit is expressly prohibited before, during or after the meetings.
4. Suggested order of business:

- Call to order
- Opening prayer
- Pledge of allegiance to the flag
- Talk by the Spiritual Activities chairperson
- Minutes of the previous meeting
- Treasurer's report and bills
- Communications
- Reports of officers, standing committees and special committees
- Unfinished business
- New business
- Program
- Closing prayer
- Adjournment

5. Members of the nominating committee are eligible for nominations for any office.

- In standing rules belong the day, time and place of regular meetings; any rules, functions or motions of a continuing nature, such as who buys the president's gift, how much to spend, what other gifts are bought and for whom and when, details for annual fund raisers, details of the local installation, what expenses the organization pays for and for whom when official representatives attend various Parent Teacher Group or DCCW functions, etc. These standing rules may be suspended by a majority vote for one meeting or amended or rescinded by a two-thirds (2/3) vote **without** notice or by majority vote with notice.