

# CONSTITUTION AND BY-LAWS

**Trenton Diocesan Council of Parent Teacher Associations**

Revised 8/24/01

## CONSTITUTION

### ARTICLE I – NAME

The name of this Association shall be

Parent – Teacher Association of member of the Region of the Trenton Diocesan Council of Parent – Teacher Associations. It shall be known as a unit P.T.A.

### ARTICLE II – GOAL

The unit Parent – Teacher Association shall respect and foster the established school policies and practices as set forth by the Bishop, the Office of Catholic Education, the pastor, and the principal.

### ARTICLE III – OBJECTIVES

The unit PTA shall:

- A. help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service, and worship.
- B. Provide programs, opportunities, and funds which will:
  - 1. assist the children to develop a personal and community lifestyle grounded on Catholic teaching and Gospel values.
  - 2. foster the religious, intellectual, physical, cultural, and social development of each child.
  - 3. enhance the ability of parents to participate actively and effectively in their child's education.

### ARTICLE IV – UNIT PTA MEMBERSHIP

Membership shall consist of fathers, mothers, and guardians of the pupils, members of the faculty, and other persons interested in Catholic education.

## ARTICLE V – EXECUTIVE BOARD

- Section 1. The executive board shall consist of the moderator, advisor, president, vice-president, secretary, treasurer, and standing committee chairpersons.
- Section 2. The executive board shall have the responsibility for conducting the PTA's business and for reviewing and acting upon committee reports. The moderator and advisor shall approve all board action.
- Section 3. All official acts of the executive board are to be executed by a quorum which is 1 over half of the board membership. This includes the officers and standing committee chairpersons.

## ARTICLE VI – UNIT OFFICERS

- Section 1. The officers shall be the president, vice-president(s), secretary(ies), treasurer.
- Section 2. The position of president may be held by co-presidents. The position of vice-president shall not exceed two vice-presidents.
- Section 3. To be an executive officer you must have a child attending the Catholic school.
- Section 4. To hold the position of President you must have served on a previous executive board either as an officer or committee chairperson.
- Section 5. The executive board officers can only serve two (2) consecutive one year terms.

## ARTICLE VII – MODREATOR AND ADVISOR

- Section 1. In an elementary school unit the pastor, or the priest appointed by him, shall be moderator. The principal shall be the advisor.
- Section 2. In a parish secondary school unit the pastor, or the priest appointed by him shall be the moderator. The principal shall be the advisor.
- Section 3. In a Diocesan or Regional school unit, the principal shall be the moderator. A vice-principal may be the advisor

## ARTICLE VIII – AFFILICATION

The unit shall be a member of the Trenton Diocesan Council of Parent-Teacher Associations and a member of the Region. All units shall be included in the school's comprehensive membership with National Catholic Education Association.

## ARTICLE IX – MEETINGS

- Section 1. An elementary school unit shall have four (4) meetings during the school year.
- Section 2. A secondary school unit shall hold three (3) general meetings during the school year.
- Section 3. The executive board of the elementary and secondary school units shall meet each month of the school year. Refer back to ARTICLE V Section 1.

#### ARTICLE X – AMENDMENTS

- Section 1. The Constitution shall be amended by two-thirds majority of the Diocesan Advisory Board of the Trenton Diocesan Council of Parent-Teacher Associations with approval of the Bishop.
- Section 2. An amendment to the Constitution shall be proposed by the unit members to the Diocesan Advisory Board through the regent.

#### ARTICLE XI – INTERPRETATION

The interpretation of the Constitution shall be referred to the Diocesan Advisory Board through the regent. The board shall act with the approval of the Diocesan Moderator.

#### THE BY-LAWS

##### ARTICLE I – OFFICERS

- Section 1. The president shall preside at the meetings of the general membership and of the executive board. He/She shall appoint the committee chairpersons with the approval of the moderator and the advisor. The president shall perform such duties as are customarily incumbent upon this office. The president is an ex-officio member of all committees. The president may direct the expenditure of Association funds for items up to a maximum of \$100.00 without seeking executive board approval.
- Section 2. The first vice-president, in the absence or with the resignation of the president, shall perform all duties of the president and such duties as are assigned to this office. There may be additional vice-presidents as needed, not to exceed two (2). These officers do not need to be installed as they are finishing a term due to a resignation.
- Section 3. The recording secretary shall keep the minutes of general and executive board meetings, conduct the correspondence of the association, except as otherwise provided, and shall discharge such duties as are incumbent upon this office. The report shall be published and available to all in attendance.

Section 4. A corresponding secretary may be chosen to send out notices of all meetings, conduct the correspondence of the Association and discharge such duties as are assigned to this office.

Section 5. The treasurer shall receive all dues and other monies of the association, shall keep an accurate account of same, and shall pay bills only with the approval of the executive board (officers, committee chairpersons). At executive and general meetings, the treasurer shall RENDER AN ACCURATE ACCOUNT OF THE RECEIPTS AND DISBURSEMENTS. The report shall be published and available to all in attendance. The treasurer's books shall be audited at the direction of the moderator.

#### ARTICLE II – MODERATOR/ADVISOR

Section 1. The moderator shall be the spiritual leader of the unit and shall cooperate with the advisor in directing the unit.

Section 2. The advisor shall guide the president and the Association in fulfilling the objectives of the Association.

#### ARTICLE III – DUES/FINANCE

Section 1. Membership dues and per capita tax of the Association shall be determined by the Diocesan Advisory Board. Per capita tax shall be paid annually to the regional treasurer by November 1. The balance is to be retained in the unit treasury. Teachers are exempt from the payment of dues. The per capita tax must be paid on all members who paid dues.

Section 2. The disbursement of funds shall be approved by the moderator.

Section 3. Dissolution of funds – in the event a unit should close, all monies shall be turned over to the Pastor. If a church should close all monies shall be turned over to the Diocese of Trenton.

Section 4. Any P.T.A. funds raised for the school must be properly accounted for in the school's annual budget as a line item, specifying disbursement.

#### ARTICLE IV – EXECUTIVE BOARD

Section 1. The executive board shall consist of the moderator, advisor, president, vice-president(s), secretary(ies), treasurer, and the standing committee chairpersons (maximum 9). These members shall have the responsibility for conducting the P.T.A.'s business and for reviewing and acting upon committee reports.

Section 2. In order to conduct an executive board meeting or vote on P.T.A. business, you must have a quorum (refer to Art. V. sec. 3). Voting members are the vice-president(s), secretary(ies), treasurer, legislative chairperson, and standing committee chairperson (maximum of 9). Co-chairpersons have one vote, not 2 votes. President votes only to break a tie vote. Co-presidents cast one vote together, not individually.

Section 3. Unit members who hold offices or are Board chairpersons on the Diocesan or Regional Board may be invited to attend executive board meetings, but shall have no vote.

## ARTICLE V COMMITTEES

Section 1. The attending committees shall be constituted annually and include the following committees:

- A. The SPIRITUALITY COMMITTEE shall encourage such activities as prayer, retreats, and communion breakfasts. They shall be involved in developing programs in support of the needy
- B. The PROGRAM COMMITTEE shall arrange the program for each general meeting.
- C. The LEGISLATIVE COMMITTEE shall work with the regional legislative chairman and notify parents of pending bills. It shall take appropriate action as directed by the regional legislative chairperson.
- D. The PUBLICITY COMMITTEE shall receive reports of activities from various committees, shall attend to all press notices and parish announcements, and keep a scrap book.
- E. The HOSPITALITY COMMITTEE shall provide hospitality and refreshments, as needed, at each meeting and welcome new members.
- F. The WAYS AND MEANS COMMITTEE shall coordinate and represent activities that will provide programs and opportunities for the students as stated in Article III.
- G. The NEWSLETTER COMMITTEE shall develop an effective means of communicating regularly with the membership the news of the school and community.
- H. The maximum number of Committee positions on a P.T.A. board shall not exceed 9. Sub-committees are not positions on the P.T.A. board, nor do they vote.

The chairperson of each standing committee shall be appointed by the president with the approval of the advisor and the moderator. Each chairperson may have a two (2) year term in that position.

- Section 2. Special committees in keeping with the Association's objectives may be appointed by the president with the approval of the executive board. The chairpersons of the special committees do not serve on the executive board.
- Section 3. The chairpersons of all committees shall convene necessary meetings, submit oral and written reports to the executive board, and maintain proper records which shall be submitted to the president.
- Section 4. Chairpersons of the legislative and newsletter committees may serve an additional term (maximum of 4 years)

#### ARTICLE VI – NOMINATIONS

- Section 1. The unit president with the approval of the advisor shall appoint a nominating committee of four persons, designating one as chairperson. No member of the nominating committee shall be eligible for office for the coming term. The advisor shall be present at all meetings of the four members. The nominating committee shall be announced at the February meeting of the executive board. The work of this committee shall be STRICTLY CONFIDENTIAL.
- Section 2. It shall be the responsibility of the nominating committee:
- A. to conduct an active, equitable search for potential nominees from the general membership.
  - B. to conduct an active, equitable search for potential nominees for president from current or previous board members.
  - C. to develop a slate of officers who will ensure the future of the unit.
  - D. to obtain the moderator's approval of the slate.
  - E. to contact the nominees, explain the duties, and determine their willingness to serve.
- Section 3. The nominating committee shall announce to the general membership the approved slate in March. The installation of the officers will be held at the final meeting of the school year.
- Section 4. When an officer resigns, the president, with the advice of the moderator and advisor, shall appoint a replacement to complete the unexpired term of the officer. This partial term shall not prevent the appointee from being chosen for the same office for another full term.

## ARTICLE VII – REVIEW OF CONSTITUTION AND BY-LAW

The Constitution and By-Laws of the Association shall be reviewed at the first executive board meeting of the unit each school year.

## ARTICLE VIII – RULES OF ORDER

All meetings of this unite Parent-Teacher Association shall be conducted according to ROBERT’S RULES OF ORDER, REVISED, as stated in the Trenton Diocesan President’s Handbook.

## ARTICLE IX – INTERPRETATION

The interpretation of the Constitution and By-Laws shall be referred to the regent, who will be guided by the Diocesan PTA President with the approval of the Diocesan Advisory Board and Moderator.

## ARTICLE X – AMENDMENTS

- Section 1. An amendment to the By-Laws shall be proposed by the members to the Diocesan Advisory Board through the regent.
- Section 2. The amendment of the By-Laws shall be determined by a majority vote of the Diocesan Advisory Board with the approval of the Bishop.

Revised 7/20/2001

By the Diocese Advisory Board Trenton Diocesan Council of PTA's

Approved

John M. Smith  
Bishop of Trenton

Date: August 24, 2001

## ORDER OF BUSINESS

- I. Meeting
  - A. Call to Order
    - 1. Opening Prayer
    - 2. Salute to the Flag
    - 3. Roll Call
  - B. Routine Action
    - 1. Reading the Minutes
    - 2. Treasurer's Report
  - C. Information and Reports
    - 1. Communications
    - 2. Report of the Standing Committee's
  - D. Unfinished Business
  - E. New Business
  - F. Closing Remarks and Prayer
- Adjournment
- II. Program