

**BY LAWS OF THE PARENT TEACHER PARTNERSHIP
ST. CHRISTOPHER SCHOOL**

ARTICLE I - NAME

The name of this organization shall be St. Christopher School Parent Teacher Partnership (hereafter called 'PTP').

ARTICLE II - PURPOSE AND FUNCTION

Section 1. The mission of the PTP is to support and advance the mission and ministries of St. Christopher Parish by creating a partnership between parishioners, school parents, and school staff and to help achieve the goals of Catholic education. The Partnership supports the school's goals of being a community of service and worship by enriching and enhancing the spiritual and academic growth of students. Finally, the Partnership promotes a parent-to-parent ministry to support families in carrying out their responsibilities.

Section 2. The PTP shall have a board that is made up of the following members:

President

Vice President

Treasurer

Secretary

Principal

Teacher Representative

Board Members are nominated by members of the PTP and the nominations shall be voted on at the March member meeting.

Section 3. If a conflict arises between the PTP Board and the School administration, the matter shall be referred to the Pastor for final resolution. The policies of the Diocese provide the parameters for resolution.

Section 4. The PTP Board and member meeting minutes will be presented at the following meeting for review and corrections. The minutes will be approved upon acceptance of the minutes.

Section 5. All written communications of the organization need the approval of the Principal.

ARTICLE III - MEMBERSHIP

Section 1. The active membership of the organization shall consist of all parents and guardians of students of St. Christopher School. By contractual agreement, teachers are organization members and also have voting rights. The PTP Board shall consist of the approved slate of officers along with a representative of each committee. Board meetings will be held prior to the Member meetings.

Section 2. The regular term of membership is two (2) years. The terms shall be staggered as follows to provide continuity of the Board: The President and Secretary shall be elected in the even numbered years. The Vice-President and Treasurer shall be elected in the odd numbered years. For the 2010-2011 year only, the Treasurer shall serve a one year term.

ARTICLE IV - RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

Section 1. The responsibilities of the officers are:

1. President: shall preside at all meetings of the organization and the PTP Board, recruit chairpersons of Standing Committees, and perform other duties as are incumbent upon this office.
2. Vice President: in the absence of the President, shall perform all of the duties of the President and act as Chair of the Standing Committees.
3. Secretary: shall record minutes for all the PTP board and member meetings. He/she will present minutes for approval or correction at the next respective meeting. He / she shall also notify all members of Board and member meetings. He/she will keep a copy of all by laws and minutes for board and member meetings. He/she with the help of other members will prepare agendas for board and member meetings.
4. Treasurer: shall establish a budget and maintain the PTP operating fund, as directed by the PTP Board. He/she shall deposit all funds of the PTP into the appropriate account based on direction from the Parish Business Manager. He/she shall prepare financial reports and distribute those at every board and member meeting.

Section 3. If the office of the President becomes vacant before an appointed term has expired, Vice-President shall serve as Acting President for the remainder of the school year. If vacancies in any other of the aforesaid offices occur, the President, with the approval of the PTP Board, will appoint an interim officer.

Section 4. Each person elected to the board shall hold only one office at a time. Each person can serve only two consecutive terms in the same office.

Section 5. Officers can be removed from office if they do not attend regularly scheduled meetings or if they are not fulfilling their duties as an officer.

ARTICLE V - MEETINGS

Section 1. PTP Member Meetings shall be held in the months of September, November, January, March and May. Each regular meeting will have an agenda, the previous meetings minutes and treasurer's report. The treasurer's report will present an overall account summary of all PTP accounts and a budget performance report

Section 2. A written agenda, committee reports, Treasurer's report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at each meeting. The Board will meet prior to the member meetings as decided by that group.

Section 3. At the Member Meetings, fifteen members of the PTP including board members shall constitute a quorum. Three members shall constitute a quorum of the PTP Board.

Section 4. If it is known ahead of time that a vote will take place at a member meeting and a board member is not available to attend, he/she may give in writing his proxy vote to another board member.

Section 5. The following shall be the recommended order of business for board meetings:

- I. Call to Order
- II. Prayer
- III. Review and approve minutes from last meeting
- IV. Principal's Report
- V. President's Report
- VI. Secretary's Report
- VII. Treasurer's Report
- VIII. Standing Committee Reports
- IX. New Business
- X. Comments/Concerns/Ideas
- XI. Action Items/Deadlines
- XII. Closing Prayer
- XIII. Adjournment

Following shall be the recommended order of business for member meetings:

- I. Call to Order
- II. Prayer
- III. Review and approve minutes from last meeting
- IV. Ask new members to introduce themselves to the group
- V. Principal's Report
- VI. Treasurer's Report
- VII. Standing Committee Reports
- VIII. Old Business
- IX. New Business

- X. Comments/Concerns/Ideas
- XI. List of Action Items/Deadlines
- XII. Closing Prayer
- XIII. Adjournment

ARTICLE VI - STANDING COMMITTEES

Section 1. Standing committees of the PTP Board are listed on attached exhibit A.

Section 2. The Chairpersons of the standing committees shall be appointed by the PTP Board and shall sit as voting members of the PTP Board.

Section 3. Ad hoc committees shall be appointed by the President of the PTP Board. These committees shall be dissolved upon completion of their assignment.

Section 4. The duties and responsibilities of both standing and Ad hoc committees shall be determined by the PTP Board.

Section 5. The Chairperson of each Standing Committee shall report to the PTP Vice President prior to the Board meetings and to the member meeting when appropriate.

ARTICLE VII - FINANCE

Section 1. It shall be the responsibility of the PTP Board to oversee the fundraisers of the Organization. A budget of estimated revenues and expenses shall be prepared to insure that a plan is in place to meet the commitment of the Organization to the school.

Section 2. The PTP Board can approve expenditures up to \$250. Requests in excess of \$250 shall be voted upon at a regularly scheduled meeting of the PTP.

Section 3. Contracts entered into by the PTP must be reviewed by the President and executed by the Principal and the Parish Business Manager.

Section 4. All checks and monies received for all PTP sponsored functions will be turned in to the school office as soon as possible but no later than 30 days at the end of each function.

Section 5. The Treasurer is authorized to expend approved funds in the Budget and will maintain records to insure that the budget items are not exceeded. Monies needed outside of the stated budget need to be approved by the board in advance.

Section 6. All transmittal forms and receipts will be turned over to the Business Manager within 30 days after the conclusion of the approved function.

Section 7. Money spent as approved in the budget or by Board approved shall be reimbursed after the next check cycle, once all proper documentation is received by the business manager.

ARTICLE VIII - BY LAWS

A copy of these by laws shall be provided each member of the PTP at the September meeting and given an opportunity to review the document.

ARTICLE IX - AMENDMENTS

Section 1. Members must be notified in advance of the general meeting at which the by laws amendment is to be addressed. These amendments may be approved at the member meeting by a two-thirds vote of the members present and voting.

Section 2. These by laws and all subsequent amendments shall be recommended to the general membership by the PTP Board by a simple majority of the voting members at a meeting in which a quorum is present. They shall become effective upon approval at the general meeting by a two-thirds vote of the members present and voting.

EXHIBIT A – STANDING COMMITTEES

Standing Committees as of the 2010-2011 school year include:

- a. Auction (Third Source)
- b. Bingo
- c. Breakfast with Santa
- d. Buddy Families
- e. Campbell's Soup Labels
- f. Cash for Trash
- g. Catholic Schools Week Teacher Luncheon
- h. Cheer Committee
- i. 55 & over luncheon
- j. Classroom Committee
- k. First Communion Reception Committee
- l. Sixth Grade Graduation Reception Committee
- m. Coat Closet
- n. Enrichment
- o. Golf Outing (Third Source)
- p. Grandparent's Day
- q. Jr. Achievement
- r. Market Day
- s. Pep Rally
- t. Restaurant Fundraisers
- u. School Spot/Publicity
- v. Scrip (Third Source)
- w. Spirit Wear
- x. Track Concessions (Technology)
- y. Trash Bag Sales
- z. Used Uniform Trade In