

ST. MARGARET OF SCOTLAND SCHOOL
PARENT TEACHER GUILD BYLAWS
Approved and Adopted by the PTG Board 01/10/2018

I. NAME

This organization shall be known as the St. Margaret of Scotland School Parent Teacher Guild (PTG).

II. PURPOSE

The Parent Teacher Guild (PTG) as an advisory body is intended to provide opportunities for parents to fulfill their God given role as educators and to give mutual support through collaboration with the school. It is not intended to replace the Education Committee of the Pastoral Council, nor the School Advisory Council where one exists. The objectives of the organization are:

- A. to provide parents with effective ways of cooperating with the school in the transmission of Catholic values,
- B. to offer opportunities for parents to understand the Catholic philosophy of education and the diocesan school program,
- C. to help parents learn more about catholic education at the local, state and national level,
- D. to give parents a means of contact with the school for the benefit of the child,
- E. to publicize through an on-going and effective public relations campaign, the contributions of the school to the parish and the broader Church and civic communities,
- F. to maximize financial resources available to the school through well-planned fund raising activities, volunteer services, and contributions from the business community.

III. MISSION STATEMENT

Through volunteering, fundraising efforts and event planning, the PTG aims to support the educational, physical, cultural and social development of each child while financially assisting in the development of the school community. The PTG sponsors, organizes, and runs several events throughout the year and aims to continue to build on the mission by creating more family-oriented and St. Margaret community events.

The goal of our fund raisers is to raise money to help fund events, provide buses for student field trips, provide funds for student activities, capital improvements for the school and special programs and many other expenses that simply don't fit in the overall school budget. The pastor and principal have the responsibility for the school and this association shall function only with their consent.

IV. MEMBERSHIP

Membership is comprised of all parents and guardians of students at St.

Margaret of Scotland School who pledge their support, and the teachers, staff and students of

St. Margaret of Scotland School. Special invitations may be given to grandparents as an extension of the school family.

V. DUES

St. Margaret of Scotland PTG requires dues for membership. The collection of dues is the responsibility of the PTG board. Usually, clergy, principal and faculty members are non-paying members. Annual Dues for family membership are \$20.00 and include a printed Family Directory. These dues are subject to institutional adjustment yearly, as the board deems necessary to support the well-being of the organization.

VI. PTG BOARD

The PTG Board shall consist of four officers, including President, Vice-President, Secretary, and Treasurer, school Principal, a Faculty Representative, and Board Members at Large. These officers make up the PTG Board that is responsible for administering the organization according to the constitution, bylaws and policies established by the membership. Ex-officio member of the PTG Board is the pastor. The pastor and principal have the responsibility for the school and this association shall function only with their consent.

VII. PTG BOARD RESPONSIBILITY

- A. Study and evaluate current and proposed fundraising projects for the next school year. Simple majority vote is required to approve all projects.
- B. Organize and coordinate all adult and student social events.
- C. Compose a budget at the beginning of the school year for all events, PTG fundraising programs, volunteer committees and anticipated PTG expenditures.
- D. Be responsible for procuring Chairpersons and overseeing the functions of the various PTG Committees.

VIII. MEETINGS

- A. PTG Board meetings shall be conducted monthly from September through May.
- B. General membership meetings shall be conducted quarterly in the months of September, November, March and May.
- C. Cancellation and rescheduling of general membership meetings may be done upon the majority approval of the PTG Board or by the Principal, Pastor or President in an emergency.
- D. The President, Principal, or Pastor may call a special meeting of the membership upon verbal request of a group of members. Reasonable notification must be given to the PTG at large.
- E. Any new business to be placed on the written agenda shall be submitted to the President at least seven days prior to the meeting. Additional new business may be presented to the members at the discretion of the President, Principal, or Pastor.

- F. Order of business shall include, but is not limited to: Opening Prayer, Principal Report, President Report, Secretary Report, Treasurer Report, and Reports from Committee Chairpersons followed by old and new business.
- G. PTG Board meetings shall be called by the President or Vice President as necessary.
- H. Guild meetings are open to the members of the parish or parishes in a regional school.

IX. OFFICERS

- A. The officers of the PTG Board shall consist of the President, Vice-President, Secretary and Treasurer. Because of the religious knowledge required, the President should be Catholic. The President and Vice President terms of office shall be two years, with alternating end dates. The Secretary and Treasurer terms of office shall be for two years.
- B. Officers shall assume their responsibilities from June 1 to May 30
- C. All officers are expected to attend all general membership and board meetings.
- D. Responsibilities of the President shall include the following:
 - a. Exercise general supervision of the PTG and see to the proper functioning of its activities.
 - b. Preside and conduct all general membership and Board meetings.
 - c. Prepare each meeting agenda.
 - d. Choose a topic for presentation for the general membership meetings.
 - e. Oversee all Chair positions.
 - f. Submit a fundraising schedule and calendar of events at the beginning of the school year.
 - g. Submit request for school facilities to the facilities coordinator for all PTG related functions if applicable.
 - h. Submit information regarding PTG activities to the school secretary for submission on the school website and oversight of the PTG Facebook page.
- E. Responsibilities of the Vice-President shall include the following:
 - a. Assist the president as needed in all PTG functions.
 - b. Assume responsibility of the President when/if needed.
 - c. Procure chairpersons for the PTG Committees by September 15.
 - d. Responsibilities of the President and Vice-President jointly
 - e. Coordinate the return of the sign in sheets at the conclusion of each event
- F. Responsibilities of the Secretary shall include the following:
 - a. Record the proceedings of all general membership meetings, Board meetings and other matters of which a record shall be deemed advisable.
 - b. Read the minutes of the previous general membership meeting at all general membership meetings.
 - c. Maintain the current bylaws and provide adjustments as necessary based on adopted amendments.

- d. Provide PTG Meeting updates monthly to be sent via email and forwarded to the school secretary for loading onto the school website.
- G. Responsibilities of the Treasurer shall include the following:
 - a. Collect and distribute all funds of the PTG under direction of the Board.
 - b. Keep regular accounts of all PTG funds, which shall at all times be open to inspection by any member of the PTG.
 - c. Provide written and verbal financial reports at all general membership meetings as well as board meetings
 - d. Prepare a written income and expense report for all PTG-sponsored activities and present it to the Board following the event.
 - e. Pay all bills the PTG incurs. The Treasurer and a second person, either the principal, President, or Vice President, must sign all checks drawn on the PTG checking account.
 - f. Make all deposits into the St. Margaret of Scotland School PTG checking account.
 - g. Balance and maintain the PTG checking account.

X. TERM AND ELECTION OF OFFICERS

- A. The President and Vice President shall perform their responsibilities for a Period of one year minimum, up to a two year maximum unless withdrawn electively or by board majority vote. The election of the president and Vice president shall alternate between the two year term. The Secretary and Treasurer shall perform their responsibilities for a period of two years.
- B. The Vice President shall succeed the President via the normal nomination process.
- C. Nominations for the executive board including President, Vice President, Secretary, and Treasurer must be done prior to the two-year term ending. Nominations for the following school year shall be accepted from the general membership from March 1- March 31. Nominations should go to the present PTG board.
- D. If a candidate for the Secretary and Treasurer positions is not obtained, the current officers of those positions may continue for another school year, or two years pursuant to typical tenure appointments.
- E. If a candidate for the Vice President position is not obtained, the current President may continue for another school year.
- F. If there are multiple nominations for a position, selection will be made via majority vote by the board.
- G. New officers will be notified of their positions by April 15.

XI. PTG COMMITTEES

- A. The Board shall solicit chairpersons and volunteers for various PTG Committees. These committees shall include, but are not limited to, the following: the major PTG fundraisers (Kid Stuff Coupon Books, Otis Cookie Sales, Sarris Candy), and any activities such as

back to school pool party, Halloween Party, Cookies with Santa, Santa Shop, Talent Show, Paint Party, Family Dance, Middle School Dance, Catholic Schools Week and any others raised by members.

- B. If the Chair position is not filled, the board can cancel any event.
- C. The Board as needed can create additional committees (based on additional functions or activities).

XII. AMENDMENTS

- A. These bylaws may be amended by simple majority vote of the PTG Board.
- B. Any PTG member or officer may propose an amendment.
- C. The proposed amendment must be given in writing to the President at least two weeks prior to a Board meeting. The President will then distribute the proposed amendment to all officers.
- D. Proposed amendments must be adopted or rejected at the board meeting following the request for amendment.

XIII. PROPOSED STANDING RULES

- A. These are permanent rules adopted on matters of association policy and operation. These may be changed from time to time by a two-thirds vote by the PTG Board without previous notice.
- B. Dues shall be \$ 20 annually, payable before 10/1/2018.
- C. Any expenditures voted by the board must have had prior approval by the Pastor and Principal.
- D. Copies of the Treasurer's report shall be given to the pastor and principal, monthly or at the discretion of the business council or other governing entity of the church/school.
- E. No fund raising or money-costing activities shall be undertaken without the consent and approval of the PTG Board, pastor and principal and these monies shall be expended only upon their approval.
- F. There shall be at least nine regular called Board meetings a year.