

**Our Lady of Mercy
Parent Teacher Group
Constitution & By-Laws**

Article I Name of Organization

This organization shall be named "Our Lady of Mercy Parent Teacher Group"

Article II Purpose

The purpose of this organization shall be to promote community among students, faculty, staff, and parents of Our Lady of Mercy School through a variety of educational, social, service, and extra-curricular activities.

Article III Membership & Dues

Section I Any parent or guardian of a student registered at OLM School who is willing to uphold its policy and subscribe to its By-laws will be admitted to full privilege of membership.

Section II Annual dues shall be determined by the Executive Board and shall be payable on or before the 30th of September in the current school year for inclusion in PTG membership directory.

Article IV Officers & Executive Board

Section I Elected Officers

The following officers will serve on the Executive Board as elected representative of the PTG Community, and will have equal voting membership: President, Vice President, Vice President of Ways & Means, Vice President of Socials, Secretary and Treasurer. Elected Officers may not serve as a Room Parent during the same year.

Section II Principal and Faculty Representatives

Recognizing the need for mutual cooperation and communication between faculty, staff, and parents, the following shall also be equal and voting members of the Executive Board:

- 1) The principal of Our Lady of Mercy School. The Vice Principal may represent the Principal in his/her absence.
- 2) One faculty representative, as approved by the Principal of OLM School.

Article V Officers: Duties and Responsibilities

Section I President

- The President shall preside at all meetings of the PTG and all Executive Board meetings.
- The President shall be an Ex-Officio member of all committees except nominating committee.
- The President shall serve as the PTG Executive Board representative to the Our Lady of Mercy School Board.
- The President may call special meetings of the Executive Board when deemed necessary, and will make interim appointments for vacant positions, with the approval of the Executive Board.
- The President ensures that the PTG Executive Board will maintain confidentiality and objectivity in reaching decisions for the good of the entire school community.
- Other duties as required.

Section II Vice President

- The Vice President shall assume the responsibilities of the President in the absence or inability of the President to act.
- The Vice President shall assist the President in fostering a spirit of community while executing the goals set by the Executive Board.
- The Vice President shall be responsible for maintaining communication among the members of the Board and as a liaison with other volunteer positions as an extension of the Executive Board.
- The Vice President will act as the liaison between the PTG Board and Room Parents.
- Other duties as required.

Section III Vice Presidents

A. The Vice President of Ways & Means

- The Vice President of Ways & Means shall develop fund-raising goals based on the needs and desires of the OLM School community. Goals shall be determined in conjunction with the PTG membership, Executive Board, Principal and school staff.
- The Vice President of Ways & Means shall serve as Chair of the Ways & Means Committee, and as such will be responsible for organizing all fund-raising activities/events throughout the school year.
- The Vice President of Ways & Means shall recruit PTG members to chair and to serve as committee members for individual fundraising activities/events held throughout the school year.
- The Vice President of Ways & Means shall be responsible for maintaining accurate financial records of all fund-raising activities/events. The Vice President of Ways & Means shall be responsible for maintaining communication with the Way & Means Committee as it relates to income and expenses.

- Other duties as required.

B. The Vice President of Socials

- The Vice President of Socials shall serve as the Chair of the Social committee and, as such, will be responsible for planning and organizing PTG events throughout the year, to foster family participation and a spirit of community.
- The Vice President of Socials shall recruit PTG members to chair and to serve as committee members for individual social events held throughout the school year.
- The Vice President of Socials shall be responsible for coordinating volunteers to provide refreshments and set up for all PTG-sponsored functions and activities.
- The Vice President of Socials shall be responsible for maintaining accurate financial records of all fund-raising activities/events. The Vice President of Socials shall be responsible for maintaining communication with the Social Committee as it relates to income and expenses.
- Other duties as required.

Section IV Secretary

- The Secretary shall be responsible for the accurate recording of minutes for the PTG Executive Board meetings and posting approved minutes to the OLM website.
- The Secretary shall be responsible for enrolling the PTG membership, maintaining the membership list ~~each fall~~, reporting dues collection to the Treasurer and producing the PTG membership directory.
- The Secretary shall be responsible for maintaining all correspondence and records of the association, with the exception of the Treasurer's records, and shall maintain a file of all incoming correspondence.
- Other duties as required.

Section V Treasurer

- The Treasurer shall track all monies belonging to the PTG and maintain a record of all transactions.
- The Treasurer shall be responsible for all check requests and bill payments to the OLM Parish accountant, including fund-raising needs and social events.
- The Treasurer shall verify that PTG bookkeeping records are consistent with the OLM Parish records.
- The Treasurer shall provide an accurate, current financial report at every PTG Executive Board meeting
- The Treasurer shall obtain approval from the OLM School Principal for all reimbursement requests.

- Other duties as required.

Section IV Faculty Representative

- The Faculty Representative shall represent the needs of the school and staff to the PTG Executive Board and act as liaison between the two bodies.
- The Faculty Representative volunteers for this position and is approved by the OLM Principal in June for appointment to the PTG Executive Board

Article VI Standing Committees

Section I Ways & Means Committee

The Ways & Means Committee shall organize all fundraising activities that are undertaken by the Parent Teacher Group, to ensure that specific fund-raising goals may be met during the school year. The Vice President of Ways & Means shall serve as Chair of the Ways & Means Committee.

Section II Social Programs Committee

The Social Programs Committee(s) shall be responsible for planning and organizing Parent Teacher Group events throughout the school year, to foster family participation and a spirit of community. The Vice President of Socials shall serve as Chair of Social Programs Committee, and will enlist other members to chair individual events as they are planned during the school year.

Section VI Nominating Committee

- The Nominating Committee shall be appointed by the OLM Principal in March of each year.
- The Nominating Committee will consist of an Election Coordinator and two assistants.
- The Nominating Committee shall be responsible for distributing nomination forms, compiling candidate lists, creating an election ballot, and tallying election results.
- No one who is a current member of the Executive Board, or who intends to be a candidate for the Executive Board shall be appointed to serve on the Nominating Committee and shall be open to all members in good standing.

Section VII Special Committees

Special Committees may be appointed at any time, at the direction of the Principal or PTG President.

Article VII Executive Board

Section I Meetings

- Executive Board meetings shall be held monthly, or at the discretion of the Executive Board and/or the principal.
- Executive Board meetings shall be announced in advance and any PTG member in good standing may submit agenda items one week in advance of the meeting.
- PTG members in good standing may submit a request to attend an Executive Board meeting one week in advance of the meeting.
- Executive Board meeting minutes shall be posted to the OLM web site prior to the next Executive Board Meeting.
- Open meetings will be announced at the discretion of the Executive Board and/or principal.

Section II Quorum

Five members shall constitute a quorum for an Executive Board meeting.

Section III Special Meetings

Special meetings of the Executive Board may be called by the President, the OLM Principal, or at the written request of at least three members.

Section IV Vacancies

The President shall fill any vacancies in its body, with Executive Board approval, and the member so appointed shall hold office until an election is organized to fill the vacancy, or until a new Executive Board is elected.

Section V Expenditures

- The Executive Board shall authorize expenditures of money, but at no time shall these expenditures exceed the funds in the Treasury.
- The Executive Board shall be responsible for a careful review of the budget at each monthly meeting, to ensure a timely review of budget income and expenditures.
- General funds raised by Ways & Means will be allocated in conjunction with the Principal and Executive Board, based on submission of Allocation requests from PTG membership at large.

Section VI Incoming Executive Board

The newly elected Executive Board shall become active in June, taking office the first day following the final day of the school year.

Article VII PTG Community Meetings

Section I Meeting Dates

There shall be an annual meeting of the Parent Teacher Group, the date to be determined by the Executive Board. Additional general meetings will be held as needed and shall be open to all paid members in good standing.

Section II Notice

Notice of general meetings and an agenda will be provided to the PTG members at least one week prior to the scheduled meeting.

Article XIX Nominations & Election of Officers

Section I Nominations

- Nominations for the Executive Board shall take place during the month of April and/or May at the discretion of the Principal.
- Candidate nomination forms will be sent to all members in good standing. All PTG members will be allowed to nominate, to run for an elected office, and to cast a ballot in the election.
- Candidates may self-nominate or may be nominated by any PTG member in good standing.

Section II Elections

- The election of officers for the Executive Board shall take place in April and/or May, by means of a secret ~~paper~~ ballot.
- The ballot must be returned to the nominating committee by the stated ballot deadline.
- All ballots will be counted inside of the school building, in the presence of the School Principal.
- In the event of a tie vote for any office, a run-off election will be held using a new ballot listing only the office(s) involved.

Section III Term of Office

- No person shall be eligible to serve more than 2 consecutive terms on the Executive Board, with the exception of the Treasurer and Faculty Representative or at the discretion of the OLM Principal.

Article X Amendments

These By-Laws may be amended at any meeting of the PTG, by a two-third vote of the members present, the amendments having been passed previously by a majority vote of the Executive Board, and having been announced by notification to the PTG members at least seven days prior to the Community meeting.

OR

These By-Laws may be amended by ~~paper~~ ballot, by a two-third vote of the membership, the amendments having been passed previously by a majority vote of the Executive Board, and having been distributed to the PTG members at least seven days prior to the stated ballot deadline.

Article XI **Parliamentary Authority**

The rules contained in the current edition of ***Robert's Rules of Orders Newly Revised*** shall govern the Parent Teacher Group in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order the PTG may adopt.

Revised, 8/21/12