

PARENT-TEACHER GUILD
of HOLY FAMILY CATHOLIC ACADEMY
CONSTITUTION and BYLAWS

ARTICLE I - NAME

This organization shall be known as the Parent - Teacher Guild of Holy Family Catholic Academy (HFCA) . For simplicity, the term "PTG" may be used.

ARTICLE II - PURPOSE

The specific objectives of the Guild are:

- a. To enrich and enhance quality programs and events at Holy Family Catholic Academy.
- b. To assist in the fundraisers for Holy Family Catholic Academy as required.

ARTICLE III - MEMBERSHIP

The membership shall consist of parents, teachers, guardians, and others interested in the objectives of this Guild. Former families are always welcome.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of seven members elected from the membership at large. Nominations and elections are subject to the School Administrator and Principal's approval. It is desired that at least one member of the Committee be from the Staff of Holy Family Catholic Academy.

Section 2. The Executive Committee shall initiate and manage such programs and practices as are conducive to the attainment of the Guild's objectives. The Executive Committee is empowered to create such committees as are appropriate to implement its' programs and policies.

Section 3. The Executive Committee shall:

- a. Be responsible for the execution, through its officers and committee chairpersons, of the authorized policies of this Guild.
- b. Authorize all expenditures.
- c. Appoint a Nominating Committee.
- d. Plan the agenda for general meetings.
- e. Establish policies, procedures, and by-laws to implement this Constitution.

Section 4. Elected Members.

a. The elected members-at-large shall serve as representatives-at-large and will be elected by a majority vote of the general members.

b. The term of office for each elected member shall be two years; however, no more than one-half of the elected positions shall become vacant by virtue of expiration of the term of office. A member can be elected to serve multiple consecutive terms.

c. In the event an elective position is vacated for any reason other than an expiration of that term of office, the position shall be filled by appointment of the Executive Committee, until an election can be held. If for any reason the office of the President of the PTG is vacant or vacated, the Vice President will temporarily fill that position until an election can be held. The newly elected replacement will only serve out the remaining term of the previous incumbent. New appointments are subject to the School Administrator and Principal's approval.

d. Elections will be held annually and during the month of April. The nominating committee should be formed in February and all nominations should be into the Nominations Committee Chairperson by the first working day of April.

ARTICLE V - OFFICERS

Section 1. The Executive Committee will consist of the following:

a. President. Presides at meetings of the Executive Committee and General Assembly; calls special meetings of the Executive Committee and General Assembly as necessary; acts as the Chief Executive for the purposes of implementing the policies and programs, appoints various committees as appropriate (standing and temporary); serves as Ex-Officio member of each committee; attends the HFCA School Board meetings as the direct representative of the PTG.

b. Vice President. In the absence of the President of the PTG, assumes the duties and responsibilities. Coordinates with the Secretary for the preparation of the agenda for each Executive Committee and General Assembly meeting. Will be the Chairperson of the Nomination and Election Committee.

c. Secretary. Prepares the Executive Committee and General Assembly agenda, maintains the minutes of all meetings. Handles all correspondence as necessary or directed. Schedules all General Assembly and Executive Committee meetings.

d. Treasurer. Serves as custodian and financial advisor of all PTG funds and bank accounts. Maintains records of PTG income and expenditures. Under the supervision of the school Business Manager, s/he receives and disburses funds per the Executive Committee Authorization. Provides a monthly budget report to the Executive Committee. Prepares each year's budget for submission by the last meeting of the school year.

e. First Member-at-Large. Supports the Executive Committee as necessary.

f. Second Member-at-Large. Supports the Executive Committee as necessary.

g. Third Member-at-Large. Supports the Executive Committee as necessary.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1. The nominating committee shall consist of at least five members of the PTG and approved by the Executive Committee. It is preferred that at least two members of this committee come from the General Membership.

Section 2. The nominating committee shall select candidates for the Executive Committee using a criteria created by this committee. The candidates shall be on the ballot for voting purposes in the April Elections.

ARTICLE VII - BUDGET

Section 1. Sources of Revenue. The sources of the annual budget will be derived from whole or in combination of: fundraisers, donations, and/or grants from the Holy Family Catholic Academy.

Section 2. Operating Target Review Process. The Operating Target for each fiscal year will be finalized by the second meeting of the Executive Committee each school year.

Section 3. Carryover. No more than \$2000.00 may be carried over into the next school year. As one of the goals of the PTG is to enrich and enhance quality programs at Holy Family Catholic Academy", carrying over large amounts of money without a clear target is not in the best interest of the Guild nor the Academy.

Section 4. As a minimum, the PTG will assist in funding the following:

- a. Teacher and Staff Appreciation Week
- b. Support Catholic Schools Week

Article VIII - MEETINGS

Section 1. Regular Meetings. The Executive Committee and General Assembly will endeavor to meet once a month. At no time will the Executive Committee or the General Assembly schedule conflict with the HFCA School Board schedule.

Section 2. Special Meetings. Special meetings may be called at the request of the Executive Committee, Pastor, or Principal. The Executive Committee may take a telephone vote of executive committee members without calling a special meeting. A report of any such poll shall be made at the next regular meeting of the Executive Committee. In the case of a telephone poll, all voting members must be polled, unless unable to be reached (business trips, etc..). In the event all voting members cannot be contacted, affirmative votes must constitute a majority of voting members in order for the motion to pass.

Section 3. Executive Committee Voting. The majority vote of the Executive Committee members in attendance shall represent the consensus and constitute a passing vote.

Section 4. General Assembly Voting. All motions that are correctly placed before the General Assembly will be voted upon by a show of hands for affirmative responses. A simple majority is necessary for passage of any items that require a vote.

Section 5. Voting for changes in this Charter. A two-thirds majority vote by the Executive Committee is required to amend any portion of this Charter. Members may make recommendations to amend the Charter or Bylaws, but all changes will be voted on by the Executive Committee.

Section 6. The Charter and Bylaws will be submitted to the Holy Family School Principal for inclusion into the School accreditation documents.

ARTICLE IX - REPEAL

The adoption of this constitution revokes all constitutions and amendments previously made.

Adopted: _____ Adopted: _____
President, HFCA PTG/Date **Vice President, HFCA PTG/Date**

Adopted: _____ Adopted: _____
Secretary, HFCA PTG/Date **Treasurer, HFCA PTG/Date**

Approved:
HFCA Principal

Print name Signature Date

Pastor

Print name Signature Date

Updated 11.26.2018