

*CONSTITUTION*

*OF THE*

*PARENT TEACHER GUILD*

*OF*

*OUR LADY OF THE*  
*SACRED HEART*

Amended September, 2009

## **ARTICLE I - NAME**

The name of this organization shall be “The Parent – Teacher Guild of Our Lady of the Sacred Heart Parish”.

## **ARTICLE II - OBJECTIVES**

The Objectives of this organization shall be:

- A.) To foster and promote enthusiasm and cooperation among the Pastor, Principal, teachers, parents, children and parishioners.
- B.) To promote and encourage sociability by providing an entertaining and /or informative program for the members.
- C.) The PTG will set up, arrange, and carry out yearly fund raising activities. These activities will raise funds to help offset the operating costs of the school. A yearly budgeted amount will come from the parishes’ financial board, in cooperation with Diocesan guideline.

## **ARTICLE III - MEMBERSHIP AND DUES**

### **SECTION I**

Members of this organization shall consist of any person in OLSH Parish or having a child attending OLSH School, interested in the welfare of the school children and the school.

- A.) Member in Good Standing:
  - Have paid annual dues, per family.
  - Current parent/guardian of an OLSH student.
  - Actually participating in PTG sponsored events.

### **SECTION II**

Members shall pay annual dues of \$7.00 per family payable in September or with tuition deposit.

- A.) Payment of Dues:
  - 1.) Annual dues shall be payable in September or with the tuition deposit and statement of commitment.
  - 2.) Payment of dues for Sisters and teachers shall be waived.

### **SECTION III**

No member may vote at the biannual election unless his/her dues have been paid and they have attended 5 PTG meetings throughout the year.

## **ARTICLES IV- OFFICERS**

### **SECTION I**

The officers of this organization shall be:

President, Vice-President, Secretary, Treasurer

### **SECTION II**

Eligibility to hold office:

- A.) Any member or couple in good standing shall be eligible to be nominated for President, Vice-President, Secretary, and Treasurer.
- B.) Any member or couple whose children are now attending Our Lady of the Sacred Heart School shall be eligible to hold office.

### **SECTION III**

The term of office shall be for two (2) years. Any officer may run for re-election in the same office, not to exceed two successive terms. Newly elected officers shall be installed during September, at the opening Mass.

### **SECTION IV**

The four officers shall be expected to make every effort to attend all social and school events run by the Parent-Teacher Guild for the year. It is required that at least one officer be present at these events.

### **SECTION V**

Outgoing PTG Officers will be required to act as a liaison to the incoming PTG Officers. Their liaison period will last from 2-6 months of the election year.

### **SECTION VI**

The new officers will meet with the outgoing Officers on or before August 1<sup>st</sup> for the transfer of all books and records and thereafter enter upon discharge of their duties.

## **ARTICLE V - DUTIES OF OFFICERS**

### **SECTION 1 - PRESIDENT**

The president shall preside at all meetings of this Organization and shall appoint any committees he/she deems necessary. He/She shall act as Chairman of the Board of Directors and he/she shall be a member ex officio of all committees and perform such duties as may be appropriate to the office. It will also be the duty of the President, along with the help of three officers, to put on the Reception of New Members in September for the newly elected officers. He/She will also be responsible to see that the appropriate records be kept for each standing committee to be submitted to him/her at the close of the fiscal year.

Any appointed committee chairpersons will have an on going communication with the president to discuss progress/result of said committee.

The president shall stay in contact with the Pastor and Principal to update and inform about PTG events and progress.

### **SECTION II – VICE-PRESIDENT**

In the absence of the President or his/her inability to act, the Vice-President shall assume and discharge all duties of the office. He/she shall assume the duties of the Secretary in his/her absence. He/she shall assume the responsibility of seeing that the Constitution be presented and interpreted at the summer meeting and at the first monthly meeting for the general membership. He/she shall accept suggestions for amendments and /or revisions to the constitution and act on them. The Vice-President shall aid the President in any needed duties.

### **SECTION III - SECRETARY**

The secretary shall keep a correct record of the proceedings of all meetings of the Organization. He/She shall have custody of all records of the PTG. He/She shall carry on all correspondence so designated by the President and keep on file all correspondence. In the absence of the President and Vice-President, he/she shall call the meeting to order and cover the agenda. The Secretary will also be responsible for general membership, attendance and preparing the agenda for PTG meetings.

### **SECTION IV – TREASURER**

The Treasurer shall receive all monies of the PTG and deposit all monies into the active checking account. He/She shall collect all membership dues and keep accurate account of all receipts and disbursements. The Treasurer shall pay out all funds, with the signature of the Pastor. At the expiration of His/Her term of office, the financial records shall be turned over to his/her successor and a complete financial report made available for distribution at the first PTG meeting, in September.

## **ARTICLE VI - MEETINGS**

A minimum of six (6) meetings shall be held from September to May inclusive on which date so stated in the Parish Calendar.

## **ARTICLE VII - BOARD OF DIRECTORS**

### **SECTION I – MEMBERS**

The Board of Directors shall consist of the Pastor of Our Lady of the Sacred Heart, the Principal of Our Lady of the Sacred Heart School and the PTG president. The Board of Directors will be updated on PTG issues via meetings, e-mail or phone calls.

### **SECTION II – DUTIES OF BOARD OF DIRECTORS**

It shall be the duty of the Board of Directors to:

- 1.) Discuss and transact all important business between scheduled PTG meeting dates.
- 2.) Approve plans for all standing committees.
- 3.) Concur on the fundraising events to be held during the year.

## **ARTICLE VIII - PTG COMMITTEES AND THEIR DUTIES**

### **SECTION I – PTG COMMITTEES**

A.) Membership and Hospitality:

- a. - To contact all new families and invite them to participate and become a member of PTG.
- b. - To introduce new members through the mentoring program.

B.) Bingo:

- a. – To secure volunteers to operate the kitchen at Sunday Bingo.
- b. – To secure volunteers to operate the floor and Belljar sales at Sunday Bingo.
- c. – Provide a rotating schedule for all volunteers.
- d. – Maintain the Bingo license.

C.) Special Topics:

- a. – Arrange educational and entertaining speakers for the PTG meetings.
- b. – Add the special topic to the agenda for the PTH meeting.
- c. – Send informational flier to all parents regarding the special topic.

## **ARTICLE IX - ELECTION**

### **SECTION I – NOMINATIONS**

Nominees shall be named, at the April PTG meeting. After accepting the nomination, the PTG President shall present the nominees to the Pastor for confirmation.

### **SECTION II – ELECTIONS**

Elections shall be held at the May PTG meeting. The election of officers will be made by secret ballot and be determined by the majority of the votes cast. No member may vote unless dues are paid in full. No absentee ballots will be allowed. Votes will be counted by the PTG Officers. The winning candidates will be announced.

Installation of the incoming Officers will be held in September, at the PTG Mass and Tea Party.

## **ARTICLE X - ORDER OF BUSINESS**

Monthly meetings, of the PTG, shall follow the order of business after calling the meeting to order:

- 1.) Opening prayer.
- 2.) Reading and adopting the minutes from the previous meeting.
- 3.) Treasurer's report and approval.
- 4.) Reports from Committees and Chairperson.
- 5.) Old Business.
- 6.) New Business
- 7.) Announcements.
- 8.) Adjournment.

## **ARTICLE XI - DISTRIBUTION OF FUNDS**

### **SECTION I - FISCAL YEAR**

The fiscal year of the PTG shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

### **SECTION II - GUIDELINES**

Based on Diocesan guidelines, fundraising goals will be provided by the Pastor.

### **SECTION III - STARTUP**

A reasonable amount of working capital must be left in the treasury for the incoming officers to begin their term. The amount will be \$2500.00.

## **ARTICLE XII - AMMENDMENTS**

This constitution may be amended at any regular meeting, of the PTG, by two-thirds affirmative vote, of those members present and voting, provided that the amendment shall have been submitted, in writing, at the previous meeting.

## **ARTICLE XIII - RULE OF ORDER**

Roberts Rules of Order shall be the Parliamentary authority for the PTG.