

# **ACADEMY OF ST. ADALBERT PARENT-TEACHER UNIT BYLAWS**

(Created April 2006)

## **ARTICLE I - NAME**

The name of this organization shall be the Academy of St. Adalbert Parent Teacher Unit. It shall be referred to as "PTU." The St. Adalbert PTU is located in Berea, Ohio.

## **ARTICLE II - PURPOSE**

The goal of the PTU shall be to promote a Christian atmosphere in the school community and to work with parents through mutual cooperation and planning with the pastor, principal, faculty and parents. This total interaction of all creates an enriched educational climate that will allow the students to become good citizens, not only now, but also in the future.

## **ARTICLE III - BASIC POLICIES**

The St. Adalbert PTU shall seek to improve the quality of education for all students at St. Adalbert's School.

The St. Adalbert PTU shall encourage the involvement of all parents/guardians and teachers of St. Adalbert's School.

The St. Adalbert PTU shall not engage in any activities that are counter to St. Adalbert's School policies and procedures.

The St. Adalbert PTU shall not seek to direct the administrative activities of the school or control its policies.

## **ARTICLE IV - MEMBERSHIP**

Membership to the St. Adalbert PTU shall be those persons who are the parents/guardians of a child enrolled at St. Adalbert School, and/or the principal and teachers at St. Adalbert's School.

## **ARTICLE V - MEETINGS**

**Section 1** - At least 9 General meetings of the PTU shall be held during the year (September through May).

The schedule for these meetings shall be presented by the Executive Board at the first General Meeting and made available to all PTU Members.

Members present at a general meeting shall constitute a quorum. No absentee ballots may be cast for any vote.

Binding commitments of resources of the PTO (financial or service) shall be presented and voted on at a general meeting and shall be approved by a majority vote of the members present.

**Section 2** - The Executive Board will meet 1/2 hour prior to all General Meetings if necessary.

Executive Board meetings are restricted to Executive Board Members. A majority of the Executive Board members shall constitute a quorum.

Minutes of all Executive Board meetings shall be recorded by the Secretary, distributed to the Executive Board members and made available upon request to PTU members.

A special meeting may be called by the Executive Board or upon request of 10 members of the St. Adalbert's PTU. Such special meetings shall only be convened to consider matters that are properly within the jurisdiction of the St. Adalbert's PTU as defined by these bylaws.

**Section 3** - Members shall be given three days advance notice of any meeting. Notice may be given through PTU monthly newsletter or the weekly family mail or other parish or school communications.

## **ARTICLE VI - OFFICERS AND THE EXECUTIVE BOARD AND THEIR ELECTIONS**

The St. Adalbert PTU's officers are President, 1st Vice President, 2nd Vice President, Treasurer, Secretary and School Administration Representative.

Parent/Guardian members of the PTU shall hold these offices.

**Section 1** - The Pastor of St. Adalbert Parish shall be invited to be spiritual director and advisor of the St. Adalbert School & Family Organization.

**Section 2** - Election of the officers is by a majority vote by family mail and will be announced at the regular meeting in April. If a vacancy should occur in the office of President, the Vice President shall succeed to the presidency. The resulting vacancy in the office of Vice President shall be filled in the following manor: the Executive Board, after publicizing the vacancy, shall appoint a member to fill that vacancy to the end of the term. Such appointments shall be subject to a majority vote of the general membership at the next regular meeting.

**Section 3** - Each officer is elected for a term of two years. Each year is defined as beginning July 1 and ending June 30. An individual may not serve in the same office for more than two consecutive full terms.

Any member interested in becoming an officer shall submit their name at the March meeting.

No person shall hold more than one position on the board.

**Section 4** - The Executive Board is comprised of the St. Adalbert PTU President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary. The Executive Board, or a representative of the Executive Board, will meet with the Principal as requested by either the Executive Board or the Principal.

## **SECTION VII - OFFICER'S DUTIES**

All Executive Board members are expected to attend all monthly Executive Board meetings and general meetings. Board members are also required to assist at other PTU-related functions, such as teacher luncheons, open houses, family events, etc. If there are more than three unexcused absences at any of the meetings, the Executive Board reserves the right to review that officer's position on the board.

**Section 1 - The duties of the Executive Board shall be to:**

- Schedule and announce General and Executive meetings of the St. Adalbert PTU.
- Prepare and submit for adoption an annual budget to the St. Adalbert PTU.
- Authorize the expenditures that have been budgeted by the St. Adalbert PTU.
- Transact necessary business during the intervals between General or Executive meetings and any business that may be assigned to it by the St. Adalbert PTU.
- Receive resignations from persons serving in any position with the PTU.
- Perform or delegate duties related to public relations and the media.
- Send cards and/or flowers for Congratulations, Get Well, Sympathy etc. as deemed necessary by the board.
- Approve miscellaneous expenditures or advance funds up the \$750.00 for activities and fundraising events that is not on the approved budget with a majority vote of the Executive Board.
- Delegate responsibilities to officers and committee chairpersons as needed.

**Section 2 - the duties of the President shall be to:**

- Chair all General and Executive Board meetings and prepare agendas for these meetings.
- Ensure that all officers and committees perform their respective duties.
- Ensure that the Executive Board fulfills its duties in a timely manner.
- Sign checks in the absence of the Treasurer.
- Perform other duties as assigned through the Executive Board.

**Section 3 - The duties of the Vice Presidents shall be to:**

- Perform all duties of the President when the President is unavailable.
- Supervise the formation of all fundraising committees.
- Appoint chairperson(s) for each committee. Coordinate the work of committees to ensure that they are properly organized.
- Shall act as Membership Chairperson, responsible for coordinating the membership drive. A current list of members shall be maintained.
- Review and present all fundraising plans for approval by the Executive Board.
- Perform other duties as assigned through the Executive Board.

**Section 4 - The duties of the Treasurer shall be to:**

- Keep and report the accounting of the St. Adalbert PTU.
- Secure the funds and financial records of the St. Adalbert PTU.
- Collect funds from PTU events and all other revenue sources.
- Provide a detailed written report of the financial condition of the St. Adalbert PTU semi-annually at General meetings.
- Provide a summary report including beginning and ending balances at each General meeting.
- Perform other duties as assigned through the Executive Board.

**Section 5 - The duties of the Secretary shall be to:**

- Record and have available for dissemination the minutes of all general PTU meetings.
- Record and submit minutes of all Executive Board meetings to PTU Executive Board members.
- Keep record of the attendance for each meeting and a roll of officers and committees.
- Maintain a central repository for information pertaining to St. Adalbert PTU.
- Ensure that appropriate appreciation is expressed for the work of committee chairpersons, volunteers, Pastor, Principal and Teachers.
- Perform other duties as assigned through the Executive Board.

**ARTICLE VIII – COMMITTEES**

Committees shall be formed as soon as possible after the election of officers for the St. Adalbert’s PTU. Recruitment of committee members may be by questionnaire before the end of the school year or the beginning of the next school year. Other special committees shall be formed as needed during the year. All chairpersons are to be appointed by the Executive Board. All committees should submit a written report regularly report to the Executive Board.

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order shall be the parliamentary authority of the St. Adalbert’s PTU on all matters in which they are consistent with these bylaws.

**ARTICLE X – AMENDMENTS**

**Section A** – These bylaws may be amended at any regular meeting of the St. Adalbert’s PTU by a two-thirds vote of the present, providing that the amendment has been submitted in writing to all of the members at least three days in advance of the meeting.

**Section B** – These bylaws shall be reviewed by the Executive Board at least every four years.

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