

# PTA Constitution & By-Laws

September 2007

CONSTITUTION OF THE PARENT AND TEACHER ASSOCIATION  
OF ST. MARGARET OF SCOTLAND SCHOOL

ADOPTED:

AMENDED: MAY 2004

MAY 2005

SEPTEMBER 2007

ARTICLE I – NAME

The name of this Association shall be the Parent and Teacher Association of St. Margaret of Scotland School in the Archdiocese of St. Louis, Missouri. St. Margaret of Scotland School includes Montessori Pre-School through grade eight, and is hereafter referred to as the School.

ARTICLE II – OBJECTIVES

The objective of this association is to encourage communication among parents, teachers and administrators, in order to improve the quality of our children's education and to promote a strong Christian community.

ARTICLE III – RESPECT FOR SCHOOL POLICIES

The Parent and Teacher Association shall respect the established school policies and practices as set forth by the pastor, principal, the school board, the Archdiocese school board, and the city and state school systems. However, it is within the competence of the PTA to review, discuss and to make suggestions for amending or changing said school and school-related policies and practices whenever St. Margaret of Scotland School would be better served.

ARTICLE IV – SPIRITUAL ADVISOR

The Pastor or his appointee shall be the Spiritual Advisor.

ARTICLE V – MEMBERSHIP

Membership shall consist of parents and guardians of the students of the school, members of the faculty and clergy of the parish.

ARTICLE VI – VOTING PRIVILEGES

Voting privileges are extended to all members of this Association.

ARTICLE VII – EXECUTIVE BOARD

The elected officers shall be President, Vice-President, Recording Secretary, Treasurer, and six (6) Committee Coordinators.

## ARTICLE VIII – MEETINGS

At the last meeting of the school year of the general membership, the elections for the PTA Executive Board will be conducted.

## ARTICLE IX – AMENDMENTS

This constitution may be amended at any general meeting by two-thirds (2/3) vote of the members present and voting, provided such amendments have been presented to the membership in writing prior to the general meeting.

BY-LAWS OF THE PARENT AND TEACHER ASSOCIATION  
OF ST. MARGARET OF SCOTLAND SCHOOL

ADOPTED:

AMENDED: MAY 2004

MAY 2005

SEPTEMBER 2007

ARTICLE I – EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of ten (10) duly elected representatives, the Pastor/Associate, the school Principal, and one (1) faculty selected teacher representative. The pastor and principal are ex-officio members.
- Section 2. These board members shall have such powers as are provided in these by-laws and shall perform such other duties as pertain to their position according to the parliamentary authority adopted by the PTA.
- Section 3. The Executive Board shall hold regular monthly meetings between June and May of each year. The President shall designate the time and place for these meetings. Special meetings of the Executive Board and the general membership may be called either by the President or upon request of the other members of the Executive Board.
- Section 4. Six (6) voting members shall constitute a quorum of the Executive Board. The principal of the school or a representative appointed by her/him must also be present for all votes.
- Section 5. The members of the Executive Board shall elect a president, vice president, recording secretary, treasurer, room parent coordinator, welcome coordinator, communication coordinator, fundraising coordinator, volunteer coordinator and pizza day coordinator from its own membership. Election will be held at the last Executive Board meeting of the school year. In case of resignation of any officer, except the President, the President shall appoint a new officer for the remainder of the term.
- Section 6. The term of these offices shall be one (1) year. The President shall be elected from among the second year Board members.

ARTICLE II – DUTIES OF OFFICERS SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- Section 1. The President shall preside at all meetings of this Association and of the Executive Board, appoint chairpersons for standing and ad-hoc committees, and perform such duties as are incumbent on this office. The President is ex-officio member of all standing committees except the nominating committee. The

President or Vice President, as designated by the President, shall serve as an ex-officio member of the School Board, by attending its regularly scheduled meetings. In the event of the resignation or removal of any board member, the President shall appoint a member for the remainder of the term.

- Section 2. The Vice-President shall assume the duties of the President in the event the President is absent, resigns or is unable to perform the duties of the office.
- Section 3. The Recording Secretary shall keep the minutes of all Association meetings and those of the Executive Board.
- Section 4. The Treasurer shall be responsible for collecting, holding and dispensing the funds for the PTA and keeping records thereof. All expenditures must be approved by the Executive Board prior to payment. A treasurer's report will be given at each Executive Board meeting, a special report will be provided for each major fund-raiser, a budget will be presented at the fall general meeting, and an annual financial report shall be provided by the treasurer at the last general meeting of the school year. The newly elected treasurer will review, verify and sign off on the books when s/he assumes the office. The treasurer is also responsible for the administration of the Leisen-Brune Legacy Fund, including distribution of appropriate forms to the teachers at St. Margaret of Scotland School, collection of fund request, and tracking of funds available to each teacher.
- Section 5. The Room Parent Coordinator shall be responsible for assigning room parents for each school classroom. S/he shall orient these room parents to their duties and serve as a contact person for them throughout the school year. S/he shall be responsible for initiating the "phone tree".
- Section 6. The Welcome Coordinator shall be responsible for obtaining a list of families new to the school, assigning an experienced school parent to welcome/mentor each new family, and help coordinate or participate in any welcome activities as needed.
- Section 7. The Communications Coordinator shall be responsible for developing, producing, and overseeing distribution of any piece of printed material (newsletters, flyers, posters, etc.) used to communicate PTA information to parents, guardians, students, members of the faculty, and clergy of the parish.
- Section 8. The Fundraising Coordinator shall be responsible for planning, implementing and overseeing fundraising events that the PTA annually holds such as Trivia Knight or any other fundraiser that the Executive Board deems necessary.
- Section 9. The Volunteer Coordinator shall be responsible for finding volunteers as requested on the St. Margaret of Scotland volunteer sheet as published by the school office.

Section 10. The Pizza Day Coordinator shall be responsible for determining the number of pizzas ordered, providing the balance of the meal and requesting funds to pay for the Pizza Day requirements.

#### ARTICLE III – NOMINATIONS FOR EXECUTIVE BOARD MEMBERS

Section 1. The President shall appoint a nominating committee at least thirty (30) days prior to the scheduled election. The committee shall consist of four (4) members, two (2) of whom are Executive Board members.

Section 2. The nominating committee shall prepare a list of at least (5) candidates to be published in the school newsletter for two (2) weeks prior to the election. Nominations may also be made from the floor during the general meeting, provided the nominee is present.

Section 3. The name and a brief biographical description of each nominee shall be made available to the nominating committee prior to the publication of the nominated slate.

#### ARTICLE IV - ELECTION AND REMOVAL OF EXECUTIVE BOARD MEMBERS

Section 1. Elections for five (5) Executive Board members shall be held annually at the last general meeting for the school year.

Section 2. Officers shall be elected for a two (2) year term.

Section 3. If any member of the Board shall fail to remain in good standing or be absent from three (3) monthly meetings of the Board within a one year term, then that position as a board member may be declared vacant on the vote of two-thirds (2/3) of the official members of the Board, not including said member.

#### ARTICLE V – MEETINGS

Section 1. The PTA shall hold at least two (2) general membership meetings per school year.

Section 2. The elections for the PTA Executive Board will be conducted during the last general membership meeting of the school year.

#### ARTICLE VI – COMMITTEES

Section 1. Special committees, in keeping with the PTA's objectives and programs, may be set up by the President with the approval of the Executive Board. The members of special committees shall be appointed by the President with approval of the Executive Board. This process shall be done as needed.

Section 2. All committees shall report their findings and recommendations to the Executive Board as requested by the President.

#### ARTICLE VII – BANKING

Section 1. Banking for this Association shall be conducted through a federally insured financial institution or in accordance with directives of the Archdiocese.

Section 2. Authorized signatures shall include:  
A. President  
B. Treasurer  
C. Pastor of St. Margaret of Scotland Parish

#### ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern this Association in all cases which are applicable and in which they are not inconsistent with this Constitution.

#### ARTICLE IX – AMENDMENTS

Section 1. These By-Laws may be amended at any regular general meeting by a two-thirds (2/3) vote of the members present and voting, providing the amendment has been presented to the membership in writing prior to the general meeting.

Section 2. The Constitution and By-Laws shall be reviewed by the Executive Board to insure currency and applicability at three (3) year intervals or when otherwise deemed appropriate by the Executive Board.

#### ARTICLE X – DISSOLUTION

In the event that at any time this Association shall be dissolved, all assets on hand shall become property of the School. In the event that there is no school all assets shall become the property of St. Margaret of Scotland Parish.

#### DISCLAIMER

All motions in effect prior to passage and acceptance of this Constitution and By-Laws, which may be contrary to the wording of this document, shall henceforth be null and void.