

**PARENT-TEACHER GROUP of ST. PIUS X SCHOOL
CONSTITUTION
AND BY-LAWS**

ORIGINAL

Adopted March 20, 1974
Approved Rev. Msgr. James McGinley

FIRST REVISION

Adopted March 8, 1977
Approved Rev. Donald R. Kulleck
Amended May 9, 1978
Amended May 13, 1980
Amended May 12, 1981

SECOND REVISION

Adopted March 13, 1984
Approved Rev. Donald R. Kulleck

THIRD REVISION

Adopted March 8, 1993
Approved Apr. 2, 1993 Rev. Donald R. Kulleck

FOURTH REVISION

Adopted Sept. 10, 1996
Approved Sept. 10, 1996 Sr. Claire Patrice

FIFTH REVISION

Adopted June 7, 2016
Approved June 7, 2016 Mr. John Turskey

SIXTH REVISION

Adopted September 1, 2020
Approved October 20, 2020 Fr. Jay Bananal

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the PARENT-TEACHER GROUP (PTG) OF ST. PIUS X SCHOOL.

ARTICLE II

Purpose

The purpose of this organization shall be:

1. To support and assist the Pastor and Principal.
2. To promote a broader appreciation of the ideals of Catholic education.
3. To enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible for all students in Preschool through 8th grade.
4. To provide a forum of exchange for parents and teachers
5. To provide a solid organization to improve the school's fundraising efforts.
6. To foster the integration of families into the life of the St. Pius X parish community.

ARTICLE III

Authority

Section 1. As distinguished from the Advisory Board /education committee, this organization does not have an official role in the formation of policy.

Section 2. Since the Pastor has ultimate responsibility for the school, the decisions of this organization are subject to his approval.

Section 3. The name of the PTG or the names of any members in their official capacities shall not be used in connection with any profit-oriented or partisan interest, nor for any purpose not appropriately related to the purpose of St. Pius X School and the PTG.

Section 4. The PTG will have no authority over matters that are governed by Diocesan regulations. Such regulations include Department of Education policy and those other areas regulated by the Parish or higher Church authority. The PTG is not a policy-making body and any matters concerning school policies and/or regulations are beyond the scope of the PTG responsibility.

Section 5. Any and all decisions or recommendations of the PTG are subject to the approval of the School Advisory Board, the Principal and Pastor.

Section 6. Neither the PTG as a whole nor any individual member of the PTG shall formally entertain or consider communications or complaints outside the scope of the PTG's authority. Such communications or complaints shall first be referred to the Principal who will, if appropriate, refer such communications or complaints to the Pastor.

Section 7. The PTG shall maintain open communication with the Advisory Board. The President shall represent PTG at any Advisory Board meeting where PTG related matters are to be discussed or presented.

ARTICLE IV **Membership & Dues**

Section 1. All teachers, parents, and guardians of children presently attending St. Pius X School are eligible for membership to PTG. PTG membership is defined as a member who regularly participates in PTG monthly meetings and activities. Members of the PTG may vote during PTG meetings.

Section 2. Associate members are persons who wish to promote the work of the PTG but do not have children presently attending St. Pius X School. Associate members may not vote during PTG meetings.

Section 3. No vendor or their representative may be a member of the PTG unless they are a parent or guardian of children presently attending St. Pius X School.

Section 4. Monthly PTG meetings shall be open to all teachers, parents, guardians of children presently attending St. Pius X School, associate members and members of the St. Pius X parish.

Section 5. A minimum of three General PTG meetings shall be held and open to all members of St. Pius X School and the parish. The first General PTG meeting shall be at the beginning of the school year usually held in conjunction with the back to school night, the second General PTG meeting shall be after winter break usually held in conjunction with the science fair show and the third General PTG meeting shall be at the end of the school year usually held in conjunction with the variety show.

Section 6. The Pastor and/or Principal shall set modest annual dues. Teachers are exempt from payment of dues. Dues are to be announced during each school registration period.

ARTICLE V **Officers**

Section 1. The Principal of St. Pius X School shall be the ex-officio Moderator of the organization. The Principal's approval is required for all expenditures of the organization's funds over five hundred dollars (\$500) per event, per person and for all speakers who are invited to address the organization. The Principal may request a report, from any officer of the organization at any time.

Section 2. The elected officers of the organization shall include: President, Vice President, Secretary, and Treasurer. The term of office shall be for two years and no person shall be

eligible to hold the same office for more than two consecutive terms. (Term shall coincide with the school year calendar)

Section 3. The Principal and PTG President shall preside at all meetings of the organization and of the Executive Board. The President shall be an ex-officio member of all committees.

Section 4. The Vice President shall perform the duties of the President in the President's absence and will perform other duties as the President or Executive Board shall designate and shall assume the duties of the office until the next annual election if the office of the president becomes vacant.

Section 5. The Secretary shall keep accurate records of all monthly meeting minutes and executive board meetings minutes. The Secretary shall provide members with a timely notice of monthly meetings (no less than seven days), maintain a membership list, handle the correspondence of the organization, and perform other duties as the President or Executive Board shall designate.

Section 6. The Treasurer shall meet with and receive a monthly statement from the School Bookkeeper showing a summary of PTG receipts, deposits and expenses. The Treasurer shall make requests for payments only as directed by the PTG Executive Board and after review and approval of receipts. The Treasurer shall provide a financial report at each monthly meeting in addition to a written annual report to be shared with all members of the PTG.

ARTICLE VI **Executive Board**

Section 1. The administrative body of this organization shall be known as the Executive Board. The Board shall consist of the Pastor (or his delegate), the Principal, President, Vice President, Secretary, and Treasurer.

Section 2. All matters of the organization's policy and administration shall be vested in this board.

Section 3. A quorum of the Executive Board shall be a majority of the members thereof.

Section 4. Meetings of the Executive Board shall be held at the call of the School Principal, President, or any three members of the Executive Board.

Section 5. The Executive Board shall have the right to fill any vacancies among the offices of the organization, subject to subsequent approval by the Pastor and Principal.

ARTICLE VII **Committees**

Section 1. The Executive Board shall have the right to create or abolish permanent or temporary committees and to appoint the chairpersons of said committees.

Section 2. The President shall have the right to create special ad hoc committees and to appoint their chairpersons with the approval of the Principal.

Section 3. Unless so authorized, no committee may act independent of the Executive Board and no committee may act without the approval of the Pastor or Principal.

ARTICLE VIII **Elections**

Section 1. At the beginning of the third quarter, the Executive Board will select a Nominating Committee, consisting of three active members. The Executive Board will designate one committee member as Chairperson.

Section 2. Only parents or guardians of current students shall be eligible for any elective office.

Section 3. Nominations shall take place in the March PTG monthly meeting. Presentations of nominees shall take place at the following meeting in April.

Section 4. A locked election ballot box may be placed in the office for parents to submit ballots or the voting may be conducted online. Elections shall take place in the month of May. Only PTG members, parents and guardians of current students may vote at any election. Voting shall be by secret ballot and a plurality of votes shall suffice for election. If all candidates for open offices are unopposed they may be appointed to office with the approval of the Pastor and/or Principal.

Section 4. The elected officers shall be announced at the last General Meeting and installed at the final PTG monthly meeting in June.

ARTICLE IX **Meetings**

Section 1. The PTG Executive Board and members shall meet monthly except for the month of July.

Section 2. The President or the Executive Board may call special meetings. Notice of a special meeting shall be given to all PTG members, no less than three days prior to the special meeting.

Section 3. At any regular or special meetings, those present shall constitute a quorum.

Section 4. There will be a faculty representative present at all monthly PTG meetings.

ARTICLE X **Management and Use of Funds**

Section 1. The funds of the organization shall be used in coordination with the 5 year plan approved by the Pastor and Principal and for the operational expenses of the PTG. Solicitation of money from members for purposes not pertaining to the approved 5 year plan is prohibited.

Section 2. No expenditures may be made without approval of the Principal and/or Pastor.

Section 3. All checks must be signed by the Principal or Pastor.

Section 4. All pre-approved receipts from PTG events based on pre-approved expenditures are to be turned in to the Treasurer as soon as an event is completed (within 5 business days) and before the end of the next monthly PTG meeting using the school's reimbursement form . PTG event related expenses incurred by PTG members and parents are to be submitted to the PTG Executive Board for review and approval. All receipts will be reviewed and approved at the following monthly PTG meeting. The PTG Treasurer will then submit all approved amounts to the school's Book Keeper for reimbursement.

Section 5. An opinion poll will be conducted prior to the preparation of the budget. This information will be considered by the Executive Board and Principal when preparing the budget.

Section 6. An annual budget shall be prepared by the Treasurer in consultation with the Principal and the Executive Board. The Executive Board approves the annual budget and submits it to the Advisory Board for final approval. The annual budget is presented to all parents at the first General Meeting of the year.

Section 7. There shall be an annual financial report presented to the membership concerning the funds raised, budget, net income, expense activity and current balance of PTG funds at the first and final General Meetings of the school year. The financial report can be included in the electronic presentation prepared for the General Meeting.

Section 8. PTG officers/members are precluded from entering into any agreements (verbal or written) without the approval of the Principal or Pastor.

Section 9. PTG officers/members are precluded from signing contracts in the name of the parish, the school, the PTG or any parish-school related organization. The Pastor or Principal are the only school representatives authorized to sign all contracts.

Section 10. All funds raised throughout the year, will be dispersed to the designated programs or needs decided by the Advisory Board, Principal and Pastor. No funds will be rolled over to the following school year. The starting school year's balance every year will be made of the current year's PTG fees paid per student during registration.

Section 11. All PTG funds shall be deposited in the school's existing bank account. The Bookkeeper is to maintain a separate detailed account of all funds collected and disbursed by the PTG and have updated reports for the PTG Treasurer when requested.

ARTICLE XI **Parliamentary Procedures**

Section 1. The rules contained in Robert's Rules of Order shall govern this organization in all cases not otherwise covered by this Constitution.

Section 2. The President may appoint a Parliamentarian.

ARTICLE XII **Amendments**

Section 1. Amendments to this Constitution shall be proposed at a monthly PTG meeting, the merits discussed, reviewed by the Board, Principal and Pastor and voted on at the next meeting. A two-thirds vote of the membership attending is necessary to amend.

Section 2. If the amendments cannot be voted on by the PTG Board and its members, the amendments can be presented to the school's Advisory Board and may be voted on by the Advisory Board.

Section 3. Amendments shall be presented to the Pastor and become effective upon receiving the written approval of the Pastor.

BY - LAWS

ARTICLE I

Nominations & Elections of Officers

Section 1. At the first PTG monthly meeting held after the new calendar year, the President shall read to the membership Article I of these By-Laws.

Section 2. Only parents and guardians of current students, including members of the Nominating Committee, are eligible for nomination to any elective office. To be a nominee for the Office of President, the nominee must have been an active member of the PTG during any one of the preceding years by either serving in an Executive Officer position of Vice President, Secretary, or Treasurer and/or as a committee chairperson or PTG member. Associate members are not eligible for nomination to elective office.

Section 3. Nominations to elective offices of this organization shall follow the guidelines of Article VIII of the Constitution.

Section 4. The Nominating Committee will identify candidates for each office to be filled and will solicit additional nominations from school wide PTG members at least two months prior to nominations. Additional nominations will be submitted to the Nominating Committee in writing. The Nominating Committee will submit its report to the Principal and Pastor for approval of nominated officers by the monthly meeting prior to the election.

Section 5. The Chairperson of the Nominating Committee will publish a list of the candidates to the membership prior to election day.

Section 6. If more than one member is nominated for any office the election will be by ballot. The votes cast must be counted by three tally-persons previously appointed by the President in consultation with the Principal. A majority of votes is sufficient for election to any office. The President shall announce the results of the vote within two school days.

Section 7. Prior to the close of the school year, a meeting of the Executive Board will be held to clarify the duties of the elected officers, and to make plans for the coming year's work. At this meeting, the President will give each officer a copy of the Constitution and By-Laws, and the upcoming school year's PTG Budget.

Section 8. Any PTG officer, coordinator, chairperson or member can nominate themselves for any position

Section 9. If an unforeseen event arises and precludes the PTG from conducting nominations and elections for the following year, the Principal or Pastor may appoint a new Executive Board.

ARTICLE II

Duties of Officers

Section 1. General Duties of All Officers

- a. Each officer and chairperson is required to attend all scheduled monthly PTG and General Meetings. Failure to attend any three consecutive meetings is cause for the Executive Board to declare the office vacant and to take appropriate action as provided in the Constitution or these By-Laws.
- b. Each officer, except the Treasurer, will prepare a final report using the provided template, documenting the activities of the office held during the past year and will submit such a report to the Secretary prior to or at the monthly meeting held in May. A similar report will be submitted along with any resignation. All records, correspondence, documents, etc. will be delivered to the newly elected officers/chairpersons at the final monthly PTG meeting held in June.
- c. At each General Meeting, the PTG President will provide a report concerning the recent activities of the PTG. The President is to provide a detailed report to parents detailing scheduled PTG events, volunteer needs, fundraising efforts, and educational and facility improvements funded by PTG efforts.
- d. Each chairperson/coordinator will provide a report of their recent committee activities with updates at each monthly PTG meeting. Each chairperson/coordinator will prepare a final report using the appropriate template, documenting their committee's activities at the end of the chairperson's tenure.
- e. Each PTG Executive Board member and coordinator/chairperson shall be assigned a school email to facilitate communication with school staff, students, parents, associate members, members of the parish, vendors and future St. Pius X School families. Email accounts assigned are considered school property and shall be used exclusively for PTG related correspondence only. The email password shall be known to the PTG Executive Board, Principal and Pastor and shall be maintained by the Secretary. The password shall not be changed by the assignee without prior approval of the President, Principal or Pastor. Failure to maintain the password assigned, will result in cancelling access to the email account. If a password is to be changed, the President shall notify the Principal of the needed change and reasons as to why. The emails are: ptgpresident@spxcv.school, ptgvicepresident@spxcv.school, ptgsecretary@spxcv.school, ptgtreasurer@spxcv.school, ptghospitality@spxcv.school, ptgfundraisers@spxcv.school, ptgroomparent@spxcv.school and ptgfaithinaction@spxcv.school.
- f. No officer/coordinator/ chairperson/member of the PTG shall take upon themselves and use the school email accounts, school social media, school family phone numbers or school family

addresses to contact families for purposes other than PTG related activities and/or events. Misuse and misconduct of school and PTG property will not be tolerated. If the act of misuse and/or misconduct is performed by any officer or member of the PTG and the school Principal or Pastor deem the actions to be in conflict with the intended use, and instead utilized to exploit self-driven interests, the officer or member and those found to have participated in the act, will be removed of any office and PTG roles immediately.

g. Any PTG officer, coordinator, chairperson and/or member of the PTG may be removed from office and/or PTG meetings for a minimum of two years. A meeting shall be held by the Executive Board, and may include PTG members. During this meeting, the facts shall be presented and discussed and the PTG member may provide a statement in their defense. The Executive Board will take all concerns, opinions and facts in deciding to remove the member from PTG or allow the member continue participating in PTG. A closed session Executive Board meeting will be held to decide if the PTG officer, coordinator, chairperson and/or member will be removed or allowed to participate in PTG. If it is decided to remove the PTG member, the President shall write a letter to the PTG officer/chairperson/member, informing him/her of the above and communicate the information in person if applicable.

h. All PTG officers, coordinators, chairpersons and/or members of the PTG who purchased and submitted documentation for reimbursement of items purchased for school functions or events, shall return all property to St. Pius X School. Failure to return the property within a period of 30 business days after the event is completed, may be grounds for removal from the PTG as decided by the Executive Board and the costs incurred collected back from the individual.

i. Unauthorized reproduction or use of the image representing Saint Pius X Catholic School in Chula Vista is not allowed. Members of the PTG may use the image only when conducting business related to official school events and functions. The correct image(s), color and font must be used to maintain integrity of the image and to ensure the image is not used in connection with any inappropriate or illegal activities.

Section 2. Pastor and Principal.

- a. The Pastor and Principal shall be ex-officio members of the Executive Board, and may attend all meetings of that body. The Pastor and the Principal may also serve as ex-officio members of all committees.
- b. All spiritual activities of the organization shall be subject to the supervision of the Pastor.
- c. No member may be asked to accept nomination or appointment to any elective office without prior approval of the Pastor/Principal.
- d. The Pastor/Principal's approval must be obtained before any guest speaker may be invited or before any organization activity may be announced publicly.
- e. All expenditures of funds raised by the organization are subject to the Principal's approval. The Pastor/Principal may request a report from any organizational officer or chairperson.

Section 3. Executive Board

- a. President. The President shall preside at all meetings, all General Meetings and meetings of the Executive Board. With the approval of the Pastor or Principal, the President may appoint chairpersons, coordinators or special committees and may serve as an ex-officio member of all committees except the Nominating Committee. The President is responsible for overseeing all

committee's and fundraising events. The President or the President's appointed representative shall attend all St. Pius X School Board Meetings. The President shall work together with the Pastor, the Principal, and the Treasurer, to prepare the PTG budget for the upcoming school year. The President shall be in constant communication with the Principal and provide updated reports of events, fund raised amounts, emergency meetings and concerns. The President along with the Principal, shall prepare PTG updates and disseminate to the school PTG members and parents at General Meetings and/or monthly newsletters. The President shall prepare the agenda for all meetings and request any member wishing to place a matter on the agenda to notify the President no later than three days prior to the scheduled meeting. The President shall relay updated information, upcoming events and meetings related to the PTG to the school's information technology (IT) when updates to the school website are necessary. The President shall maintain a detailed list of items stored in the PTG storage bin to be available for review of all members. The President shall attend all Advisory Board meetings as a representative of the PTG where PTG related matters are to be discussed or presented. The President shall create appropriate templates to keep uniformity and shall be used by all officers, coordinators and chairpersons when submitting reports to the Pastor, Principal and Executive Board.

b. Vice President. The Vice President shall perform all the duties of the President during the officer's absence and other duties the President may assign. The Vice President shall be informed of the day-to-day operations of the PTG, work out issues as they arise and participate in executive board discussions and decision making. The Vice President shall provide support to all committee chairpersons and coordinators and may chair an event. The Vice President shall be the liaison between the school and the parish and announce pertinent school events to the parish. In the event of a vacancy in the Office of the President, the Vice President automatically assumes the Office of President.

c. Secretary. The Secretary shall maintain a list of all officers and chairpersons contact information. The Secretary will document monthly meetings, keep minutes and records of all meetings and will provide the Pastor, Principal, the Executive Board and members of the PTG, a copy of the minutes no less than one week prior to the next scheduled PTG meeting. The minutes of the monthly meetings will be available for inspection by any member of the PTG. The minutes of the monthly meeting will be read and approved at the next monthly meeting. The Secretary will maintain on file for a period of three years (the current year plus the past two years) all minutes, committee reports and organizational correspondence/documents and board member email account user and passwords. The Secretary will ensure the monthly meeting minutes are posted online (with passcode if necessary) for all staff, parents, guardians and members of the PTG to review. The Secretary will attend to the correspondence of the organization subject to the direction of the President. If the Secretary is absent at any meeting, the President shall appoint a temporary secretary who will perform the duties of the Secretary for that meeting. In the absence of the President, and the Vice President, the Secretary will assume the duties of the President and appoint a Secretary from among the members present. The Secretary may chair an event. The Secretary shall maintain the "PTG News" bulletin board on campus with updated information related to PTG events. The Secretary shall keep blank copies of the appropriate templates created by the President and made available when requested by officers, coordinators and chairpersons.

d. Treasurer. The school Bookkeeper will take custody of all money received by the PTG, deposit all money in one or more of the authorized bank accounts and disburse the same in

accordance with the Constitution, these By-Laws and the direction of the Executive Board including the Pastor and Principal. The Treasurer is responsible for contacting the Diocese and gain a better understanding of policy and rules in regards to the position. The Treasurer shall meet with the School Bookkeeper at the beginning of the school year and prior to every monthly PTG to get an accurate account of funds. The Treasurer will keep an accurate account of receipts, disbursements and deposits and report the same at all PTG meetings, General Meetings and any other meetings of the Executive Board. The Treasurer will deliver all records, accounts and other documents pertaining to the finances of the PTG to the School Bookkeeper, at the request of the Executive Board, or on the occasion of the Treasurer's resignation. The Treasurer will collect all school reimbursement forms and receipts and deliver all approved receipts from PTG events to the School Bookkeeper for reimbursement. The Treasurer shall meet with the School Bookkeeper at the beginning of the school year and request the prior year's PTG financial report with detailed information of funds along with the current PTG financial report and starting balance and share this information with the PTG. The Treasurer shall keep up to date with online mobile payment services available, learn to use all bookkeeping programs available by the school, and provide training to the Executive Board when necessary.

Section 4. Committees

a. Hospitality Coordinator. The Hospitality Coordinator and it's committee members are responsible for arranging for refreshments and snacks at all General Meetings, New Parent Meetings, monthly PTG meetings, as well as other special activities/meetings as needed. Special activities and meetings may be planned throughout the school year requiring refreshments and snacks. A gift card with the year's budget for hospitality may be provided to the Coordinator for purchases.

b. Fundraising/Marketing Coordinator. The Fundraising/Marketing Coordinator is responsible for communicating and promoting the activities of the PTG. These activities include: contributing to the school calendar of events, sharing the calendar with the church office, provide support to the PTG by promoting events, monitoring and managing social media, assist with promotional materials, conduct research and search for new fundraising events, marketing tools, marketing plans, identify potential sponsors, help improve fundraising efforts, and work in conjunction with the PTG Executive Board to establish the following years budget. The coordinator must work with the secretary and provide any promotional flyers, calendar of events or documents to be posted in the PTG News bulletin board. The coordinator will periodically conduct an opinion poll of all members prior to budget preparation for the executive board to consider the opinion of the general membership during budget planning and future fundraising events.

c. Faith In Action Coordinator. The Faith in Action Coordinator is responsible for the Faith in Action Program at the school. The Coordinator ensures each grade has a Faith in Action parent who will coordinate the monthly service opportunities. The Coordinator provides support to the room parents and makes sure they have all the necessary supplies and volunteers. With the assistance of the Vice President, the coordinator shall work in conjunction with the parish community to make adjustments to the service projects for the school to meet the parish needs. The Coordinator shall keep a list of events and activities with a timeline of when the events and activities shall be completed by each class. This list shall be available for review by the Principal and/or Executive Board when requested.

d. Room Parent Coordinator. The Room Parent Coordinator arranges a list of classroom parent volunteers for each teacher and identifies the classroom parent(s) volunteer. The Coordinator arranges a meeting with the Principal and each grade classroom parent(s) volunteer at the beginning of the school year, explains what is requested of them, how they can help fundraising efforts and shall read Article II, Section 1f, 1g and 1h and Article II, Section 4d1 and 4d2 to all participating classroom parent volunteers. If additional classroom parents are added throughout the year, those parents shall be informed of the same articles and sections. An email with the article sections, shall be created and emailed to all assigned classroom parents requesting they read, acknowledge and agree to follow the Bylaws. The Coordinator helps and guides the individual classroom parent(s) as necessary with school, parish and fundraising events. The Coordinator will prepare and maintain a volunteer list at the first General Meeting and distribute these lists to the executive board and committee members early in the school year. The Coordinator shall maintain communication with the classroom parent(s) volunteer, be the liaison among parents and the PTG, keep the President informed and address issues and concerns related to classroom volunteering. Individual classroom fundraising events on campus will not be allowed without the approval of the Principal or Pastor.

1. It is recommended all assigned classroom parents attend all scheduled monthly PTG meetings. If room parents do not attend three PTG meetings the Room Parent Coordinator may re-evaluate and declare the position vacant and appoint a new room parent.

2. Room parents shall copy the Room Parent Coordinator in all emails sent to classroom parents.

Section 5. Templates and Forms

a. All officers and chairperson's shall use the appropriate template when providing reports to the Pastor, Principal, Executive Board and at meetings.

b. Templates are created and maintained by the President to establish consistency and may be edited as needed. Templates shall be available to all PTG members. Templates include but are not limited to officer report, chairperson report, start of school year report, end of school year report, outgoing officer report, outgoing chairperson report, nominating committee report, committee report, final report, agenda, report to the Principal/Pastor and meeting minute report. Templates shall become part of the PTG By-Laws as they are approved by the Advisory Board.

ARTICLE III **Unfinished Business**

Section 1. With the exception of the Treasurer, all unfinished business should be completed by the outgoing officers/chairpersons by the end of the school year and shall be documented in the appropriate template. Any and all events, which occur after the close of the school year, shall be the responsibility of the officers/chairpersons elected for the coming school year.

Section 2. Payment of expenses arising during the summer may be made only with the approval of the Pastor or Principal, the President, and the Treasurer. A complete report of such disbursements will be made to the Executive Board and the membership at the first meeting of

the PTG Executive Board and the First General Meeting held after commencement of the school year.

ARTICLE IV **Meetings**

Section 1. PTG Monthly Meetings: The PTG Executive Board will hold monthly meetings to be attended by the Principal, Executive Board, Faculty Representative, Committee Chairs, Active Members, and guests.

Section 2. General Meetings: General Meetings must be held at least three times a year, usually in conjunction with a school activity such as Back-to-School Night, Science Fair, Art show, Variety Show at the beginning of the school year, end of second quarter and near the end of the school year. These meetings should be announced to all parents in a timely manner and should be attended by all parents and guardians of current students.

Section 3. PTG Executive Board Meetings: A meeting of the Executive Board called for emergencies or confidential reasons. The President shall notify all Executive Board Members and the Principal no less than three days prior.

ARTICLE V **Agenda**

Section 1. The agenda for Monthly Meetings shall be ordered as follows.

- I. Call to Order
- II. Prayer
- III. Reading/Approval of Minutes
- IV. Reading of Agenda
- V. Announcements
 - a. Pastor
 - b. Principal's Report
 - c. President's Report
 - d. Vice President's Report
 - e. Treasurer's Report
 - f. Secretary's Report
 - g. Room Parent Coordinator Report
 - h. Faith in Action Coordinator Report
 - i. Hospitality Report
- VI. Committee Reports
- VII. New Business
- VII. Unfinished Business
- IX. Open Forum
- X. Prayer/Adjournment

Section 2. The President will work with the Principal in developing the agenda for all General Meetings. The President and Principal shall work together in creating an electronic presentation of the agenda to share with all parents at the General Meetings.

ARTICLE VI
Amendments to By-Laws

These By-Laws may be amended as provided in the Constitution.