

**ARTICLE I. Name**

The name of the Association shall be The Parent-Teacher Guild of Our Lady of Mount Carmel Catholic School (hereafter called the “PTG”).

**ARTICLE II. Objectives**

- A. To enhance and support the educational experience at Our Lady of Mt. Carmel Catholic School.
- B. To develop a closer connection between school and home by encouraging parent involvement.
- C. To improve the environment at Our Lady of Mt. Carmel Catholic School through volunteer and financial support.
- D. To enhance the educational facilities and opportunities for the students at Our Lady of Mt. Carmel Catholic School that are not otherwise provided for in the school budget.
- E. To assist the school in any way possible towards the enrichment of the educational program so that all children are assured a firm foundation in education.

**ARTICLE III. Policies**

- A. This Guild is to be organized and operated with the consent of the pastor of the parish and shall be under his jurisdiction.
- B. The Guild shall not seek to direct the administration of the school or to control its policies.
- C. All fundraising monies shall be accounted for and maintained according to the policies and guidelines of the Archdiocese of Detroit.
- D. In the event of dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTG, the remaining assets shall be donated to Our Lady of Mount Carmel Parish.

**ARTICLE IV. Membership**

- A. Membership shall consist of parents/guardians of students currently attending Our Lady of Mount Carmel Catholic School, the pastor, principal, and members of the faculty and staff.

**ARTICLE V. Officers (add veto power of pastor and principal)**

- A. Definition--the officers shall be: President, Vice-president, Secretary, Treasurer, 2 Activities Coordinators, Publicity Chairperson, and Fund-raiser Chairperson. The officers are the executive board.  
Non-voting, ex-officio members shall include but not being limited to the pastor and principal. Additional ex-officio members may be appointed by the president.

- B. Eligible candidates for the executive board shall be defined as a parent or guardian currently enrolled at Our Lady of Mt. Carmel Catholic School.
- C. Eligible candidates for office of President of the PTG must have served at least 1 year on the PTG Executive Board.

D. The duties of the officers are defined as follows:

The President shall:

1. Preside at and administer all regular, special, and executive meetings.
2. Call special meetings of the executive board.
3. Serve as the official spokes person of the PTG.
4. Serve as an ex-officio member of all PTG committees.
5. Approve payment of outstanding bills for the Treasurer.
6. Perform such duties as are incumbent of the office.

The Vice-president shall:

1. Assume the duties of president in his/her absence.
2. Perform additional duties designated by the president.
3. Assist in the formation of all committees and serve as an ex-officio member.
4. Assure the committees meet their goals and report their results and recommendations to the PTG.

The Secretary shall:

1. Record and make available to the members copies of the minutes of all executive board and general meetings.
2. Conduct the correspondence of the PTG.
3. Maintain a current file of reports, records and correspondence of the PTG.
4. Be responsible for recording and correcting as amended the Bylaws of the PTG.
5. Perform additional duties designated by the president.

The Treasurer shall:

1. Collect and deposit all monies received through fundraising and contributions to the rectory.
2. Maintain all records of receipts and expenditures.
3. Review and recommend payment of bills to the President.
4. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
5. Perform additional duties designated by the President.

The Publicity Chairperson shall:

1. Publicize meetings and functions of the PTG in the newsletter, local media, and the parish bulletin.
2. Seek out opportunities in the local community to make the general public aware of our school and its activities.
3. Perform additional duties as designated by the President.

The Fund-raiser Chairperson shall:

1. Coordinate and oversee the school's major fund-raisers.

2. Seek out and inform the executive board of other potential major fundraisers.
  3. Perform additional duties as designated by the President.
- The Activities Coordinators shall: (2 Coordinators)
1. Coordinate with the principal or his/her designee on all PTG sponsored activities.
  2. Ensure enough chaperones are at all activities and are briefed on their duties as chaperones.
  3. Ensure all chaperones meet the requirements set by the AOD.
  4. Perform additional duties designated by the President.

#### **ARTICLE VI. Election and Tenure of Officers**

- A. PTG Board elections shall be held at the May PTG general meeting.
- B. The PTG shall send out a nomination form/letter to all parents whose children attend Our Lady of Mt. Carmel Catholic School to give them the opportunity to nominate someone or themselves for a PTG office. The form/letter will have the PTG election day listed for them to attend the election meeting.
- C. The slate of nominees will be contacted no later than 1 week before elections by the President to verify whether they accept the nomination.
- D. Officers shall be elected at the May general meeting by all members present using the ballot system.
- E. Nominations from the floor will be accepted the night of election.
- F. All newly elected officers take the oath of office at the conclusion of the meeting.
- G. The terms of office will be for two-years, with the right of re-election, to serve no more than two consecutive terms.
- H. In the event of a tie, the tie shall be broken by the drawing of lots.

#### **ARTICLE VII. Removal**

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

#### **ARTICLE VII. Vacancy**

If a vacancy occurs on the Executive Board, the President shall appoint a PTG member to fill the vacancy, for the remainder of the officer's term

#### **ARTICLE IX. Meetings**

- A. The PTG will meet at least three times a year, at a time set by the Executive Board.
- B. The last regular meeting of the school year will be the Annual Meeting at which time elections will take place, reports received, and new officers installed.
- C. Meetings of the executive board should be held prior to each General Meeting or at the call of the President.

- D. Meetings may be opened to all members of Our Lady of Mt. Carmel Catholic School.
- E. The PTG may fix its own rules of procedure, but in the absence of such rules Roberts' Rules of Order, Revised Edition, shall apply.

#### **ARTICLE X. Committees and Functions**

- A. All members of the Parent group are eligible to be members of the committees. The president of the Parent group shall call for volunteers for the committees. The term of service shall be one calendar year. Each committee's members shall choose officers from within the committee. Each committee shall be responsible for a monthly report to the vice-president.
- B. The Parent group shall maintain the following standing committees:
  - 1. The Communication Committee shall assist in typing, publishing and distributing the school newsletter and other communications and aiding and assisting other committees in communicating events to the school or to the community. The secretary and publicity chairs shall be ex-officio members of this committee.
  - 2. The Fund Raising Committee shall secure funds to help meet its financial goals. The treasurer shall be an ex-officio member of this committee.
  - 3. Ad hoc Committees shall be formed for special needs (as determined by the president) as they arise and will be disbanded when the need has been fulfilled.

#### **ARTICLE IX. Amendments**

Amendments to these bylaws can be proposed by a majority of the members at any regular meeting. Within ten (10) days following the meeting in which the resolution is adopted, the president shall give written notice of the proposed amendment to all the members of the PTG. Final approval of the amendment shall be made by a 2/3 majority of the members at the next regular meeting.