

Constitution of St. Joan of Arc Parish Of the Archdiocese of Detroit Parent-Teacher Guild (PTG)

Article I – Name

The name of the Home and School Association shall be the Parent-Teacher Guild of St. Joan of Arc Parish, St. Clair Shores in the Archdiocese of Detroit.

Article II – Objectives

1. To provide steady communication between school and home.
2. To advance the welfare of the school children of the Parish through a coordinated effort of parents and teachers.
3. To promote an interest in educational affairs and a clear understanding of mutual responsibilities of parent and teachers in education.

Article III – Policies

1. This Guild is organized and operated with the consent of the Pastor of the Parish and is under his jurisdiction or one delegated by him.
2. The program of this Guild is both educational and service oriented and shall be implemented through meetings, conferences and committees.
3. This Guild does not seek to direct the administration of the school or to control its policies.
4. The St. Joan of Arc Parent-Teacher Guild encourages and promotes involvement by all parents who volunteer for various committees. Although the Board does not intend to stifle creativity, with the respect to fundraising, these general guidelines should be followed:
 - a. All monies are to be collected by a Board member and held in a secure place on the Parish grounds. Monies will be counted in the presence of a Board member, with a full accounting of all monies collected within seven days of activity.
 - b. Under no circumstances can money be removed from Parish grounds except for bank deposit in a PTG account.
 - c. Changes to the basic parameters of an annual (previously held) fundraising event shall be reviewed with the Board.
 - d. If there is a cash register available and applicable, it should be utilized.
 - e. Reimbursements for fundraising expenses shall not be made in cash. Valid receipts will be reimbursed by check; or approved expenses may be prepaid by check at the discretion of the Board.
 - f. In the event that there are several “sub-committees” involved in the same event, guidelines will be established prior to the event to establish procedures.

Article IV - Membership

1. All parents and those who act as parents of students attending St. Joan of Arc School.
2. Members of the faculty of St. Joan of Arc School.
3. Pastor of the Parish and his assistants.
4. All members of the Parish who have an active interest in the school and its programs.

Article V – Meetings

1. The Board will meet at least three times a year. Additional meetings may be scheduled at the discretion of the Executive Committee.
2. Board Meetings may be open to all members of the PTG.
3. General Meetings are open.
4. The last General Meeting will be the Annual Meeting.

Article VI – Order of Business

1. The agenda of General Meetings should include the following:
 - Call to Order
 - Opening Prayer
 - Approval of previous month's minutes
 - Treasurer's Report
 - Reports: Grade Representatives, Faculty
 - Programs: Information/New Business
2. Questions or topics for discussion may be submitted to the Executive Board for reply and/or inclusion on the agenda. These should be submitted in a timely fashion in advance of the General Meeting.

Article VII – Board Membership and Responsibilities

1. The Officers of the Executive Board shall be President, President Elect, Secretary, Treasurer, Assistant Treasurer and Past President.
2. The immediate Past President shall serve in an advisory capacity.
3. Additional Board Members shall include the Pastor or his designee, the Principal and/or Assistant Principal, Faculty Representative and Grade Representatives.
4. The President shall preside at all General and Executive Board Meetings and be responsible for all activities of the organization.
5. The President-Elect shall work in tandem with the President on all activities associated with the Guild. In the absence of the President, the President-Elect shall perform all the duties of the President and shall succeed to the Presidency at the conclusion of one year in this office.
6. The Secretary shall keep all General Meeting minutes and distribute copies to every Guild member on a timely basis. Furthermore, it's the responsibility of the Secretary to keep accurate minutes of the meetings of the Executive Board, to notify the membership of the time and place of meetings and to carry on such correspondence as is necessary for the orderly functioning of Guild business.

7. The Treasurer shall be entrusted with all monies of the Guild, keep an accurate record of these monies and shall be responsible for the payment of all bills upon the order of the President. The Treasurer shall also provide a copy of the Guild's monthly checking and savings statements to the Pastor if deemed necessary, as well as provide Guild members with a copy of a monthly Treasurer's Report. The Treasurer's books shall be in order before the annual meeting. The Treasurer or approved representative should be in attendance at any function where money is handled.
8. The Assistant Treasurer shall work in tandem with the Treasurer. The Assistant Treasurer will succeed to Treasurer.
9. The terms of office of the President and President-Elect will be for one year. The terms for Secretary, Treasurer and Assistant Treasurer will be for one year, with the right to re-election; to serve no more than two consecutive terms.
10. The Grade Representatives shall act as liaison between the parents of the grade which they represent and the Board. Monthly meetings are required, unless notice is given to the President (prior to the meeting). Grade Representatives shall seek to work with the Committees throughout the school year.

Article VIII – Nominations and Elections

1. Nominees for office shall be selected by a nominating committee appointed by the Executive Board.
2. A slate of nominations must be presented at the General Meeting at least four weeks before the Election. All nominations will be closed two weeks prior to elections. If such a General Meeting is not held, the slate is to be published in the Parish newspaper no later than two weeks prior to the date of the election.
3. A minimum of one candidate for each office shall be submitted for Grade Representative Positions, Pre-School through Seventh, a committee of up to two persons per grade may be formed to serve as Grade Representative. For the position of Eighth Grade Representative, the nominating committee shall submit names for a committee of up to four persons to be formed. These four Eighth Grade Representatives, once elected, shall meet prior to the start of the school year to determine roles and responsibilities for the upcoming year. A single member of this committee shall act as the liaison to the PTG Board meetings.
4. The Election Voting Process may be determined by the current Executive Board but must be approved by the Principal and/or Pastor.
5. Election of Officers and Grade Representatives shall take place before the Annual Meeting at such time(s) and place(s) to accommodate members.
6. No absentee ballots will be accepted.
7. No duplicate ballots will be accepted.
8. The President shall appoint a committee of four to conduct the elections of Officers. It shall report the results of the election to the President who will in turn convey the results to each candidate running for a position on the PTG.
9. All newly elected Officers and the President shall take office at the conclusion of the Annual Meeting.
10. The Faculty Representatives shall be selected by the Faculty from its current membership. The Faculty Representatives shall act liaisons between the Board and the Faculty.

11. The Grade Representatives shall consist of no more than two representatives from each grade (Pre-School thru Seventh); with the exception of Kindergarten which shall have three representatives and shall be elected by the members before the Annual Meeting. Terms of office are one year with the right to re-election.
12. The Seventh Grade Representative(s) shall serve a two year term; the first year as a Seventh Grade Representative(s) and the second as a member(s) of the Eighth Grade Committee.
13. In the event of a tie, another vote will take place not less than one week and not more than ten days after the original vote.
14. In the event of the resignation of an elected Officer or Grade Representative, a special election will be held to the fill vacancy. The nomination and special election will take place within twenty-one days of said resignation.

Article IX – Executive Committee

1. The Executive Committee shall consist of all Officers of the Guild, the Pastor or his designee and the Principal.
2. The Executive Committee shall:
 - a. Prepare the agenda for meetings.
 - b. Hear reports of standing committees.
 - c. Consider questions and topics submitted by the membership.
 - d. Transact necessary business between meetings.
 - e. Review work plans of ad hoc committees.

Article X – Committees

1. Ad hoc committees may be formed on as needed basis at the discretion of the President.
2. The Chairman of each ad hoc committee shall be appointed by the President.
3. The Chairman of each committee shall report plans and recommendations of his/her committee to the President/Board as requested.

Article XI – Financial Policies

1. Establishment of dues are the discretion of the Board
2. Fundraising done by the PTG must be directly related to the objectives of this Guild.

Article XII – Amendments

Any Amendments to this Constitution are to be drawn up by the Board, approved by the Principal and submitted to the membership for voice vote.