

CONSTITUTION

Article I- Name

This organization shall be called St. Mary's Catholic School Parent Teacher Council hereafter known as PTC. St. Mary's PTC is a not-for-profit parent teacher organization affiliated with St. Mary's Catholic School and St. Mary's Parish in Ponca City, OK.

Article II- Purpose

The PTC's mission is to enhance and maximize the education of our students and aiding them in achieving their highest potential in accordance with the mission of St. Mary's Catholic School. This includes functioning as a fund-raising organization, enabling the members to promote and develop projects for the purpose of raising money to be used for the benefit of the students of the school. The PTC shall provide a forum for sharing information on issues impacting our students and their learning environment.

The PTC is organized exclusively for the charitable, scientific, literary, or education purpose within the meaning of Section 501 (C) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax codes.

Article III- Membership

1. PTC's general membership is open to all parents and legal guardians of St. Mary's School as well as faculty and staff of the school.
2. Parish members shall be extended an honorary membership.
3. No members of the PTC shall be charged any dues.

Article IV- Voting

1. Each family with one or more students enrolled at St. Mary's School shall be a voting member with one vote per family. One representative (a parent, guardian, or other adult standing in loco parentis) from each member family shall have one official vote in organizational decisions requiring a vote of the general membership.
 - a. Family units are determined by enrollment. Each family unit has one vote.
2. Teachers and staff are voting members
3. Honorary members cannot vote.
4. Absentee voting or voting by proxy shall not be allowed.

Article V- Ownership of funds

All money collected by any source acting for or in the name of St. Mary's PTC shall be considered St. Mary Catholic School funds to be used exclusively for the benefit of St. Mary's Catholic School. The signature of the pastor must be on all accounts of PTC.

BY-LAWS

Article I- Elections and Officers

Section 1. Officers

1. Officers of the PTC shall consist of President, Vice President, Secretary, Treasurer, and Parliamentarian. The officer shall be in good standing with St. Mary's Catholic School and abide by the school's mission statement.
2. Officers shall assume their duties at the meeting following their election and shall serve for a term of one school year or until the election of their successors.
3. Officers may run for re-election but may not serve more than two consecutive elected terms, defined as one year, in the same office.
4. If a person assumes an office in the middle of a term, their term then ends at the end of that year and to continue in that office, a person must run for re-election.
5. The Executive Board may fill any vacancy which occurs.

Section 2. Nominations

The Vice President shall appoint and chair a nominating committee to solicit candidates for elective office. In February of each year, this committee shall solicit nominees to be presented as slate candidates for officers to the organization at its final meeting of the school year. Nominations may also be accepted from the floor at the general membership meetings. All nominees shall undergo or have completed the safe environment training prior to being elected to office. All nominees must be a general member with a child attending St. Mary's Catholic School. Honorary members shall not hold office.

Section 3. Elections

1. At the last general membership meeting of the school year, the membership shall vote by paper ballot with a simple majority of those members present determining the winning candidate.
2. In the event of only one eligible nominee for an office, the election may be called by an acclamation of the membership.

Article II- Executive Board

1. The executive board shall consist of the pastor, principal, parliamentarian, teacher representative and officers. Hereafter may be noted as "board".
2. The parliamentarian shall be the previous year president. Should the previous president not wish to fulfill this seat, then the position succeeds to the previous positions in this order- Vice President, Treasurer, Secretary.
3. The executive board shall meet monthly, except for July and December.
4. The president shall serve as the chairperson of the board.
5. Should an officer be recalled, as per the recall policy listed further, or resign, then a replacement officer may be chosen by a majority vote of the executive board to fulfill the vacated office's term.

Article III- Amendments

No part of this constitution shall be amended or annulled except by a vote of the general membership of the PTC. Prior to amendments being presented to the general membership for voting, the proposed amendment must be approved by the board. This constitution and bylaws may be amended at any

regularly scheduled meeting by two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment shall be given in advance.

Article IV- Meetings

Section 1. General Meetings

General meetings of the PTC shall be held at least three times per year unless otherwise called by the executive board.

Section 2. Special Meetings

Special meetings may be called by the executive board or per the PTC president's discretion, so long as 7 days notice is given.

Section 3. Quorum

Members in attendance at any general membership meeting of this PTC shall constitute a quorum for the purpose of transacting business.

Article V- Duties of officers and executive board members.

Section 1. President: The president shall:

1. Preside at all PTC meetings and executive board meetings
2. Enforce observance to the bylaws and constitution
3. Coordinate work of officers of the executive board to ensure that the purpose of the organization is met.
4. Be ex-officio member of all committees except the nomination committee.
5. Shall approve bills presented in writing and through the proper procedures outlined in the distribution of funds policy.

Section 2. Vice President: The Vice President shall:

1. Perform all duties of the president in the president's absence
2. Shall succeed the office of president in the event of vacancy.
3. Serve as chair and organizer of the nominating committee.
4. Oversee all committees, make appropriate appointments to committees with board approval, and oversee committees whether special or standing.
5. Will report to executive board as needed any updates on any PTC committees.

Section 3. Treasurer. The Treasurer shall:

1. Keep an accurate record of the receipts and expenditures.
2. Prepare financial documents for meetings as needed and required.
3. Prepare a full written report at the last meeting of the school year.
4. Will distribute funds as outlined in the distribution of funds policy.

Section 4. Secretary. The secretary shall:

1. Keep minutes of meetings of the PTC and executive board.
2. Keep a list of all members of the organization
3. Keep a calendar of events
4. Discharge other such duties incumbent upon this office as decided upon by the board.
5. Maintain voting roster for each meeting.

Section 5. Parliamentarian. The Parliamentarian shall:

1. Be the immediate past president of the PTC or the immediate past officer of the offices in order listed in constitution.
2. Shall attend board meetings and act as an advisor to the executive board.
3. Shall enforce Robert's Rules of Order- Newly revised edition at board and general meetings.

Section 6. Teacher Representative. The teacher rep shall:

1. Attend meetings of the executive board as a representative of St. Mary's staff and faculty.
2. Be elected to the board by the staff/faculty of the school as per their own election process with the decision of the next representative given to the board by the principal by the last executive board meeting of the year.
3. Not have limits to terms served on the executive board.

Article VI- Committees

The Vice President shall oversee all committees and report back to the board. Standing committees are open to both general and honorary members.

Section 1. Standing Committees

1. Fall Fest- Fall fest shall be a standing committee responsible for organizing and carrying out Fall Fest. A committee chair will be named yearly at the general meeting after Fall Fest for the next year.
2. Communication- Communication committee is responsible for maintaining any PTC website or other means of communicating the news/events of PTC through any means, including but not limited to, newsletters, church bulletin, local media, and internet. All communications must be approved by the board prior to release.
3. Hospitality Committee- Hospitality committee is responsible for organizing Christmas and spring luncheon, dinner on parent teacher nights, and teacher appreciation week.

Section 2. Special Committees

Other special committees may be created by the board as needed to promote the interests and purposes of the PTC. The chairman shall be appointed by the Vice President with approval of the board. When a special committee is created, it automatically ceases when its work is completed and its final report received.

Article VII- Recall

1. In order to insure successful accomplishments of the activities of the PTC, the executive board is granted the right to remove any person or chairperson from a committee who fails to perform satisfactorily the duties pertaining to the position. The executive board shall notify him/her of their recall from their position in writing.
2. In order to insure success of the PTC, any officer may be removed from office for failure to perform his/her duties of that office- by a majority vote of the executive board.

FISCAL POLICIES
St. Mary's Catholic School PTC

Section 1. Fiscal Year

1. The Fiscal year of the PTC begins July 1st and ends June 30 of the following year.

Section 2. Banking

1. All funds shall be kept in an account at a financial institution in accordance with parish and diocese policy.
2. A bank statement shall be sent to the treasurer and to the principal. Both statements shall be presented to the board at each executive board meeting, verified, and be entered into the record.
3. The signature card for the bank account shall contain the signature of the principal and treasurer.

Section 3. Reporting

1. All financial activity shall be recorded in a computer-based accounting system maintained by the PTC.
2. All passwords for the PTC computer and any files belonging to PTC shall be submitted to the principal for a file copy.
3. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the executive board.
4. The PTC shall arrange an independent review of its finance records each year.

Section 4. Ending Balance

1. The PTC shall leave a minimum of one year's budget as approved by the general membership in the treasury at the end of each fiscal year.

Section 5. Contracts

1. Contracts (for services or events) signing is limited to the president (or president designee) after approval of the executive board, including the pastor.
2. All contracts will be written contracts, no verbal contracts allowed.
3. Any other person signing a contract can be held personally liable for the full amount.

Section 6. Budget

1. The following year's budget will be approved during the spring's general membership meeting.
2. Money raised by this PTC shall be spent as specified in the approved budget. Any additional expenditure of up to \$200 must be approved by a vote of the executive board. Any expenditure greater than \$200 must be approved by a quorum by a general membership vote.
3. Monies are to be spent by the end of each fiscal year with the exception of the equipment repair line item and surplus. The equipment repair line item is to be used at the discretion of the principal with board approval. All other monies that are not spent will roll into surplus at the end of each fiscal year. Surplus money can only be spent by a quorum by a general membership vote.

Section 7. Distribution of Funds

1. PTC members have the obligation to be conservative in the use of funds and to report to the board any use of such funds.
2. In order for PTC funds to be disbursed (for a reimbursement or to initiate payment to an external company) a "Check Request" form or a "Reimbursement Request" form must be completed.
3. All reimbursement requests must be submitted within 60 days, with receipts.
4. All PTC checks greater than \$200 must be signed by the treasurer and principal.
5. The treasurer may sign checks for or initiate payments for any line item under \$200 without co-signature of a principal.
6. Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.
7. Please see **Appendix A: St. Mary's Catholic School PTC Procedures for Distribution of Funds**

Section 8. Cash handling

1. The chairperson of each PTC event shall work with the treasurer and other officers to plan for the handling of all funds in an approved manner.
2. Chairpersons/project coordinators must make sure any volunteers dealing with funds understand the process.
3. All PTC funds from any event must be counted with at least 2 people present one being a PTC board member, each initialing the "Summary of Funds Received" form.
 - a. Complete the form and itemize the fund sources (fall fest, t-shirt sales etc.) as well as cash vs. check.
 - b. Copy the completed form to give to the treasurer to file.
 - c. Seal the funds and the original form in an envelope.
 - d. Funds will be deposited the same day acquired either to the bank or bank night depository.
 - e. Checks must be deposited within 5 days.
 - f. No volunteer or board member may take any cash funds home with them.

Section 9. Soliciting and receiving donations:

1. The PTC may need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c) (3) organization, the St. Mary's has certain responsibilities to donors.
2. The Vice President is responsible for maintaining a list of donations received.
3. Any donor who requests documentation of the PTC's tax-exempt status should be provided with our status in writing.

PTC funds are intended to benefit the students through the enhancement of school programs and activities. The PTC Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these policies.

Appendix A:

St. Mary's Catholic School PTC Procedures for Distribution of Funds

PTC funds are intended to benefit the students through the enhancement of St. Mary's Catholic school, school programs and activities. The PTC Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these procedures because we are a Federally tax-exempt 501 (c)(3) organization and have certain record keeping responsibilities that must be upheld.

Reimbursement Request (Yellow) As a general rule, please allow 2 weeks for processing of a reimbursement

All reimbursements require a receipt. There can be no reimbursement of costs without the actual receipt or invoice.

Submit a completed "Reimbursement Request" form (yellow) with your receipt(s) attached to the PTC treasurer through the treasurer's folder in the PTC mailbox. When your check is ready it will be placed in a sealed envelope and put back into the PTC mailbox, unless other arrangements are made by both parties.

Check Request (Pink)

In some cases, you might need a check in advance to pay a vendor, or you will have a bill that must be paid by the PTC. No blank checks will be provided. Complete a "Check Request" form (pink) and submit it to the PTC treasurer folder in the PTC mailbox in the school office. Provide at least two weeks notice if you need a check. If this is a bill that needs to be paid, submit the bill along with the form, and the treasurer will mail it in. Checks in amounts greater than \$200 must be signed by the PTC treasurer and school principal, so advance notice is appreciated.

Funds Received (Green)

If you are in charge of an activity that generates money, such as raffle tickets sells, t-shirt orders, coin drive, etc., you must verify the total amount being turned in and complete a "Funds Received" form (green) to accompany the deposit. Two committee members must count the money. Funds will be deposited the same day acquired or kept secured at the school or parish office. If the treasurer is unavailable to make the deposit, the committee member should make the deposit. Please return the form with the bank deposit receipt to the PTC treasurer folder in the PTC mailbox in the school office. Checks must be deposited within 5 days. No volunteer or board member may take any cash funds home with them.

Debit Card Record (White)

Certain officers or committee chairs may be provided with a debit card for PTC purchases. The debit card is to be used exclusively for PTC purchases. Upon usage of the debit card please complete the "Debit Card Record" form (white) and attach receipt(s). Then return the form and receipt(s) to the PTC treasurer folder in the PTC mailbox. Please make special arrangements to return the debit card to the Treasurer.

****Sales Tax Exemption Information****

St. Mary's Catholic School/Church has its own tax ID # for sales tax exemption purposes. You cannot purchase items with personal funds and receive sales tax exemption, therefore, using the debit card along with the tax ID exemption number can be beneficial. Certain stores such as Wal-Mart require that we use a special exemption card. Please consult with the Treasurer for more information on how to take advantage of sales tax exemption.

Contact the PTC Treasurer with questions.