

BYLAWS
ST. LUKE CATHOLIC SCHOOL PARENT TEACHER CLUB (PTC)
SAN ANTONIO, TEXAS
ARTICLE I

APPOINTMENT OF MEMBERS

The nominating committee (Executive Board Members) of the PTC Board shall have the responsibility of acquiring the nominees for appointment to the PTC Board in accordance with the PTC's constitution (Article IV).

The nominating committee shall submit each nominee's name to the principal/vice-principal serving as part of the board for final approval. Board Members term is for three years, unless asked to stay on by the Principal/Vice-Principal or Father of the Church for an extended number of years, not to exceed five years consecutively. The names of the nominees shall be presented to the PTC Board at its regular meeting in May of each year. The newly appointed member is invited to attend the June monthly meeting and the New Member Orientation held by the Archdiocese of San Antonio PTC Board.

ARTICLE II

REMOVAL OF MEMBERS

A member of the PTC Board may be removed from office for any reason but only by the affirmative vote of two-thirds of the regular members of the PTC Board. Any action to remove a PTC Board Member may, at the request of any member, be by written secret ballot.

Any member of the PTC Board who misses three regular meetings in a given year may have his/her position declared vacant by the President(s).

Any board member of the PTC Board who misses two fundraising events that he/she signed up to attend may have their position declared vacant by the President(s).

Any board member of the PTC Board who fails to communicate and respond to text messages, emails, or by phone consistently, may have their position declared vacant by the President(s).

If a vacancy in the membership of any current PTC Board members becomes vacant due to unforeseen circumstances caused by death, immediate resignation, disability, or declaration of the President(s) as provided above, shall be filled by the Executive Board at their discretion. A vacancy on the PTC Board shall be filled no later than the next monthly Board Meeting. The appointee shall fill said vacancy for the un-expired term of the position he/she fills in accordance with the PTC Board's constitution (Article IV).

ARTICLE III

MEETINGS

Section 1. Regular Meetings of the PTC Board:

Regular meetings shall ordinarily be held at least eight times per year at a place and time determined by the PTC Executive Board.

Section 2. Special Meetings of the PTC Board: Special meetings for any purpose may be called at any time by the President(s) in conjunction with the Principal/Vice-principal, or if s/he is unable or refuses to act, by a majority of the members of the PTC Board. Every Board Member has to have knowledge or communication about any Special Meetings called.

Section 3. Quorum: A simple majority of the regular members shall constitute a quorum for the transaction of business.

Section 4. Rules of Procedure: The PTC Board may fix its own rules of procedure, but in the absence of such rules, *Robert's Rules of Order Revised* shall apply.

Section 5. Open Meetings: All meetings of the PTC Board, both regular and special, shall be open to the public. If any person other than a member of the PTC Board wishes to bring a matter before the PTC Board such a person must submit in writing to the President(s), a brief but concise summary of the matter that is to be considered, fourteen days prior to the meeting. The PTC Board will act on matters relating to policy. The PTC Board does not act as a grievance committee.

Section 6. Consensus: Agreement on the wording of and passing of said motion will be reached through consensus.

Section 8. Voting: In cases when a consensus cannot be reached, the President(s) may call for a vote from the church Father or School Principal/Vice-Principal.

ARTICLE IV

OFFICERS

The officers of the PTC Board, as established in the PTC Board's constitution, shall have duties as stated in these bylaws including the following:

Section 1. President(s): The President(s) shall preside at all regular and special meetings, shall make appointments of chairpersons of all standing committees, shall have the authority to create ad hoc committees and appoint members thereto, shall plan and organize the agendas of the PTC Board meetings in consultation with the Principal/Vice Principal, shall insure that PTC Boards decisions are implemented, and shall see that the functions of the PTC Board committees are being properly performed.

Section 2. Vice-President(s): The vice-President(s) shall, in the absence or disability of the President(s), perform all the duties of the President(s). When so acting, he/she shall have all the powers of and be subject to the restrictions on the President(s).

Section 3. Secretary: The secretary shall be responsible for the preparation and retention of the official minutes of all regular and special meetings and shall perform such other duties as designated by the PTC Board.

Section 4. Financial Officer: The financial officer shall be responsible for the financial records including billing, collecting, and preparing a deposit of annual dues. S/he shall maintain the bank account(s) (in accordance with Archdiocesan policy) of the PTC Board and shall submit a Financial Officer's Report at each meeting. S/he shall also perform all duties incident to the office of the Financial Officer of the PTC Board and such other duties as from time-to-time may be assigned by the President(s). In most cases, s/he shall be the liaison to the Finance Committee of the School PTC Board.

ARTICLE V

ELECTION OF OFFICERS

The officers of the PTC Board shall be elected annually at the PTC Boards regular meeting in April/May and shall assume office at the regular meeting in June.

Each officer shall hold the office until he/she shall resign, be removed by the PTC Board or otherwise be disqualified to serve, or until his/her successor be elected, but not more than three consecutive years or whichever event occurs first. The Board shall choose to leave an officers position vacant, upon resignation or decision to step down, or an expired term.

ARTICLE VI

REMOVAL OR RESIGNATION OF OFFICERS

Any officer may be removed by simple majority vote of the PTC Board at any time. Prior to voting, a communication meeting between the Principal/Vice Principal and board member initiating the vote must take place. Any action to remove an officer may, at the request of any member, be by secret written ballot. Any vacancy shall be filled no later than the next PTC Board Monthly Board Meeting.

ARTICLE VII

COMMITTEES

Except as otherwise provided in these bylaws, the President(s), after his/her election year, shall appoint from the members of the PTC Board a chairperson for each standing committee of the PTC Board specified in these bylaws. The chairperson shall appoint the members of the committee, subject to the approval of the PTC Executive Board Members at the meeting in which the appointments are announced. Except as provided in Article VIII of the bylaws, the President(s) shall be ex-officio member of each committee.

The members of each committee shall serve until their resignation, their removal by a simple majority agreement of the PTC Board, or the first regular meeting following the election of a new President(s) of the PTC Board, whichever event occurs first. Each committee shall include one member of the PTC Board as a lead.

ARTICLE VIII

STANDING COMMITTEES

The standing committees of the PTC Board shall be as follows:

1. **Executive Committee:** The executive committee consists of the Principal/Vice Principal and Executive Board Members of PTC.
2. **Finance Committee:** The finance committee consists of the President(s), Finance Deposit Officer and School Business Manager. The committee will form financial policies that are in the best interest of the school and the PTC Board. Any recommended changes in financial procedures; monitor ongoing revenues and expenditures will be presented to the President (s), Principal/Vice Principal. Each request for Reimbursement will be done via the 2017-2018 Check Request Form. A receipt for services will be required within 15 days of request. Each petty cash request above \$100 will require approval of the President(s). Each Check Request should be submitted to the School Business Manager in person, or via email.
3. **Nominating Committee:** The nominating committee may consist of the Church Father, Principal/Vice Principal, and one member of the Board and/or the PTC Executive Board. The Nominating Committee shall change at the discretion of the Church Father. No member of the nominating committee shall be a nominee. Efforts should be made to have at least two more nominees than the number of vacancies.

ARTICLE X

LIABILITY

The Archdiocese of San Antonio provides liability insurance coverage for legal defense and indemnification of claims against Trustees or Board members of any official Archdiocesan Board, Committee or PTC Board. Such coverage does not protect against fines, penalties, surcharges, or damages resulting from a criminal or civil suit or action based on malicious or unlawful conduct, and contains certain exceptions. A copy of the policy spelling out the exact terms of the coverage is available for inspection by any party covered thereby.

ARTICLE XI

AMENDMENTS TO BYLAWS

These bylaws may be amended by consensus of the regular members of the PTC Board and upon approval by the Principal/Vice-Principal provided, however, that any proposed amendment shall have been presented in writing at the regular meeting of the PTC Board immediately preceding the meeting at which such consensus is sought. These bylaws are to be reviewed annually.

General Rules and Order of Operation

- Prior to any purchases, approval by the President(s) (s) is required.
- All events need approval from the President(s), if not voted on, and discussed at the PTC Meeting monthly meeting.
- All concerns after any PTC monthly meetings or after meeting notes, should be addressed directly with the President(s). A message needs to be sent to meet in person or over the phone. If agreement is still not visible, the Vice Principal will be included for a second discussion.
- Voting deadlines is the next day at 12:00pm. Any vote not in by then will be forfeited.
- Gala Committee Member - Plan & execute Gala – Fiesta Medals 2018-2019 SY
- D&D Committee Member - Plan & execute Denim & Diamonds – Silent Auction Baskets
- The responsibilities of an event chair include, but are not limited to, the following: planning, advertising soliciting, engaging and executing
- All event chairs are required to update the President(s) via the regularly scheduled monthly meetings; failure to provide regular updates, may result in the event being given to another member of the board.

Revised, corrected, and accepted, by the PTC Board: August 9, 2017 @ 12:00 PM