

## **CONSTITUTION AND BY-LAWS OF PARENT TEACHER GUILD/ORGANIZATION**

### **Article I – Name and Address**

Section 1:

This organization shall be known as: Parent Teacher Guild (PTG)/ Parent Teacher Organization (PTO) in the State of New York, Diocese of Syracuse.

Section 2:

The address of these organizations shall be:

All Saints School Parent Teacher Organization  
1112 Broad Street  
Endicott, NY 13760

St.John the Evangelist School  
9 Livingston Street  
Binghamton, NY 13903

Seton Catholic Central  
70 Seminary Ave  
Binghamton, NY 13905

St James School  
143 Main Street  
Johnson City, NY 13790

### **Article II – Objectives**

Section 1: The objective of this organization shall be:

- A) To provide a forum to foster a greater interaction between parents/guardians and teachers
- B) To strengthen our school community and education process by conducting programs for the support of the school
- C) To cooperate with and support The Catholic Schools of Broome County

Section 2:

It will hereby be understood that no monetary gain or other profit making shall be enjoyed by this organization other than for the said purposes stated in Section 1 of Article II and for the necessary expenses incurred in the functioning of this organization.

### **Article III – Membership**

Section 1:

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Membership shall be extended to faculty, staff, and parents/guardians of all enrolled students of The Catholic Schools of Broome County

Section 2:

There shall be no compulsory annual dues.

### **Article IV – Elective Offices**

Section 1:

The elected officers of the PTG/PTO include:

- A) President (Co-Presidents)
- B) Vice President
- C) Secretary
- D) Treasurer

Section 2:

It shall be the duty of the President/Co-President to:

- A) Preside at all meetings, have general supervision over PTG/PTO business.  
Approve disbursements of funds up to \$100.00
- B) Approve all orders directing the disbursements of PTG/PTO funds
- C) Present an annual report of PTG/PTO business and make recommendations for the year
- D) Sign PTG/PTO checks in the absence of the treasurer

Section 3:

It shall be the duty of the Vice President to:

- A) Assume and discharge the duties of the President/Co-President in his/her absence
- B) Serve as the Secretary in his/her absence
- C) Recruit members to serve on the PTG/PTO and maintain a list of active PTG/PTO members

Section 4:

It shall be the duty of the Secretary to:

- A) Record proceedings of all PTG/PTO meetings
- B) Prepare reports of meetings and provide a copy of the minutes within 5 working days
- C) Prepare the correspondence of the PTG/PTO

Section 5:

It shall be the duty of the Treasurer to:

- A) Maintain accounts of PTG/PTO funds and records of financial transactions
- B) Receive and disburse funds, as directed, for the PTG/PTO

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- C) Report on finances at the PTG/PTO meetings

### **Article V – Standing Committees**

#### Section 1: Executive Committee

- A) Members of the Executive Committee shall include: President/Co-President, Vice President, Secretary, Treasurer, Immediate Past President, Principal of All Schools and Chairs of Standing Committees.
- B) It shall be the duty of the Executive Committee to:
  - a. Appoint officers in the event an officer cannot complete his/her term
  - b. Transact business in the interval between PTG/PTO general membership meetings
  - c. Plan meetings of general membership.
  - d. Vote on disbursements of funds in excess of \$100.00, not to exceed \$500.00. If it exceeds \$500.00, then it proceeds to a vote of the PTG/PTO
- C) The Executive Committee may meet prior to each regularly scheduled PTG/PTO meeting and/or at the call of the President/Co-President, either in-person, virtually or via email, when able.

### **Article VI – Elections**

#### Section 1:

- A) Only members in good standing shall be eligible to hold office.
- B) Nominations shall be made to the President/Co-President at least one month prior to the last general meeting of the year.
- C) A listing of candidates shall be distributed to the membership two weeks before the last general meeting of the year.

#### Section 2: Term Lengths

- A) The term of all offices will be one year.
- B) No person shall hold the same elective office for more than two years unless there is no one else to fill the position.

#### Section 3: Election Date

- A) Elections shall be held at the last regularly scheduled meeting of the school year.
- B) Elections shall be by secret ballot and tallied by the president and a faculty member.

#### Section 4

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- A) A plurality of all votes cast by members in good standing shall constitute an election.
- B) Installation of new officers shall be at the end of the school year when the year's business is completed.

### **Article VII – Meetings**

Section 1:

General membership meetings shall be held at least four times during the school year.

Section 2:

Membership shall be notified seven days prior to a meeting.

Section 3:

A majority vote of the membership present at the time of voting shall ratify the vote.

Section 4:

Matters that cannot be resolved without prolonged discussion may, at the discretion of the President/Co-President, be referred to a committee appointed by the President/Co-President to investigate the matter and report its finding to the Executive Committee.

Section 5:

All disbursements over \$500 must be voted on by the membership at a general meeting.

### **Article VIII – Amendments**

Section 1:

These by-laws may be amended by a majority vote of members in good standing.

Section 2:

Any proposed amendment is to be presented to the membership two weeks prior to the next meeting.

### **Article IX – Parliamentary Authority**

Section 1:

All meetings of this organization shall be conducted according to Robert's Rule of Order, unless otherwise specified.

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Section 2: Call to order – President/Co-President  
Opening Prayer – Vice President or Pastor/Clergy  
Review of the Minutes of the previous meeting – Secretary  
Report of the Principal  
Report of the Treasurer/Finance Committee  
Unfinished and New Business  
Open Discussion  
Good and Welfare and Adjournment

Section 3: The order of business may be changed if need arises.

Section 4:

A list of proposed PTG/PTO activities will be submitted for vote at the first PTG/PTO meeting of the year.