

# NAZARETH SCHOOL PARENT-TEACHER GROUP CONSTITUTION

## ARTICLE I

### Name

The name of this organization shall be the Parent Teacher Group of Nazareth School.

## ARTICLE II

### Purpose

The purposes of this organization shall be:

1. To promote a broader appreciation of the ideals of Catholic education;
2. To enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible;
3. To provide a forum of exchange for parents and teachers, and an informal advisory function to the school administration;
4. To provide a solid organization to improve the school's fundraising efforts;
5. To foster the integration of families into the life of parish and school communities.

## ARTICLE III

### Organizational Relationship

1. As distinguished from a school board, this organization is not a policy-making body.
2. Because the Sisters of Nazareth have ultimate responsibility for the Nazareth School, the decisions of the organization are subject to the consent of the School Administrator.

## ARTICLE IV

### Membership and Dues

1. All teachers, parents and guardians of children attending Nazareth School are eligible for active membership.
2. Meetings shall be open to all members of the group.

3. Modest annual dues shall be set by the Executive Board.

ARTICLE V  
Officers

1. The Principal of Nazareth School shall be the ex-officio Moderator of the organization. The Principal's approval is required for all expenditures of the organization's funds and for all speakers who are invited to address the organization. The Principal may request a report from any officer of the organization at any time.
2. The officers of the organization shall include: the President, Vice President, Secretary, Treasurer, and Member-at-Large. The term of office shall be for two years, and no person shall be eligible to hold the same office for more than four consecutive years.
3. The President shall preside at all meetings of the organization and of the Executive Board. The President shall be an ex-officio member of all committees.
4. The Vice-President shall perform the duties of the President in the President's absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant.
5. The Secretary shall keep accurate record of all meetings of the organization and the Executive Board. The Secretary shall provide members with notice of regular meetings, handle the correspondence of the organization, and perform such other duties as the President or Executive Board shall designate.
6. The Treasurer shall receive all dues and other monies, and shall make disbursements only as directed by the Executive Board or by the Principal. The Treasurer shall make a financial report at each general meeting, in addition to a written annual report.
7. The Member-at-Large shall serve as the liaison between the general membership and the Executive Board. The Member-at-Large shall also serve as fundraising coordinator, ensuring that a chair is found for each fundraising event sponsored by the Parent Teacher Group and that the Executive Board is kept informed of the progress of each upcoming fundraising event.

ARTICLE VI  
Executive Board

1. The administrative body of this organization shall be known as the Executive Board. The Board shall consist of the Principal, the Officers, and a Teacher who shall be designated by the Principal.

2. All matters of the organization's policy and administration shall be vested in this Board.
3. A quorum of the Executive Board shall be a majority of the members thereof.
4. The Executive Board shall have the right to fill any vacancies among the offices of the organization, subject to subsequent approval by the membership.

ARTICLE VII  
Committees

1. The Executive Board shall have the right to create or abolish permanent committees and to appoint the temporary chairpersons of said committees with the approval of the membership.
2. The President and Principal shall have the right to create special ad hoc committees and to appoint their chairpersons.

ARTICLE VIII  
Elections

1. Nominations for officers shall be made by any member of the Parent Teacher Group at any time during the period between the last two annual general meetings of the Parent Teacher Group. Nominations are subject to the approval of the Principal.
2. Only active member in good standing shall be eligible for any office.
3. The election shall take place at the final meeting of the year. Only members in good standing, and present at the meeting, may vote at any election. Voting shall be by secret ballot or by any other method at the discretion of the President, and a plurality of votes shall suffice for election.
4. The regular term for all officers shall begin upon adjournment of the last meeting of the school year. The specific office to be performed by each officer shall be as determined among the officers, subject to the approval of the membership at the first general meeting of the academic year. Upon approval by the membership, the officers shall be installed in their offices.

ARTICLE IX  
Meetings

1. Regular meetings of the organization shall take place on the second Tuesday of September, November, February, April and May, unless a different date is fixed by vote of the officers or by the Principal. Regular meetings of the Executive Board shall take place on the Tuesday preceding each regular meeting of the organization.
2. Special meetings may be called by the President, Principal and Executive Board.
3. At any regular meeting, those present shall constitute a quorum.