

PARENT TEACHER FRIENDS GROUP
CONSTITUTION AND BYLAWS

St. Anthony School
1500 East 15th Street
Oakland, CA 94606
510-534-3334

Article I: NAME

The name of this organization shall be the PARENT TEACHER FRIENDS GROUP (PTF) of St. Anthony School.

Article II: PURPOSE

The purpose of this association is to:

Section 1: Support and strengthen St. Anthony's School by providing assistance to the pastor, principal, and teachers by bringing into closer relation the home and the school in the education of children.

Section 2: Supplement the school's resources with volunteer programs and financial assistance.

Article III: POLICIES AND PARLIAMENTARY AUTHORITY

Section 1: The Parent Teacher Friends Group shall respect the established school policies and practices as set forth by the pastor, school principal, St. Anthony's School Board, and Board of Education.

Section 2: Robert's Rules of Order – Newly Revised:
Shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article IV: MEMBERSHIP

Section 1: The active membership of the association shall consist of fathers, mothers, and legal guardians of students of St. Anthony's School, members of the faculty and friends of St. Anthony's.

Section 2: Voting membership consists of each family unit (one or more students and their parent(s) and/ or legal guardian) and one teacher representative

Article V: EXECUTIVE BOARD

PTF Board shall consist of the four officers of the Executive Committee, Committee Chairs, a representative from each grade and a representative teacher.

Section 1: All actions of the Board shall become effective when the Presiding Officer of the meeting has signed the minutes and forwarded a copy to the Principal.

Article VI: OFFICERS

Section 1: The Executive Committee of this association shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2: A Vice President will be elected each year, serving one year as Vice President and the second year as President. The Secretary and Treasurer Officers will be elected and serve for one two-year term.

Section 3: Officers shall be elected by ballot during the last PTF meeting of the year. Election will be by simple majority.

Section 4: Each officer shall communicate with and deliver to his/ her successor all official materials pertaining to that position no later than June 15 and shall act as advisor to his/ her successor for a transitional period of no less than 3 months.

Section 5: Official terms of office run June 1 through May 31 (School Year) . Financial Year runs July 1 through June 30 (Fiscal Year).

Section 6: A person shall not be eligible to serve more than one term in the same office within a four-year period unless no acceptable candidate has been found to fill the position. A prior member may then be asked to serve that office.

Section 7: All officers and chairpersons will be indemnified from any act performed in furtherance of the organization except for intentional or willful misconduct .

Article VII : DUTIES OF OFFICERS

Section 1: The President shall :

- Preside at all meetings including Executive Committee meetings, Executive Board meetings and regular PTF school meetings.
- Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or PTF board.
- Be a member ex officio of all committees except the Nominating Committee.
- Coordinate the work of the officers and committees of the association in order that the purpose(s) of the PTF may be promoted.
- Preside as the Program Chairperson. The Program Chairperson shall arrange all board and school meeting agendas whereby providing topics, lecturers, and guest speakers as needed.

Section 2: The Vice President shall:

- In the first year act as aide to the President and shall in his/her designated order perform the duties of the President in the absence or inability of that officer to act .
- Act as PTF Volunteer Coordinator (when applicable) and Chairperson of the Nominating Committee.

Section 3: The Secretary shall :

- Record the minutes of all regular school meetings, Executive Committee meetings, and Executive Board meetings.
- Maintain a current copy of the PTF Bylaws and membership list.
- Handle all correspondence and be custodian of all communications and non financial documents belonging to PTF.
- Perform such other duties as may be delegated to him/her.
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Section 4: The Treasurer shall :

- Receive all funds of the association.
- Keep a full and accurate account of the receipts and expenditures.
- Make disbursements in accordance with the approved budget, as authorized by the association, Executive Board, or a Special Committee, and upon receipt make all deposits in a timely manner.
- Present a financial statement at every regular PTF meeting, every Executive Committee meeting, and at other times when requested by the Executive Board. Make report available to members upon request.

Receipt of Funds:

- Receive all the funds of the association, account for the funds and make deposits.
- All event earnings must be collected at the end of said event by the Treasurer. If the Treasurer is unable to attend a member of the Executive Board may act on their behalf.
- All funds received must be submitted for deposit in a timely manner.

Disbursement of Funds:

- Disbursement requests, in accordance with the approved budget, are to be submitted to the Treasurer for payment .
- Special disbursement requests must be authorized by the Executive Board. Upon approval the request will be filled accordingly.

Budget :

- The Treasurer is involved in setting the school year budget and maintaining the records.

Reports:

- Keep a full account of receipts and expenditures.
- Present a financial statement at every regular school meeting of the PTF, every Executive Committee meeting, and at other times when requested by the Executive Board.
- Give a written summary of the cash flow at the meeting.

Article VIII: MEETINGS

Section 1: The PTF Executive Board shall meet a minimum of twice a year. Special meetings may be called at the request of the President and/ or the Principal.

Section 2: The PTF Executive Committee shall meet four times a year. Special meetings may be called at the request of the President and/or the Principal.

Section 3: The PTF shall meet a minimum of four times per year. The first meeting will be scheduled for no later than September 15th. Remaining Meetings will be scheduled by the Executive Committee at the final meeting of the school year and will be posted for public notice at least one month prior to scheduled meeting.

Article IX: COMMITTEES

Section 1: Standing Committees of PTF are :

- Fund Raising Committee
- Teacher Appreciation Committee
- Back to School Night Committee
- Nominating Committee
- Catholic Schools Week Committee
- Lunch Program Coordinator

Section 2: Other Regular Committees and or Coordinators:

- October Parish Festival
- Homeroom Parent Coordinator
- School Parties Coordinator – (Our Lady of Guadalupe)
- Box Tops Coordinator

Section 3: Ad hoc committees may be established as needed according to the approved PTF budget and plan of programs for the year.

Article X: AMENDMENTS

These bylaws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the PTF Board at a meeting in which a quorum is present and with the approval of the Principal.

ARTICLE XI: QUORUM

In accordance with common parliamentary law, quorums for all Executive Board meetings, Executive Committee meetings, and regular PTF school meetings shall consist of persons present at the time .