



St. Francis Xavier
PARENT TEACHER ASSOCIATION
CONSTITUTION AND BY-LAWS
2024 REVISION

ARTICLE I: NAME AND NATURE OF PTA

The name of the organization shall be St. Francis Xavier PARENT TEACHER ASSOCIATION, hereinafter known as PTA. The PTA is a ministry of St. Francis Xavier Parish serving the Parish school, subject to the direction and authority of the Parish pastor in accordance with Canon law, and has no legal status separate from the Parish.

ARTICLE II: PURPOSE

As members of the PTA of St. Francis Xavier Catholic School, hereinafter known as SFX School, we wish to be dedicated above all to forming ourselves into a true Christian Community. We are bonded together by a deep personal faith in Jesus, in Whose Name and Whose Glory we shall strive to achieve the five following purposes: they are faith filled, educational, informational, social, and fundraising.

We shall (1) educate our faith filled members of the PTA about the needs of the children who attend St. Francis Xavier School, (2) communicate so that parents receive information about our school and that the school becomes aware of the needs of the parents and children, (3) where families can interact socially with teachers and with one another, and (4) to raise funds for the educational enhancement and welfare of the children, St. Francis Xavier School, and the maintenance of the PTA. All funds raised by the PTA shall be maintained in a Parish bank account, subject to Parish oversight and control. The Parish pastor shall be responsible for designating signers on the account and the Parish business office shall at all times have access to and oversight over the distribution of funds.

ARTICLE III: MEMBERSHIP

Section 1: Every parent or guardian with a child enrolled at St. Francis Xavier School shall automatically be a member of the PTA and may attend regularly scheduled meetings. Voting privileges for general PTA business are accorded to elected board members and members present at a general meeting where a vote is needed. Voting privileges for election of officers are accorded to elected board members and active members of the PTA, as shown by attending meetings during the current year.

Section 2: All faculty members of St. Francis Xavier School shall automatically be members of the PTA and may attend any or all the regularly scheduled meetings. Faculty members shall also be governed by the voting directives in Article III, Section 1.

ARTICLE IV: OFFICERS

Section 1: The Spiritual leader of the PTA shall be the Pastor, or a person designated by him.

Section 2: The Principal and/or another administrator of the school shall be an honorary member.

Section 3: The Officers of the PTA shall be as follows:
President, Vice-President, Secretary, Treasurer.

Section 4: These officers shall be nominated or volunteer by PTA members or a member of the Executive Board, subject to approval from the Parish pastor and/or SFX School principal.

The minimum requirements for nomination are: 1) having been an active member of the PTA for at least one year as shown by attending at least four general meetings each year, and 2) having been an active volunteer of a committee.

Officers shall be nominated before or during the March general meeting, voting shall be held at the May general meeting, and the new officers shall be installed at the September general meeting. Terms are for two (2) years. Elections shall be held for open positions on an annual basis. However, to ensure not all officers are newly elected, a majority vote of the board may result in the withholding of a position for re-election.

Section 5: Voting shall be by secret ballot except when there is only one candidate for an office. The Secretary shall be instructed to cast a unanimous ballot for said candidate in that instance.

Section 6: In the event of unprecedented circumstances or resignation of a member of the Executive Board, a successor shall be appointed by the President, subject to approval by the Board and Parish pastor and/or SFX School principal.

Section 7: An officer may be removed prior to the expiration of his or her respective term for just cause, following approval by the Parish pastor. Just cause shall be defined as a non-performance of the essential duties of their respective position. The Parish pastor may remove any officer at any time, and for any reason whatsoever.

ARTICLE V: DUTIES OF OFFICERS

President/Vice-President:

Shall preside at all Board and General Meetings of this PTA, shall be responsible for planning, supervising, and directing the work of this PTA, shall be a facilitator of all standing committees, and may represent this PTA in any major school activity. The President shall be the liaison between the PTA Executive Board and the School Administration.

Vice-President:

Shall assume the duties of the President/Co-Presidents in their absence, shall be responsible for overseeing all major PTA fundraising events and conveying information for each at the regular meetings if the Chairperson is not present.

Secretary:

Shall keep an accurate record of the proceedings of each meeting of this PTA and Executive Board. (The minutes shall be submitted to the President for review and send them to the principal to add to the weekly newsletter and post them to the school website if deemed necessary).

Treasurer:

The Treasurer shall be responsible for the keeping of all financial records of the PTA and reporting to the membership and Parish business office on financial transactions. The Treasurer shall oversee financials of all ongoing PTA fundraisers in compliance with parish and Diocesan requirements and policies. All checks are to be signed by the Treasurer or in the absence of the Treasurer, otherwise as directed by the Pastor, who approves all signers on the PTA account.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected officers.

Section 2: There shall be faculty representatives present at every meeting.

Section 3: Subject to the oversight of the Parish pastor and/or SFX School principal, The Executive Board shall act in cases of emergency arising between meetings and shall report such action at the next meeting of this PTA.

ARTICLE VII: COMMITTEES

Section 1: Prior to the end of each school year, Committee Chairpersons will submit to the President a summary report of committee activities during the year unless otherwise specified by the President.

Section 2: Throughout the existing school year, requests for additional funds will be handled in the following manner: A written request will be given to the President or Treasurer. The PTA Board shall review the request. If previously budgeted, it shall be approved, and the Treasurer shall release the funds. If not previously budgeted, the Board will determine if discretionary funds may be used. If the amount exceeds \$250.00 then the request will be put on the regular PTA meeting. The Parish pastor and SFX School principal must approve the budget.

ARTICLE VIII: MEETINGS

Section 1: The meeting dates, time and location shall be determined by the President along with the Parish calendar at the end of the previous school year. PTA meetings are generally held every other month, from September through May.

Section 2: Special meetings may be called by the President or at the requests of any three (3) Board members. In the event a special meeting is called, it will be the duty of the President or Secretary to notify all members of the PTA of the date and time of such a special meeting.

ARTICLE IX: BY-LAWS

Expenditures: The President or Treasurer may authorize emergency expenditures in the amount of \$250.00 without Board approval but with the approval of the Parish pastor and/or SFX School principal.

Treasury: The treasury balance shall carry over to start the next school year. All funds raised go to the general operation of the PTA except where funds were raised for a more specific purpose.

Fiscal Year and Audit:

The fiscal year shall run from July 1 until June 30. The Treasurer's book shall be audited as necessary.

Revisions: The board chaired by the most recent outgoing or Past-President or Vice-President shall review/revise this Constitution and By-Laws every three (3) years.

ARTICLE XI: AMENDMENTS

Section 1: This Constitution and By-Laws may be amended during the school year by a two-thirds (2/3) vote of active members (as previously described) present and voting at a

designated meeting of that year. Notice of the proposed amendment must be submitted in writing and read at the previous regular PTA meeting.

Section 2: By a two-thirds (2/3) vote of the Executive Board, an amendment may be proposed at any regular meeting and voted on at the following meeting.

Section 3: All amendments require the approval of the Parish pastor and/or School principal, and the Parish pastor has the authority to amend the By-laws at any time and for any reason.

This original document contains the initials and signatures of the 2024 - 2025 Executive Board

Tiffany Zeigler, President

Annie Bailey, Vice-President

Abby McElroy, Treasurer

Heather Siemienski, Secretary

APPROVED:

Rev. Tony Sejba, Pastor

Danene Beal, Principal