

PARENT-TEACHER COUNCIL BY-LAWS

GRAND TRAVERSE AREA CATHOLIC SCHOOLS (GTACS)

PARENT-TEACHER COUNCIL (PTC)

I. Mission and Values-

The GTACS PTC recognizes that a child's spiritual and educational development is a shared responsibility between school and family during the entire period the child spends in school. To support the goal of GTACS to educate all students effectively, the school and parents must work together as knowledgeable partners. The mission of the GTACS PTC is to contribute to the educational success of the students attending GTACS by fostering a partnership between families, staff, administration, and the community which promotes a positive faith-based environment, valuing everyone's participation. The PTC will fulfill its mission by focusing on the following core values: open communication; fundraising; educational enrichment; sense of belonging; and school spirit.

II. Duties and Responsibilities-

- A. To provide a platform for open communication between families, staff, administration, and the community.
- B. To provide financial support for school related activities.
- C. To support the school's curriculum through sponsorship of educational enrichment activities.
- D. To promote a school-centered GTACS family where all connected to the school feel welcome.
- E. To promote school spirit and pride in GTACS.

III. Structure and Organization-

A. MEMBERSHIP-All families with children attending Holy Angels [Preschool and] Elementary School (HA), Immaculate Conception Elementary School (IC), and Saint Elizabeth Ann Seton Middle School (SEAS) are members of the GTACS PTC.

B. BOARD OF DIRECTORS-

1. The Board consists of seven voting members being the President, Vice-President, Treasurer, Secretary, and the School Advisory Board Liaisons for HA, IC and SEAS and may include two additional non-voting members being an administrator and teacher representative.

2. A quorum shall consist of five Board members.

3. Voting carries by majority rule.

4. No term of office will exceed three years. In the event of resignation of any officer before the expiration of their term, the Board will appoint a replacement to fill the officer's term.

C. ATTENDANCE-

1. All PTC members are encouraged to attend all meetings.

2. Board members will attend all meetings in conjunction with an administrator and a teacher representative.

3. One Room Parent or liaison per grade will attend all meetings.

D. MEETINGS-

1. Regularly scheduled meetings will be held the second week of the month, each month, with the day of the week and time being established by the Board.

2. The Board may call additional meetings as needed.

3. The Board will hold executive meetings twice per year – at the beginning and end of the school year.

OFFICERS-

4. President-

a) Presides over all meetings.

b) Prepares a written agenda for each meeting.

c) Serves as a liaison between PTC and Administration.

d) Regularly advises the Development Office of the fundraising activities of the PTC.

- e) Supports the School Advisory Board Liaisons in representing the PTC to the Advisory Board when necessary.
 - f) Coordinates time table of activities with appropriate school personnel.
 - g) Has authority to write checks and withdraw from bank accounts to pay for expenses incurred for and on behalf of the PTC.
5. Vice-President-
- a) Assists President.
 - b) Presides over meetings in absence of President
 - c) Appoints Chairpersons for fundraisers and activities.
 - d) Responsible for PTC public relations.
6. Secretary-
- a) Records PTC meeting minutes.
 - b) Notifies Weekly Newsletter and Monthly Calendar representatives of dates and times for PTC meetings, fundraising and other activities.
 - c) Handles all correspondence, i.e., sympathy and thank you cards, etc.
 - d) Works with Vice-President on public relations.
7. Treasurer-
- a) Handles checking and savings account responsibilities at East Traverse Catholic Federal Credit Union.
 - b) Reports to the Board on financial status from all fundraisers.
 - c) Responsible for obtaining financial reports from all fundraisers.
 - d) Sends annual financial report to Board at final Executive meeting of the year and to Development Office at end of school year.
 - e) Keeps individual files on all projects and fundraising activities for future reference.
8. School Advisory Board Liaisons-
- a) HA, IC and SEAS shall each have one representative which shall act as liaison with the School Advisory Board.
 - b) The Liaisons shall represent the PTC at School Advisory Board meetings.
 - c) The Liaison shall report to the PTC on School Advisory Board matters as necessary.
9. Committee Chairpersons-
- a) Report to Vice-President on status of individual projects.
 - b) With respect to any fundraising activities:
 - 1. Provide publicity for fundraisers
 - 2. Provide written financial report to Treasurer of projects including monies spent with receipts and income.
 - 3. Submit reports of income and monies spent with profit to Board and members at the meeting following the particular project.
 - 4. Provide detailed summary of project development to Treasurer.
 - 5. Submit all monies obtained to Treasurer for deposit.

IV. Amendments and Additions-

These By-Laws may be amended or added to by the majority action of the GTACS Elementary PTC at any duly called meeting.

V. Dissolution-

In the event the PTC should dissolve, the total assets shall be liquidated and allotted to an organization of like purpose to be determined by the PTC's Board of Directors and the HA, IC and SEAS Administrators and in compliance with applicable governmental regulations.