

Revised May 31, 2011

PROVIDENCE HEIGHTS ALPHA PARENT TEACHER ASSOCIATION BY-LAWS

ARTICLE I NAME

The name of this organization shall be the “Providence Heights Alpha Parent Teacher Association”(hereafter, the “APTA”).

ARTICLE II MISSION

The mission of the APTA is to support the Principal/Administration, Board of Directors of Providence Heights Alpha School Corporation, and Faculty by providing an environment that develops educational excellence with a strong spiritual foundation.

ARTICLE III PURPOSE

The purpose of the APTA is to offer support to and foster the growth of the Providence Heights Alpha School by calling upon the skills, creativity and commitment of its members:

1. To promote partnerships between the family/home and the Administration and Faculty.
2. To benefit the students and support activities related to academic excellence. To accomplish this by raising funds to develop and expand innovative programs, teacher-based activities, and capital improvements, as identified by the Administration.
3. To volunteer support services and organize activities for the Alpha community.
4. To follow through as competent and compassionate people grounded in the Divine Providence value of spirituality.

ARTICLE IV AUTHORITY

The Administration has the ultimate responsibility for Alpha School. The APTA shall function with the Administration’s input and consent. All written communications from the APTA must be approved by the Principal before dissemination.

ARTICLE V MEMBERSHIP

Membership in the APTA shall be open to Providence Heights Alpha School families who express interest in membership by paying annual dues in an amount set by the Executive Committee. All dues-paying members shall be eligible to vote for officers of the APTA.

ARTICLE VI OFFICERS

The officers of the APTA shall consist of President, Vice President, Secretary and Treasurer. All offices held for two-year terms.

The duties of the officers shall be as follows:

A. The President shall be the chief officer and shall preside over all meetings. He/She (or his/her delegate) shall be an ex-officio member of all committees; shall have such usual powers of supervision and management as may pertain to the office of President; and shall perform duties as designated by the Executive Committee and the Administration.

B. The Vice President shall work in conjunction with the President and shall perform the duties of the President in his/her absence. He/she shall assume the duties of the President if a vacancy should occur in the office of President until the next election.

C. The Secretary shall record the minutes of the Executive Committee meetings and general meetings. He/she shall send notice of all such meetings to members prior to the meeting. A report of the minutes shall be kept and distributed to APTA members.

D. The Treasurer shall collect and receive all monies and be responsible for keeping an accurate record of all finances. Disbursements shall be made only as directed by the Executive Committee and countersigned by the Principal. A verbal and written financial report shall be given by the Treasurer at each general meeting. A written annual report shall be given at year's end to the membership and to the Principal. This report may be subject to audit by request of three members of the Executive Committee.

ARTICLE VII EXECUTIVE COMMITTEE

The administrative body of the APTA shall be known as the Executive Committee. The Committee shall consist of the APTA's President, Vice President, Secretary, Treasurer, and the Principal.

Section 1. The Executive Committee shall have the right to fill any interim vacancies that arise among the offices of the APTA, subject to subsequent approval of the membership.

Section 2. The Executive Committee shall have the authority to add or delete permanent committees, and shall have the authority to appoint chairpersons of those committees.

Section 3. The Executive Committee shall have the right to approve expenditures up to \$5,000.00 without a vote of the membership.

Section 4. All matters of policy pertaining to the organization and administration of the APTA shall be vested in the Executive Committee.

SECTION VIII ELECTIONS

Section 1. A Nominating Committee of three APTA members shall make nominations for officers, at least two months prior to the election meeting. The Nominating Committee shall report at this meeting the name of the candidates for each office to be filled. Additional nominations may be made from the floor at this time. The consent of all nominees must be obtained.

Section 2. Elections shall take place at the second to last general meeting of the organizational year, or via written ballot, at the discretion of the Executive Committee. Voting is by simple majority of members.

ARTICLE IX COMMITTEES

Section 1. Committee chairs and members shall be chosen on a volunteer basis. Committee chairs and committee members shall take direction from, and shall report to, the Executive Committee. Committee chairs may, with the advance consent of the Executive Committee, establish sub-committees and nominate sub-committee chairs. The general duties of the committees shall be as follows:

Activities Committee. The activities committee shall be responsible for planning and coordinating social activities for the students and families.

Home Room Parent Committee. This committee shall assist teachers, whenever necessary with homeroom activities such as holiday celebrations, field trips, etc. All activities must first be approved by the Principal and by the homeroom teachers. .

Nominating Committee. The Nominating Committee shall solicit nominees for Officers of the APTA, as more fully described in Article VIII above.

Volunteer Coordinator Committee. This committee shall solicit volunteers to serve as chairs of committees, chairs of sub-committees, and members of committees.

Ways and Means Committee. This committee shall be responsible for fundraising activities, with the exception of the Gala fundraising event. All activities planned by this committee shall be approved by the Principal and the Executive Committee before any commitment or activity can begin. The committee shall submit a detailed, written financial report of all such activities to the Executive Committee and shall promptly turn over all monies receipts, and requests for reimbursement to the Treasurer.

Gala Committee. The Gala Committee shall be responsible for planning and implementing the school's major fundraiser. All changes from prior year's Gala shall be approved in advance by the Principal and the Executive Committee. In addition to the President (or his/her designee), the Treasurer shall also be an ex-officio member of the Gala Committee. The committee shall submit a detailed, written financial report of all Gala activities to the Executive Committee, and shall promptly turn over all monies, receipts, and requests for reimbursement to the Treasurer.

Section 2. Ad hoc committees may be formed by the Executive Committee on a temporary basis as required. They shall be established for a specific purpose and shall be dissolved when that function has been completed.

ARTICLE X MEETINGS

Section 1. The Executive Committee shall make good faith efforts to hold between one and four general meetings per year. In lieu of holding general meetings, the Executive Committee may, in its discretion, publish and circulate to members newsletters that describe the APTA's past and upcoming activities and that invite comment and input from the membership. The general meetings and/or the newsletters shall consist of the agenda/content desired by the Executive Committee.

Section 2. The Executive Committee shall meet as frequently as desired. One or more faculty liaisons may, at the Principal's discretion, attend Executive Committee meetings. The membership of the APTA shall be given 14 days' advance notice of Executive Committee meetings, and may attend them upon giving the Secretary three days' advance written notice.

ARTICLE XI AMENDMENTS

These by-laws may be amended by a simple majority vote of the membership.