



Alpha Parent Teacher Association

Alpha Parent Teacher Association Organization By-Laws

ARTICLE I: NAME

The name of the organization shall be "Providence Heights Alpha Parent Teacher Association" (hereafter, referred to as "APTA").

ARTICLE II: MISSION

The mission of the APTA is to enrich student life and build community with a strong spiritual foundation by supporting the Principal, Administration, Faculty, and Board of Directors of Providence Heights Alpha School (hereafter, referred to as "PHAS") through volunteer efforts and financial support of school, student, and community activities and events.

ARTICLE III: PURPOSE

The purpose of the APTA is to foster the growth of the PHAS community by calling upon the skills, creativity, and commitment of its members to promote partnerships between the home and the school. Members are also called to volunteer support in the way of time and fundraising by organizing activities for the PHAS community. The APTA follows through with those commitments in the spirit of cooperation and kindness with an understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message.

ARTICLE IV: AUTHORITY

The PHAS Administration has the ultimate responsibility for PHAS and all its branches, including the APTA. The APTA shall function with the input and consent of the Principal. All communication from the APTA to the community at large must be approved by the Principal before dissemination.

ARTICLE V: MEMBERSHIP

Membership in the APTA shall be voluntary and open to all families that currently have one or more students enrolled in PHAS as well as faculty and staff members.

Section 1: Family Membership

Families agree to pay annual dues in an amount set by the Leadership Council. Families in good standing ("Members" or "Membership"), must pay their dues in full by November 1 of the current school year to be eligible to: (a) serve as a chairperson or committee member for APTA events; (b) be nominated and considered for a position on the Leadership Council and serve as an Officer; and (c) vote for officers of Leadership Council.

Section 2: Faculty/Staff Membership

Faculty/Staff are not required to have a child enrolled in PHAS nor are they required to pay annual dues. Faculty/Staff in good standing ("Members" or "Membership") are eligible to (a) serve as a chairperson or

committee member for APTA events; (b) be nominated and considered for a position on the Leadership Council or serve as a Liaison; and (c) vote for members of the Leadership Council.

ARTICLE VI: LEADERSHIP COUNCIL

The governing body of the APTA shall be known as the Leadership Council. The Leadership Council of APTA shall be comprised of the PHAS Principal, four (4) family Members to serve as officers, and up to two (2) Faculty Liaisons.

The Leadership council as a whole is responsible for effectively communicating with the Membership. They work in conjunction with all APTA event committee chairpersons to keep events on task and budget. Leadership Council helps to ensure that all programs and events address the needs of the students and the community of PHAS as a whole.

Section 1: Officers

The officers' positions are defined as President, Vice President, Secretary and Treasurer. These positions are filled by Members in good standing and held for staggered two-year terms with President and Secretary being filled on even-numbered years, and the office of Vice-President and Treasurer filled on odd-numbered years. Officers should be elected by the Membership at large. Officers must have all clearances as defined by the guidelines of PHAS. If necessary, positions may be filled by a volunteer or someone appointed by the PHAS administration.

A: The Duties of the Officers

1. The President shall be the chief officer of the APTA and shall develop the agenda and preside over all General Membership meetings. He/she shall be an ex-officio member of all committees and shall have such usual powers of supervision and management that may pertain to the office of President. He/she ensures that the yearly goals of the APTA are identified, communicated, and accomplished.
2. 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 position of President if vacancy should occur until an interim President is named. The Vice President assists in coordination of community events and fundraisers.
3. The Treasurer shall be responsible for the collection, distribution and recording of all monies. Any and all distributions shall be authorized by the Principal and/or President. The Treasurer shall give a verbal report at each General Membership meeting. The Treasurer must also provide a monthly written financial report to the Leadership Council. He/she also maintains the APTA bank account.
4. The Secretary records the minutes of both the Leadership Council and General Membership meetings. He/she is responsible for posting the General Membership minutes to the APTA page on the PHAS website. The Secretary notifies the Membership of pending votes and/or elections and works in conjunction with the Leadership Council to communicate any necessary information to the Membership. He/she oversees the creation, distribution, and tallying of ballots in the event of a vote and/or election. The Secretary also maintains the current copy of the APTA by-laws.

B: Terms of Office

1. Newly elected officers begin their term on July 1 and last 24 months.
2. A Member may not hold the same Officer position for more than 2 consecutive terms.
3. Officers must have all necessary clearances as defined by the PHAS guidelines.

4. To hold the Office of President or Vice President candidates must be Members of APTA in good standing for at least 2 years and have served on the committee for at least one major school/APTA event or fundraiser.

Section 2: Faculty/Staff Liaisons

Faculty/Staff Liaison positions are to be held in two year terms. Faculty/Staff Liaisons may be volunteers, elected by the general faculty/staff, or appointed by the PHAS Principal.

A. Duties of Faculty/Staff Liaisons

Faculty/Staff Liaisons will act as the proxy for the faculty and staff of PHAS in regards to APTA events and policies, coordinate faculty/staff volunteers for events and fundraisers as needed, assist committees with the logistics of all events that happen in the PHAS building during school hours.

Section 3: Duties/Authority

- A. The Leadership Council shall meet independently of membership to transact business and prepare for the general meeting, create standing rules and policies, develop standing and temporary committees, prepare and present finances to the membership, approve routine bills, and prepare reports, communication and recommendations to the membership.
- B. The Leadership Council may, in its discretion, publish and circulate to Membership newsletters or email that describe the APTA's past and upcoming activities and that invite comment and input from the Membership.
- C. The Leadership Council shall have the authority to fill any interim vacancies that occur on the Leadership Council.
- D. The Leadership Council shall have the authority to add, delete, or change the function of any subcommittee and shall have the right to appoint chairpersons of those committees.
- E. The Leadership Council shall have the authority to approve non-reimbursable and/or unrecoverable expenditures up to \$5,000 without a Membership vote.

Section 4: Removal of Leadership Council Members

A member of the Leadership Council is subject to removal from the office if he/she fails to perform designated duties or if he/she engages in any act or behavior that brings dishonor or is inconsistent with the Mission and Purpose of the APTA. Removal may occur by a majority vote of the Leadership Council or decision of the PHAS Principal after other attempts to resolve the issue were unsuccessful.

ARTICLE VIII: ELECTIONS

The Leadership Council will inform the Membership of vacancies and seek nominations no later than 60 days prior to the election.

At least one eligible person for each office shall be named to the Leadership Council at least 30 days prior to the election. The Leadership Council must secure confirmation from the candidate that he/she would serve the full term if nominated and then elected. The nominee must be an APTA Member in good standing and meet other criteria as defined in Article VI: Officers.

Elections for officers shall take place at the May general meeting of the organizational year. Elections shall be via written ballot. Ballots will be disseminated to the Membership from the APTA Secretary. In the event that only one candidate is named for a position, then no vote is required. Election is by simple majority of Members who participate in the vote.

ARTICLE IX: COMMITTEES

The Leadership Council shall recruit volunteers and Chairpersons for committees surrounding any APTA or PHAS events as needed. Those Chairpersons or other committee representatives shall report directly to the Leadership Council as well as provide updates at the general meetings.

ARTICLE X: MEETINGS

Section 1. General Meetings

The Leadership Council shall make good faith efforts to hold at least three (3) general meetings per year. The general meetings shall consist of the agenda and content desired by the Leadership Council.

- A. The privilege of attending meetings, making motions, debating and voting shall be limited to only APTA Members in good standing.

Section 2: Leadership Council Meetings

The Leadership Council shall meet as frequently as desired but at least four (4) times per year. One or more Faculty/Staff Liaisons may, at the Principal's discretion, attend Leadership Council meetings.

Section 3. Voting

All voting on standard business at the general meetings shall be put to motion and seconded. Votes may be cast by a roll call of yea or nay during meetings where a quorum exists. The votes shall be counted by the Secretary and one (1) Member in attendance at the meeting.

The Leadership Council reserves the right to put any motion to a larger vote via ballot.

Section 5. Quorum

A quorum is defined as at least three (3) members of the Leadership Council and a simple majority of Members in attendance where the motion is made and seconded. Members must be in good standing in accordance with Article V.

Section 6. Rules

Leadership Council will refer to the rules contained in "Roberts Rules of Order, Newly Revised Edition" when necessary.

ARTICLE XI: FINANCES

Section 1. Fiscal Year

The fiscal year shall be July 1 – June 30.

Section 2. Budget

The Treasurer shall draft a tentative budget in late summer for the current school year and submit it to the Leadership Council for approval. The budget shall be approved by the start of the school year.

- A. Any funds in excess of \$3,000.00 at the end of the fiscal year shall be dispensed to PHAS to be used as determined by the PHAS Board of Directors.

Section 3. Records

The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 4. Signatures

Two (2) authorized signatures shall be required on each check. Authorized signers shall be the Principal and Treasurer.

Section 5. Financial Reports

- A. The Treasurer shall prepare an Annual Report to be presented to the Membership at the first meeting of the school year.
- B. The Treasurer shall prepare periodic financial reports and verbally present a summary of these reports at each general meeting.

Section 6. Dissolution of APTA

Upon the dissolution of the organization, any remaining funds shall be used to pay outstanding expenses, and dispensed to PHAS to be used as determined by the PHAS Board of Directors

ARTICLE XII: AMENDMENTS

Amendments to these By-laws must be posted for thirty (30) days and voted on at the next General Membership meeting. Amendment may be ratified in accordance to Article X: Section 3.