

# CONSTITUTION AND BYLAWS OF THE NATIVITY SCHOOL PARENT-TEACHER ORGANIZATION

## ARTICLE I

### PREAMBLE

The Nativity School parent-teacher Organization (hereinafter, the “Organization”) hereby adopts the following constitution in accordance with and in an effort to advance the goals and objectives of the Mission Statement of the Organization, herein stated as follows:

*The Mission of the Nativity School Parent-Teacher Organization shall be to enrich the quality of our children’s physical, mental, social and spiritual education. The Objectives developed to support this Mission include (in no particular order): 1) Public Relations, including community building (or relationship building ) as families of Nativity School and community building in the larger community (i.e., outreach activities); 2) Fundraising; 3) Volunteerism; 4) Interaction with the Fargo Catholic Schools Network; 5) Promotion of communication between parents and teachers; and 6) Curriculum enrichment*

*To meet these objectives, we will work to develop and maintain a broad base of parental involvement in the Nativity School Parent-Teacher Organization.*

## ARTICLE II

Membership in the Organization shall be open to all parents and guardians of the students of Nativity School, member of faculty, and sponsoring parish clergy.

### OFFICERS

- 2.1 Officers: The officers of the Organization shall consist of a President, Vice-President, Secretary, Treasurer, Past-President, School Principal, two (2) Teacher Representatives, Curriculum Coordinator, Fundraising Coordinator, Public Relations Coordinator, Volunteer Coordinator and Five (5) Deputy Coordinators.
- 2.2 President: The President shall preside at all meetings of the Organization, including those of the Board of Trustees and of the Steering Committee, coordinate activities with and delegate duties to other officers and members of the Steering Committee, consult with other members of the Steering Committee, and faithfully execute and perform such duties as are incumbent on the office of President. Upon completion of his/her one (1) year term, the President shall serve as Past President.

- 2.3 Vice President: The Vice President, in the absence of the President shall perform all the duties of the President, shall assist the President in the implementation of policy and /or completion of the President's duties, serve on any committee(s) and/or perform any duties a the direction of the President, and shall hold the office of President the year following his/her term as Vice-President upon majority approval of the Board of Trustees prior to the discernment process.
- 2.4 Secretary: The Secretary shall keep accurate records of the General Meetings of the Organization, meetings of the Steering Committee, and other committee meetings in the discretion of the President and/or the Steering Committee, shall draft any and all correspondence as directed by the President or Steering Committee, and shall publish the agendas of the upcoming meetings, minutes of prior meetings, and the date and time of upcoming meetings in accordance with these Bylaws.
- 2.5 Treasurer: The Treasurer shall receive any and all dues and/or other monies of the Organization, account for all monies received and spent by the Organization, prepare a budget or other pertinent financial report(s) as directed by the President or Steering Committee, pay all bills and obligations as approved by the President, Steering Committee, or Organization membership in accordance with these Bylaws, and be a permanent member of the Fund-Raising Committee, as chaired by the Fund-Raising Coordinator.
- 2.6 Deputy -Treasurer: The Deputy-Treasurer shall perform all duties of the Treasurer in the Treasurer's absence, perform all duties assigned by or in assistance to the Treasurer, serve on any committee(s) at the direction of the President, serve as a permanent member of the Fund-Raising Committee, as chaired by the Fund Raising Coordinator, and become the Treasurer the year following his/her term as Deputy - Treasurer upon majority approval of the Board of Trustees prior to the discernment process.
- 2.7 Past-President: The Past-President, in the absence of the President and Vice-President, shall perform all the duties of the President and serve on any committees and/or perform any duties at the direction of the President.
- 2.8 Curriculum Coordinator: The Curriculum Coordinator shall oversee the activities of the Curriculum Committee, work with the Fargo Catholic Schools Network and Nativity School teaching and administrative staffs to enhance and support the curriculum of Nativity School and the work of school teaching staff, and report to the Board on matters undertaken by the Curriculum Committee.

- 2.9 Fundraising Coordinator: The Fund Raising Coordinator shall oversee the activities of the Fund Raising Committee, work to raise funds for Organization projects in cooperation with the Fargo Catholic Schools Network in all fund-raising projects, and report to the Board on matters undertaken by the Fund Raising Committee.
- 2.10 Public Relations Coordinator: The Public Relations Coordinator shall oversee the activities of the Public Relations Committee, work to foster fellowship among school families and coordinate Organization activities as assigned by the Board, act as liaison to the Fargo Catholic Schools Network on public relations matters and report to the Board on matters undertaken by the Public Relations Committee.
- 2.11 Volunteer Coordinator: the Volunteer Coordinator shall oversee the activities of the Volunteer Committee, work to organize the volunteer efforts of school families and members of the Organization, and report to the Board on matters undertaken by the Volunteer Committee.
- 2.12 School Principal: The School Principal shall act as liaison between the Organization and Nativity School and the Fargo Catholic School Network and report to the Board on matters of concern to Nativity School and advise the Board on school needs, goals, issues, and perspectives.
- 2.13 Deputy Coordinator: Five Deputy Coordinators shall be available to the Organization to assist Organization Coordinators and their Committees, oversee special committee's as necessary, and undertake any and all duties as directed by the Board and the respective Coordinators. Each Deputy Coordinator shall be specifically assigned to a Coordinator and committee. Upon the completion of the term of each Coordinator, the Deputy Coordinator so assigned shall become the new Coordinator and new Deputy Coordinators shall be chosen through discernment.
- 2.14 Teacher Representative: The Nativity School teaching staff shall select up to two (2) representatives to sit on the Board of Trustees. The teacher representative(s) shall be selected by the Nativity School teaching staff monthly. The Teacher Representatives shall report to the Board on matters of concern to the Nativity School teaching staff.
- 2.15 Selection of Officers: The officers of the Organization, as identified in Section 2.1 shall be determined by discernment. Discernment of new officers shall be administered by the existing Board, with the discernment process occurring by the end of the month of April. Specific guidelines of the discernment process will be determined by the Board.

- 2.16 Term of Office: The following officers shall serve terms of one (1) year: President, Vice-President, Past President, Treasurer. The person chosen as Vice-president shall become President the following year as designated in article 2.3 and become the Past President for the year thereafter.

Each of the Coordinators and Deputy Coordinators shall serve a term on one (1) year. As stated in section 2.13, the persons chosen as Deputy Coordinators shall become the Coordinators for each of the Committees for the following year.

The position of Secretary shall have a fixed term of two (2) years.

The Following officers shall have no fixed term: Principal and Teacher Representative.

The fact that a person previously served as an officer of the Organization shall not disqualify that person from serving as an officer at a later time.

Terms begin at the May Board Meeting following discernment. Term completion will be July 1<sup>st</sup> for outgoing members.

- 2.17 Vacancies: The Board shall select individuals to fill vacancies of any office of the Organization for the unexpired term of such office.
- 2.18 Absence in attendance at three (3) consecutive board meetings shall result in dismissal for the board. Refer to 2.17, regarding vacancies.

### ARTICLE III BOARD OF TRUSTEES

- 3.1 Board of Trustees: The Board of Trustees of the Organization (hereinafter, the "Board") shall consist of all of the Officers, as defined in Article II. The President shall be the Chairperson of the Board, with the Vice-President as Co-Chair. In the absence of the Chairperson or Co-Chairperson, meetings of the Board shall be chaired by persons designated by the Chairperson or as defined by policies and procedures adopted by the Board.
- 3.2 Powers: The property, monies, affairs and business of the Organization shall be managed by and under the direction of the Board.
- 3.3 Place of Meetings: Meetings of the Board shall be at Nativity School unless otherwise directed by the Board with at least three (3) days notice to the membership of the Organization and members of the Board.

- 3.4 Regular Meetings: Regular meetings of the Board shall be held monthly during the school calendar, with dates and times set at the discretion of the Board.
- 3.5 Special Meetings: Special meetings of the Board may be held at such times and places as shall from time to time be determined by the Board with notice to all members. Special meetings of the Board also may be called by the President of the Organization, acting as Chair, or by the Vice-President, acting as co-Chair, in the absence of the President.
- 3.6 Order of Meetings: The order of business at any meeting of the Board shall, to the extent appropriate and unless modified by the Chairperson, or Co-Chairperson, in the absence of the Chairperson, be:
- a. Call of roll
  - b. Members of the Organization to be heard;
  - c. Determination of the existence of a quorum;
  - d. Reading and disposal off any unapproved minutes;
  - e. Reports of Officers of the Organization;
  - f. Unfinished or Old Business
  - g. New Business
  - h. Adjournment
- 3.7 Quorum: A majority of the entire Board shall constitute a quorum for the transaction of business, except that when a vacancy or vacancies exist, a majority of the remaining members of the Board shall constitute a quorum.
- 3.8 Voting: At each meeting of the Board, every Board member attending the meeting shall be entitled to vote. All questions and issues concerning the Board shall be decided by a majority vote.
- 3.9 Proxy: There shall be no proxy voting.

#### ARTICLE IV

##### STEERING COMMITTEE

- 4.1 Composition and Powers: The Steering Committee of the Organization shall consist of the President, Vice President, Secretary, Treasurer, Deputy - Treasurer, Past-President, and Principal of Nativity School. The Steering Committee shall report and make recommendations to the Board concerning issues affecting the property, monies, affairs and business of the Organization. It shall also undertake the consideration of any matter as delegated by the Board. Steering Committee meetings shall be open to all members.

- 4.2 Place of Meetings: Meetings of the Steering Committee shall be at Nativity School unless otherwise directed by the Steering Committee or Board of Trustees with reasonable notice to the members of the Steering Committee.
- 4.3 Meetings: Meetings of the Steering Committee may be held at such times and places as shall from time to time be determined by the Steering Committee and directed by the Board of Trustees. Special meetings of the Steering Committee also may be called by the President or by the Vice-President, in the absence of the President.
- 4.4 Order of Meetings: The order of business at any meeting of the Steering Committee shall, to the extent appropriate and unless modified by the President or Vice-President in the absence of the President be:
- a. Call of roll
  - b. Members to be heard;
  - c. Determination of the existence of a quorum;
  - d. Reading and disposal off any unapproved minutes;
  - e. Reports of Officers;
  - f. Unfinished or Old Business
  - g. New Business
  - h. Adjournment
- 4.5 Quorum: A majority of the entire Steering Committee shall constitute a quorum for the transaction of business, except that when a vacancy or vacancies exist, a majority of the remaining members of the steering Committee shall constitute a quorum.

## ARTICLE V

### COMMITTEES

- 5.1 Committees: The Coordinators of the Organization, including the Fundraising Coordinator, Volunteer Coordinator, Curriculum Coordinator, Public Relations Coordinator, and Treasurer shall chair and serve on the Committees of the Organization, each of which shall assist the Coordinator in the execution of his/her duties and handle responsibilities as assigned by the Board or Steering Committee. In the absence of the Coordinator, the Deputy Coordinator assigned to the Committee shall chair that Committee.
- 5.2 The Fargo Catholic School Liaison committee: The President, Vice-President and Treasurer shall attend quarterly meetings of the Executive Committee of the Fargo Catholic Schools Network Parent Teacher Organization.

## ARTICLE VI

### MEMBERSHIP

- 6.1 Eligibility: Membership in the Organization shall be open to all parents and guardians of the students of Nativity School, member of faculty, and sponsoring parish clergy.
- 6.2 Dues: Dues for membership in the Organization shall be set by the Steering Committee at its first meeting following the selection of Officers.
- 6.3 Place of Meetings: Members of the Organization are invited to attend all meeting of the Board of Trustees and committees. General meetings of the membership shall be held in conjunction with meetings of the Board of Trustees as set forth in Article III.

## ARTICLE VII

### OBLIGATIONS OF THE ORGANIZATION

- 7.1 Contracts: the Board may authorize such officers or agents as they shall designate to enter into contracts or execute and deliver instruments in the name of and on behalf of the Organization. Such authority may be general or confined to specific instances. The Organization will cooperate in contracting for services and/or projects with the Fargo Catholic Schools Network and Nativity Parish.
- 7.2 Disbursement Approval/Check Signing: Generally, only one signature should be required. Checks in excess of \$750.00 shall require two (2) checks. An individual without check signing authority should be the one responsible for opening the bank statements. Individuals with authority to sign checks should not have opportunity to alter bank statements prior to review by a party without signing authority. All receipts should have an invoice, receipt, or other documentation. Where no third party documentation is available, a manual receipt or note should be prepared to document the disbursement description and amount.
- 7.3 Deposits/ Cash Receipts: Two unrelated people should be responsible for receiving cash at events. Two unrelated people should be responsible for collecting, counting and documenting the cash received for deposit. Raffle tickets sold should be reconciled with cash receipts where possible. Fall

fundraiser inventory should be reconciled with cash receipts where possible. Deposits should be made in a timely manner.

ARTICLE VIII

MISCELLANEOUS

- 8.1 Fiscal Year: The fiscal Year of the Organization shall be determined by the Steering Committee: currently set as July 1<sup>st</sup>.
- 8.2 Budget: The annual budget for the coming fiscal year shall be determined by a process set by the Board with the following requirements:
  - a. There shall be two (2) meetings of either the Board, Steering Committee, or subcommittee appointed by the Board to handle budgetary matters with notice to all members of the Organization inviting the members' attendance.
  - b. The process of determining the budget for the upcoming fiscal year must begin by March 15.
  - c. Approval of the budget for the upcoming fiscal year must occur by the regular Board meeting in May.
- 8.3 Amendments: These Bylaws may be altered by the Board with approval of the Membership by a majority vote of those in attendance at the meeting of the Board as provided in Article III.

The undersigned, Secretary of the Nativity School Parent Teacher Organization, does hereby certify that the foregoing Bylaws are the Bylaws adopted for the Nativity School Parent Teacher Organization upon unanimous approval of its Steering Committee.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2006.

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Secretary of Nativity Parent Teacher Organization