

BY-LAWS OF THE ST. MARY SCHOOL PTS

**ARTICLE I** **Name.** The name of this organization shall be the St. Mary School Parent-Teacher Society of Paris, Kentucky.

**ARTICLE II** **Objectives.** The objectives of this society shall be;

Section 1. To promote the continuation and betterment of the Catholic grade school in Paris, Ky.

Section 2. To promote the Christian welfare and education of children and youth.

Section 3. To bring into closer relations the home and the school, that teachers and parents may cooperate intelligently in the training of the child.

Section 4. To raise funds in support of St. Mary School in a manner consistent with the benchmarks and goals established by the diocese of Lexington.

**ARTICLE III** **Policies.**

Section 1. The purpose of the society shall be educational and shall be developed through conferences, committees and projects.

Section 2. This society shall be non-commercial and non-partisan.

Section 3. This society shall not seek to direct the objectives of the school, but it requests that the teachers advise this group of parents on all policies or changes of policies of the school.

Section 4. This society may cooperate with other organizations and agencies in child welfare, providing a majority vote is rendered in each case.

**ARTICLE IV** **Membership and dues.**

Section 1. Any parent or guardian with children in St. Mary Catholic School interested in the objects of this society may become an active member upon payment of dues as provided in Section 2 of this Article. Upon payment of dues, each parent or guardian shall be entitled to one vote at all meetings.

Section 2. The annual dues shall be \$2.00 per year per family. All dues shall be due in of September each year, payable to the treasurer. Dues will be in arrears if not paid by the November meeting. (Dues for families with only one parent shall be \$1.00 per year).

**ARTICLE V** **Officers and their election.**

Section 1. The officers of this society shall be president, vice president, a secretary and a treasurer. These officers shall be elected annually by secret ballot at the May meeting; however, if there be one candidate for any office, by motion from the floor, the election may be by voice. Officers shall serve for a term of one year and shall remain in office until their successors are elected and installed at the May meeting. No officer shall be eligible to the same office for more than two consecutive years.

Section 2. Nominations for officers shall be made by a nominating committee. Nominating committee shall consist of the past three presidents, (acting presidents shall not be members of this committee. In the absence of any of the presidents, the vice-president of that year shall serve on the nominating committee. The nominating committee, shall report at the election meeting the name of a candidate for each office to be filled. Additional nominations may be made from the floor, and voting shall not be limited to the nominees. The consent of each candidate must be obtained before his or her name is placed in nomination.

Section 3. A vacancy occurring in an office shall be filled by a vote of the members of the organization at the next regular meeting, due notice of such election having been given.

**ARTICLE VI** **Duties of Officers .**

Section 1. The president shall preside at all meetings of the organization and of the executive committee; shall be a member ex-officio of all committees except the nominating committee; shall name special committees; shall perform all other duties usually pertaining to the office.

Section 2. The vice-president shall act as aids to the president and shall perform the duties of the president in the absence of the president. The vice-president shall also act as chairmen of the membership committee.

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Section 3. The secretary shall keep a correct record of all meetings of the organization and of the executive committee, and shall perform all other duties usually pertaining to the office.

Section 4. The treasurer shall receive all money of the organization, shall keep an accurate record of receipts and expenditures, and shall pay all debts authorized by the organization. The treasurer shall present a statement or account at every meeting of the organization and at other times when requested by the executive committee, and shall make a full report at the final meeting. The treasurer's accounts shall be examined annually by an auditing committee of not less than three members, who, satisfied that the treasurer's annual (final) report is correct, shall sign at the end of the report.

## **ARTICLE VII Meetings.**

Section 1. A regular meeting of the society shall be held on the second Thursday of each month, unless otherwise provided by the society or by the executive committee. Three day's notice shall be given to all members prior to all date changes. Special meetings may be called by the executive committee, five days notice having been given. The last regular meeting of the school year shall be the annual meeting at which annual reports shall be received and new officers installed.

Section 2. The privilege of holding office, making motions, debating, and voting shall be limited to members of the society whose dues are not in arrears. Sisters and Father shall be honorary members with all the privileges of other dues paying members.

Section 3. A quorum shall be 1/3 of the paid membership, but in no case shall less than 7 members be considered a quorum.

## **ARTICLE VIII Executive committee.**

Section 1. The executive committee shall consist of the officers of the society, the chairman of each of the standing committees and the principal of the school or his/her representative.

Section 2. The duties of the executive committee shall consist of the following: (a) To transact necessary business in the intervals between society meetings and such other business, as may be referred to it by the society; (b) to approve plans of work of the standing committees; (c) to present a report at the regular meetings of the society; (d) to appoint a committee of not less than three members, at least two weeks before the final meeting, to audit the treasurer's accounts.

Section 3. Regular meetings of the executive committee shall be held in August (prior to first meeting of the society), November, January, March April. The time of each meeting shall be fixed by the committee at its first meeting of the year. A majority shall constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of the committee.

Section 4. Any committee chairman absent from three executive meetings without valid excuse constitutes an automatic resignation and the vacancy thus created may be filled by the executive committee.

## **ARTICLE IX Standing Committees**

Section 1. Such standing committees shall be created by the executive committee as may be required to promote the objects and interest of the organization. The chairman of the standing committee shall be appointed by the president. Their term of office shall be one year.

Section 2. The chairman of the standing committee shall present plans of work to the executive committee, and no work shall be undertaken without the approval of the executive committee. Items deemed of major significance by the executive committee will be brought to the membership for approval by majority vote.

## **ARTICLE X Rules of Order.** The rules contained in Robert's Rules of Order Revised shall govern this society in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE XI Amendments.** These by-laws may be amended at any regular meeting of the society by a 2/3 vote of the members present and voting, provided notice of the proposed amendment has been given at the previous regular meeting.