

Valley Catholic Elementary School
Parent Teacher Committee

CONSTITUTION

Article I

Section 1. NAME:

The name of this organization is VALLEY CATHOLIC ELEMENTARY SCHOOL PARENT TEACHER COMMITTEE (hereinafter referred to as the PTC).

Section 2. OFFICE:

The PTC will have its headquarters at the school. It is located at 4440 SW 148th Avenue, Beaverton, OR 97007.

Section 3: ORGANIZATIONAL AUTHORITY:

The PTC is a voluntary non-profit organization authorized by and functioning under the auspices of the Sisters of St. Mary of Oregon (SSMO) and the administration of Valley Catholic Elementary School. It cooperates with the SSMO Leadership Team; the SSMO Education Council and its subsidiary Finance Committee; the SSMO Foundation; the SSMO Finance Office; and the administration, faculty, and staff of Valley Catholic Elementary School to attain shared educational and spiritual objectives.

Article II

Section 1. NATURE:

The PTC shall be unbiased toward race, color, national or ethnic origin. It is designed to encourage and create opportunities for all parent(s), teachers, and the administrative staff to work together in support of Valley Catholic Elementary School.

Section 2. OBJECTIVES:

The objectives of the PTC are:

1. To project VCES as a warm, welcoming, and fun community;
2. To promote positive dialogue between parent(s), teachers, and the school administration regarding school programs, policies, facilities, and services;
3. To encourage positive family values through the interchange of ideas and the community-building, community awareness, and social activities sponsored by the PTC; and
4. To plan and promote fundraising activities to support the school.

Article III

MEMBERSHIP:

The following persons are members of the PTC:

1. The parent(s) of every child at the school; and
2. The administrative staff and teachers.

Article IV

Section 1. EXECUTIVE COMMITTEE:

The Executive Committee is a 10-position committee that needs to be chosen annually and will consist of the following: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Scrip Chair, Grade Representatives (Kinder, 1st/2nd, 3rd/4th, 5th/6th). There can be sharing of the positions such as “Co-Presidents”, “Co-Grade Representatives”, or “Co-Chairs”.

Grade Representatives will no longer hold a dual role as Event Chairs. Event Chairs for activities like the Welcome to School Picnic, Family Mass & Banquet, Halloween Carnival, or Family Picnic, will no longer be part of the Executive Committee. See the By-Laws for duties of Executive Committee positions.

The PTC will post a notice, provide information on position responsibilities and solicit information on qualifications for these positions from interested parents through the “Friday Folders” in April of each year. Parents and guardians interested in serving in these positions need to contact the PTC for more information and/or indicate their interest. The PTC will review the candidate information and solicit input as necessary from the parent constituency, including current or previous PTC officers, and/or the teachers and administrative staff.

Where there is significant interest in positions, the PTC reserves the right to hold an election to solicit parent input through the “Friday Folder” system for officer positions.

The Executive Committee includes the Principal and two teacher representatives.

Section 2. TERMS OF ELECTED OFFICE:

For all positions, excluding the Assistant Treasurer and Vice President, the term will begin on June 1st and end on May 31st of the following year, or until a successor can be appointed. The term of the elected positions for Assistant Treasurer and Vice President will be a two year commitment, which will begin on June 1st of the year elected and end on May 31st after the second year.

The two-year term positions are to be served as follows:

- Assistant Treasurer for the first year, and as Treasurer the second year.
- Vice President the first year, and as President the second year.

The President, Vice-President, Treasurer, and Asst. Treasurer are limited to four years total consecutive service, but can return to a position after a minimum one year break in service.

Section 3. VACANCIES:

Officer vacancies will be filled as needed through the same process used for the annual selection.

Article V

Section 1. MEETING TIMES:

Regular meetings of the PTC Executive Committee shall be held monthly during the school year, and at other times as needed.

Section 2. MEETING NOTICES:

A meeting reminder and proposed agenda with invitations for input will be sent via e-mail to all Executive Council members and the SMV principal at least a week prior to a scheduled meeting.

Section 3. SPECIAL MEETINGS:

Special meetings may be called as deemed necessary by the President or the Executive Council. When possible, ten days advance notice of such meetings shall be given to the membership.

Section 4. QUORUM:

A quorum at any regular or special meeting shall consist of at least 50 percent of the Executive Committee positions represented, and two faculty representatives. In the event that the Executive Committee needs to vote to reach a decision, every vote will count, even in the case of shared positions, as long as at least 50 percent of the Executive Committee positions are represented.

Section 5. MEETING ABSENCE:

When an Executive Council Member finds they cannot attend a meeting, they must provide information to one of the other officers prior to the meeting in order that their duties are covered at the meeting. When an officer finds they cannot complete their term of service, attend meetings or perform duties as assigned, they may be asked to resign and an alternate resource may be selected.

Section 6. ROBERT'S RULES:

The rules contained in **Robert's Rules of Order, Revised** shall govern proceedings at all PTC meetings when there is a question of procedure.

Section 7. ORDER OF BUSINESS:

The following order of business is suggested for PTC meetings:

- Call to order by presiding officer
- Prayer
- Principal/Teacher Report
- Treasurer's Report
- Update on Upcoming Events
- Post Mortem on Concluded Events
- Unfinished Business / Open Forum
- Adjournment by presiding officer

Article VI

Section 1. FISCAL YEAR:

The PTC fiscal year will begin July 1 and end on June 30th of the following year. Jointly, the incoming and outgoing Presidents and Treasurers will confirm the accuracy of the PTC financial records. A summary report showing income and expenses by major categories for the outgoing Treasurer's term of office shall be prepared and distributed to both incoming and outgoing officers. New officers shall organize their administration during summer months to ensure an effectively organized PTC at the commencement of the school term.

Section 2. RESTRICTIONS:

No monies shall be paid to any officers, parents, teachers or administrative staff that are not for legitimate PTC activities.

Article VII

AMENDMENTS:

Motions for amendments to this Constitution or By-Laws will be written and will be provided to all Executive Committee Members prior to the meeting where the motion will be introduced and discussed. A two-thirds majority is required to amend this Constitution or By-Laws.

BY-LAWS

DUTIES OF THE OFFICERS:

A. President:

- Coordinates regular meetings as required
- Sets the agenda for meetings
- Delegates duties to members as needed
- Reads all materials sent to the PTC and passes the information on to other members as appropriate
- Acts as a spokesperson for the Committee
- Coordinates school activities as assigned
- Ensures that a copy of this Constitution and By-Laws is posted in a conspicuous place at the school, and/or website and copies are available to interested parent(s).
- Shares the fiduciary responsibility for the PTC funds with the Treasurer and Vice President
- Trains the Vice President to take over as President the next year
- Ensure that the PTC web page is updated with key information.

B. Vice President:

- Supports the President
- Assumes the full responsibilities of the President if required
- Shares the fiduciary responsibility for the PTC funds with the Treasurer and the President
- Commits to assuming the office of President during the second year of their term
- Help ensure that the PTC web page is updated with key information.

C. Secretary:

- Ensures that members are notified of meetings.
- Help ensure that the PTC has a quorum for its monthly meetings.
- Keep a log of attendance in PTC meetings to ensure that attendance requirement is met by Grade Representatives, and Room Parents.
- Records minutes of meetings and provides copies for the members
- Arranges for a substitute to take minutes if unable to attend a meeting
- Ensures that a condensed summary of the meeting is provided to the administrative staff for inclusion in the “Friday Folder”, and posting onto the PTC web page.

D. Treasurer:

- At the beginning of the term of office, receives all cash and financial funds held by the outgoing Treasurer.

- During the term of office, keeps a written record of all receipts and expenditures, issues checks and handles all other associated banking responsibilities.
 - Prepares treasurer reports for each meeting to include budget information and all other financial statements.
 - Shares the fiduciary responsibility for the PTC funds with the President and Vice President.
 - Is willing to meet with Finance Office for training in monthly reporting needs.
 - Trains the Assistant Treasurer to take over as Treasurer the next year.
 - Meets with fundraising chairs to fill out an “Event Completion Form” after major events.
- E. Assistant Treasurer:
- Supports the Treasurer.
 - Commits to assuming the office of Treasurer during the second year of their term.
- F. Grade Representatives:
- Acts as liaison between the Room Parents and the Executive Committee
 - Required to attend the coordination meeting in late September of each year, plus at least seven (7) PTC monthly meetings during their term. If unable to attend, need to send representative.
 - Will support the Hospitality Committee Chair.
 - Participates in the selection process for Room Parents & Asst. Room Parents.
- G. Room Parents & Asst. Room Parents:
- Responsibilities are documented in the “Room Parent Job Description” posted on the PTC web page.
 - Required to attend the coordination meeting in late September of each year, plus at least three (3) PTC monthly meetings during the term. If unable to attend, need to send representative.
- H. Event Chairs:
- Required to attend the coordination meeting in late September of each year, plus at least three (3) PTC monthly meetings during the term: 1-2 meetings prior to their event, if applicable, and 1 meeting for post mortem. If unable to attend, need to send representative.
 - Required to develop and maintain binders for their events.

This Constitution and By-Laws were ratified on March 3, 2005.

Amendments were ratified on May 11, 2010.

The name of the school was changed in this document from “St. Mary of the Valley School” to “Valley Catholic Elementary School” on November 6, 2008.