



St. Augustine High School

Parent – Teacher – Student
Association

Bylaws

Established 2013

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Article 1 – Name

The name of the association shall be the Parent-Teacher-Student Association, (here after referred to as the PTSA) of St. Augustine High School in New Orleans, LA.

Article 2- Mission Statement

The purpose of the PTSA is to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all; and support a safe learning environment for children, staff and educators.

Article 3 – Objectives

1. To promote open communication among the parents, teachers, and administration.
2. To promote goodwill and cooperation between and among parents, faculty, students and school administration.
3. To direct and coordinate parental support of St. Augustine High School through assistance in activities, social functions and fundraisers.
4. To support the educational, spiritual and social growth of each student at St. Augustine High School, so that all children are assured a firm foundation.

Article 4 – Policies

1. The PTSA is to be organized and operated with the consent of the School Administration.
2. The program of PTSA shall be directed towards Christian growth and educational improvements and shall be implemented through meeting, conferences and committee formation.
3. The PTSA shall not seek to direct the administration of the school or control its policies.
4. The PTSA shall work with the school to provide a quality education for all children.
5. This organization may cooperate with other organizations and agencies concerned with child welfare, but no persons representing this organization shall make any commitments that bind this

organization without previous approval of the membership.

6. In the event of the dissolution of this organization and after paying any debts outstanding, its assets shall become the property of the St. Augustine Administration until a new organization is formed. If no organization is formed within a period of two years, the administration shall use the assets, as they see fit, to enhance the classroom education of its students.

Article 5 – Membership

1. All parents or guardians of students who are presently attending St. Augustine High School.
2. The Administration and teaching staff of St. Augustine High School.
3. All students currently enrolled in grades 6th – 12th at St. Augustine High School.

Article 6 – Officers & Duties of Officers

1. The elected officers shall be: President, Vice-President, Secretary, Treasurer, Parliamentarian and Chaplain. The Executive Board may also appoint additional At-Large Members that may include: Publicity Chairperson, Fundraising Chairperson, Educational/Activities Chairperson.
2. Two (2) persons may share one committee position (I.e. Co-Chair, etc.)
3. These officers shall be elected/appointed during the last regular school meeting of the year.
4. The term of office shall be for one (1) year. No officer shall hold the same office for more than two (2) consecutive terms.
5. Any elected/appointed officer unable to complete his or her term of office because of incapacitation, resignation, or any other reason, shall be replaced by appointment of the President, with approval of the Executive Board.
6. All PTSA Executive Board and General membership meetings are to be scheduled by the PTSA President or with the President's approval.

Duties of Officers:

The President shall:

1. Preside at all General Membership and PTSA Board meetings and call said meetings into session.

2. Appoint Chairpersons of standing committees.
3. Oversee all activities of the organization.
4. Coordinate the work of Officers and committees.
5. Insure that the objectives of the PTSA are promoted.
6. Make decisions regarding the PTSA's functions that do not require the approval of the Board.
7. Submit a written summary detailing the school's yearly PTSA sponsored activities/accomplishments and submit to the PTSA secretary.
8. Develop agenda for all General membership and Executive Board meetings and provide to the Secretary at least 3 days in advance of any meeting.

The Vice-President shall:

1. Attend all General Membership and PTSA Executive Board meetings
2. Form a committee to review and revise the By-Laws of the PTSA when the need arises, or at least every two (2) years.
3. Assume the duties of President in his or her absence.
4. Submit a summary of PTSA supported activities at the end of the school year and submit to the PTSA secretary.
5. The Vice-President, in the absence of the President, shall perform all of the duties of the President. In the event that the President is unable to complete the term of office, the Vice-President shall complete that term as President.
6. Perform additional duties as designated by the President.

The Secretary shall:

1. Attend all General Membership and PTSA Executive Board meetings
2. Keep accurate records of the minutes of the General Membership and PTSA Executive Board meetings. Minutes are to be provided to the Board within 10 days of the meeting or 48 hours for immediate action items.
3. Conduct all miscellaneous correspondence necessary for the orderly functioning of the PTSA business, or delegate the responsibilities for all written correspondence to the Publicity Chairperson (i.e. donation thank-you notes, answers to inquiries,

- condolences, congratulations,) as directed by the Executive Board.
4. Keep a scheduled list of events, pertinent correspondence, and official copies of the By-Laws on file.
 5. File and retain all written reports of the Officers and Chairpersons.
 6. Distribute copies of the minutes to the members of the organization.
 7. Prepare and post the agenda at least 48 hours prior to the meeting, for all meetings.
 8. Sent out PTSA correspondences on Edline with approval of the PTSA president.
 9. Check the PTSA email account, ptsa@purpleknights.com on a weekly basis and respond accordingly. When a call to action has requested direct responses to the email account, the secretary will check the email account on a daily basis.
 10. Perform additional duties as designated by the President.

The Treasurer shall:

1. Receive money for the payment of all bills upon order of the President. The Treasurer should handle collection of all money, ordering of materials and communication with the finance office with review from the President.
2. Be responsible for keeping a record of the receipts and disbursements for each PTSA sponsored activity. Original receipts along with an expenditure log will be submitted to the St. Augustine Finance Office at the end of each event.
3. Provide a financial report within 30 days of an activity that has financial bearing on the PTSA. Provide a financial report at each general membership meeting(s) of all PTSA income and expenditures.
4. Financial reports will be sent to the St. Augustine High School Finance Office at the end of each year and a year-end report will be submitted to the PTSA secretary for filing.
5. Perform additional duties as designated by the President.

The Parliamentarian shall:

1. Attend all general PTSA general and Board meetings to ensure the meetings follow Roberts Rules of Order.
2. Maintain order and structure of meetings in adherence to the set agenda.
3. Perform additional duties designated by the President.

The Chaplain shall:

1. Ensure the spiritual efforts of the PTSA by opening and closing each meeting with prayer (in the absence of a Josephite priest) and communicating any religious needs between parents and the school administration.

If there is representation of At-Large members, their duties will include the following jobs. If members are not available to fill these positions, these duties will be absorbed by the executive board, as directed by the President.

The Publicity Chairperson shall:

1. Serve as PTSA representative in writing to the general public by publicizing meetings and functions of the PTSA in the newsletter, local media, and the parish bulletin.
2. Seek out opportunities in the local community to make the general public aware of our school and its activities.
3. Be responsible for all written correspondence i.e. donation thank-you notes, answers to inquiries, condolences, congratulations, as directed by the Executive Board.
4. Be responsible for creating and submitting the PTSA updates to the school secretary that will be included in the administration parent correspondence.
5. Be responsible for editing all printed materials.
6. Perform additional duties as designated by the President.

The Fund-raiser Chairperson shall:

1. Coordinate and oversee the PTSA's major fundraisers.
2. Seek out and inform the executive board of potential major fundraisers.
3. Perform additional duties as designated by the President.

The Educational/Activities Coordinator shall:

1. Coordinate with the principal or his/her designee on all PTSA sponsored activities.
2. Seek out opportunities that will provide enrichment education to students.
3. Perform additional duties designated by the President.

All Executive Officers and Committee Chairpersons shall:

1. Submit a written report describing duties. This report will be given to the incoming officers at the expiration of the previous officer's term.
2. These written reports will be filed in the appropriate officer's binder.
3. These reports will be due on or before June 1st.

Article 7 – Nomination and Elections

1. One month prior to election, the PTSA shall send out a nomination form/letter to all parents whose child(ren) attend(s) St. Augustine High School to give them the opportunity to nominate someone or themselves for a PTSA Office. The form/letter will have the PTSA Election Day listed for them to attend the election meeting.
2. The terms of all offices shall be limited to one (1) year. An Officer is limited to holding the same position on the Board for two (2) consecutive terms. The Officer must be elected for this to apply.

Appointments do not apply.

3. Each nominee may run for one (1) office on the entire ballot.
4. The Nominating Committee, headed by an independent entity, shall conduct the nomination process. All newly elected officers take office as of June 1, in preparation for the upcoming school year. In the absence of a nominating committee, the St. Augustine High school principal or designee shall appoint a nominating team of not more than 2 people.
5. Election shall be by a majority vote, there will be no provisions for absentee voting, and therefore members must be present to vote.
6. In case a vacancy occurs in the office of President, the Vice-President shall fill the vacancy of that office.
7. After elections, the names of the new officers and Standing Committees shall be published on the school website and the school newsletter.

Article 8 – Committees

1. All Members of the parent group are eligible to be members of the committees. The Chair of

the parent group shall call for volunteers for the committees. The term of service shall be one calendar year. Each committee's members shall choose officers from within the committee. Each committee is responsible for a quarterly report to the Co-Chair.

2. Committee Chairperson shall be appointed by the PTSA Executive Board.

3. The Parent group shall form Ad Hoc Committees for special needs (as determined by the Executive Board) as the need arises and will be disbanded when that need has been fulfilled.

Article 9 – Meetings

1. Meetings of the PTSA Board shall be held quarterly, set by the Executive Board with the approval of the school administration, at dates and times which is convenient to a majority of the members.

2. St. Augustine General PTSA Membership meetings will take place at least four (4) times per school year, dates to be set by the Executive Board.

3. Elections shall take place at the last General Membership meeting of the year.

4. General Membership meetings are open to all parents, teachers, and students.

Article 10 – Order of Business

Welcome/Opening Prayer

Approval of Minutes

Report of Treasurer

Principal's Report

Report of Committees

Old Business

New Business

Adjournment/Closing Prayer

Article 11 – Financial Policy

1. Any solicitation of funds will be at the discretion of the Executive Board and must be directly related to the objective of the PTSA.
2. The disbursement of these monies shall be at the discretion of the Executive Board with the approval of the Principal, and shall be used to operate the PTSA, and further its objectives.
3. Following the elections, the PTSA president shall write a letter to the Finance Office indicating new PTSA Board members, specifically whoever is holding the office of Treasurer. In the event that the Treasurer is not available to request and receive funds, the President shall assume the responsibility of financial matters.

Article 12 – Amendments

1. Any amendments to these by-laws are to be drawn up and approved by the Executive Board and submitted to the membership for vote.
2. If at any time there is a valid reason in which the by-laws are unable to be adhered to, there must be a “motion” (in accordance with Robert’s Rules of Order) to suspend the rule. Once the motion is presented, there must be a “second” and a call for a vote. Once the vote is passed, the rule can be suspended only at that time, during that term. Once that term is completed, the bylaws must be adhered to in its entirety according to its original version.

Article 13 – Rules of Order

1. All PTSA Executive Board and General Membership meetings shall follow the rules contained in Robert’s Rules of Order, Revised, in all cases in which they are applicable and are not inconsistent with these By-Laws.
2. If there are items that are to be voted upon by the board, they must be placed on the Agenda for the upcoming meeting. If a board member will not be in attendance at the meeting, they are able to “vote by proxy” via email to the president 24 hours prior to the meeting.
3. Any item that is presented during the meeting to be voted upon, the vote will be carried by those present and the results will be determined by the majority vote.