

**BY-LAWS**  
**OF**  
**BISHOP KEARNEY CATHOLIC MIDDLE & HIGH SCHOOL**  
**PARENT TEACHER ASSOCIATION**

Written and Revised, 2017

**ARTICLE I**  
**Name**

The name of this organization shall be the Bishop Kearney Catholic Middle & High School Parent Teacher Association. This organization shall operate under the name of Bishop Kearney Parent Teacher Association. (BKPTA) This organization shall be nonprofit. The organization shall be hereinafter referred to as PTA. Bishop Kearney Catholic Middle & High School shall be hereinafter referred to as school.

**ARTICLE II**  
**Mission**

The mission of the PTA is to provide an organization, for the parents, faculty, and friends of the school to work with them, to provide financial and volunteer support for the school and to help establish a sense of Christian community among the members of the organization.

**ARTICLE III**  
**Functions**

The PTA shall operate under the guidance of the executive board.

Financial Support will come from a variety of sources and projects, such as Student Fees, Bingo and the Vendor Fair, but shall not be limited to these.

Volunteer support may be in the form of work crews to accomplish specific projects or any form of support that the administrator of the school or members of the executive board may request. Volunteer support requests will be agreed upon by the consensus of the PTA officers and members.

The PTA will budget yearly financial requests for support of the school. Funds will be used for those items and any money in excess of the budgeted amounts will be used as needed under the direction of the executive board. The PTA may approve unexpected requests as needed so long as a majority vote approves the funds.

The PTA may organize projects or events that will help establish a sense of Christian community among the students, staff, parents, and friends of the school.

#### **ARTICLE IV** **Members**

The members of this organization shall include all parents, guardians of students, staff and faculty, and friends of the school.

#### **ARTICLE V** **Officers**

The President of the PTA shall be the Chief Executive Officer. The President shall preside at all meetings, shall appoint all committee chairs, and shall perform such other duties appropriate to the office.

The Vice-President shall act in the absence of, or under the direction of, the President; and, in such capacity, shall have all powers of the President.

The Secretary shall be responsible for keeping and distributing copies of the minutes of meetings of the PTA, and other such records as may be determined, from time-to-time, to be appropriate.

The Treasurer shall be the Fiscal Officer of the PTA and shall be responsible for keeping records of the income and expenditures of the PTA. The Treasurer shall work with the Financial Office of the school to be sure all monies are accounted for and expenses paid. The record of accounts shall be open to inspection by the Financial office upon request and the Treasurer shall make financial reports available to the executive board regularly and to the membership when requested. All PTA bills will be paid on a regular basis.

Each Committee Chair shall be responsible for that groups activities and report information, works in progress, upcoming expenses and any other request, at the PTA membership meetings. All items not included in the annual budget needs to be voted on by executive board. As of this revision, the only committee independent of Executive Board approval for expenses is Sports Boosters. However, since Sports Boosters does fall under the umbrella of the BKPTA, this can be changed with executive committee vote and re-vision of By-laws.

The Executive Board of the PTA shall be made up of the officers of the PTA; President, Vice-President, Secretary, Treasurer, a school administrator and each Committee Chair. The Executive Board shall vote on all financial matters with regard to the PTA, and will have final say when needed on matters involving the PTA. All votes will require a two-thirds majority.

## **ARTICLE VI** **Election of Officers**

The election of officers shall take place annually in May, and the officers so elected shall take office in June. There will be no limit to the number of years an officer may serve as long as the job is still performed in the best interest of the school and students. The office of President and Treasurer can only be held by a parent whose child is currently attending Bishop Kearney Middle or High School. All other offices may be held by any member of the PTA.

## **ARTICLE VII** **Vacancies**

A vacancy in the office of President shall be filled by the Vice-President until another candidate can be found. All other vacancies shall be filled by appointment by the President, subject to approval of the members. In the event of an empty seat during the school year, a replacement shall be found and voted upon as quickly as possible. The President may appoint a nominating committee if there are multiple candidates for one office. That committee will then report back to the Executive Board with recommendations.

## **ARTICLE VIII** **Meetings**

Meetings shall be held monthly or at times otherwise deemed appropriate by members of the PTA. Members present at a duly held meeting of the PTA shall constitute a quorum.

## **ARTICLE IX** **Committees**

Committee chairpersons shall be appointed by the President from the members of the PTA and members of the committees shall be selected by the chairperson with the advice and consent of the President. The president may sit on all committees. The following are current committees under the umbrella of the PTA, but it shall not be limited to these.

- Spiritual & Social
- Sports Boosters
- Fundraising
- PACE

**ARTICLE X**  
**Rules of Order**

Robert's Rules of Order may govern meetings.

**ARTICLE XI**  
**By-Laws**

By-laws shall be adopted upon approval and recommendation of the PTA membership, and by a two-thirds vote of the Executive Board present at any regular or special meeting of the PTA called for the purpose of adopting By-laws. By-laws shall be amended after adoption at a regular or special meeting of the PTA by two-thirds vote of members present at any said meeting, provided that written notice of the proposed amendment shall have been made available to all members at least ten days prior to the meeting at which the amendment shall be submitted for vote.

**ARTICLE XII**  
**Miscellaneous**

The foregoing is a complete set of By-laws for the PTA, revised and amended at the meeting of the Organization in May 2017. Copies of these By-laws were made available ten days prior to the meeting to the office of the school, and were subsequently presented for approval to the Executive Board.

Approved May 2017

Rick Russotti, PTA President

Jason Simoni, School Principal