



**PARENT-TEACHER GROUP (PTG)
AMENDED AND RESTATED BYLAWS
(last updated Oct. 2, 2023)**

**ARTICLE I
TITLE**

The name of this organization shall be the Christ the King Catholic School (CTK) Parent-Teacher Group, hereinafter referred to as “PTG.” It will be established and continued at the discretion of the CTK Principal and the Pastor.

**ARTICLE II
ADVISORY CAPACITY**

The PTG and its Executive Board described in these Bylaws will be solely advisory in nature. The PTG and its Executive Board will function in accordance with these bylaws and the policies of CTK.

The Principal and Pastor shall have sole authority of CTK, and PTG shall only function with their consent. All final decisions of the PTG will be subject to their approval and will be at their sole discretion (whether specifically stated herein or not).

**ARTICLE III
PURPOSE**

The purposes of the PTG are to:

1. Facilitate communication among the parents/guardians, teachers, and administration.
2. Create and foster parental support through education, school activities, and social functions that build community.

3. Create opportunities for social interaction among students, parents/guardians, teachers, and administration.
4. Facilitate volunteer support from the parents/guardians to create and encourage a sense of community.
5. Provide support for the Principal in his or her role as the administrator of the school program.
6. Promote goodwill and cooperation between and among parents/guardians, faculty, administration, and parish.
7. Help build and enhance the faith community of CTK and Parish.
8. Assist with community service and volunteer programs.
9. Create and promote activities and programs geared toward the enrichment of our students' minds, hearts, and spirituality, which stays true to Catholic teachings and Gospel values.

In addition, the PTG exists to support the Principal and staff in their endeavors to provide quality, Catholic education for all students, and to help parents/guardians and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education.

ARTICLE IV MEMBERSHIP

Membership of the PTG shall consist of the following:

- The Pastor of the parish or his delegate
- The Principal of CTK
- The faculty and staff of CTK
- The parents and/or legal guardians of students currently enrolled at CTK School

All current PTG Members who are present at general meetings may vote on PTG business. Voting is limited to one vote per family regardless of how many family members are in attendance at general meetings.

Due to the advisory nature of the PTG, approved motions are recommendations sent to the Principal and Pastor for concurrence and approval.

ARTICLE V OFFICERS

The Officers of PTG shall be the President, Vice President, and Secretary. Officers and nominees must have a child attending CTK in grades K – 8 for the duration of the position, or hold a teaching position with CTK.

All office terms shall commence on July 1 and end on June 30. Each Officer shall serve for a term of one (1) year and may serve in the same office not more than two (2) consecutive years.

All PTG members shall be eligible to apply for the roles of Vice President and Secretary. Interested candidates shall apply for the position in April and will be interviewed and selected by the PTG President, Vice Principal, Principal and Pastor, and announced in June. This is the same process that will be used to select the two at-large Executive Board members referenced in Article VII.

The office of the President may only be held by an individual with at least one-year experience as a PTG officer, chairperson or active committee member. Applicants for the role of President will be interviewed and selected by the current/out-going President, Vice Principal, Principal and Pastor.

In the event that there are no persons with interest in the office of the President, the Principal may appoint an individual from the PTG general membership, following an application and interview process.

ARTICLE VI DUTIES OF OFFICERS

The President shall:

- Preside at all regular and special meetings of the PTG Executive Board, and all general PTG meetings.
- Present the annual PTG calendar upon approval of the Principal.
- Bring to the administration's attention any school-related concerns raised by PTG members.
- Serve as the liaison between the PTG, and the Principal and Pastor.
- Appoint all special committees and committee chairpersons with the approval of the Principal and/or Pastor.
- Set the agenda for all general, special, and executive meetings.

In the event the President is absent or the position is vacant, this role shall be performed by the PTG Vice President until a new President is appointed.

The Vice President shall:

- Preside in the absence of the President.
- Chair ad hoc committees as requested by the President.
- Perform the duties of the President when the President is unable to do so.
- Identify, organize, and communicate opportunities for "dine and donate" events with local restaurants
- Serve as a liaison between PTG and the school-appointed accountant to reconcile revenues and expenditures on a monthly basis.
- Assist committee chairs in setting budgets for events.

- Obtain a detailed financial report from the school accountant and share at each PTG Executive Board meeting.
- Ensure Committee Chairs are submitting expense reimbursements with receipts or invoices as documentation for reimbursement.

The Secretary shall:

- Send meeting reminders to all members of the PTG and the PTG Executive Board, and to the school secretary for inclusion in the weekly e-newsletter.
- Record the minutes of all the PTG Executive Board and general PTG meetings.
- Provide or make available copies of the minutes to all PTG members. An email copy should be forwarded to the webmaster at least one week prior to the next scheduled meeting.
- Maintain a permanent record of all minutes.
- Keep a calendar of all school events at which PTG will have a presence.
- Respond to all social and business correspondence such as Thank You notes
- Maintain committee member records, including contact information.
- Report on the previous month's PTG activities to the PTG Executive Board.

ARTICLE VII PTG EXECUTIVE BOARD

The administrative body of PTG shall be known as the PTG Executive Board. The PTG Executive Board shall be comprised of the three Officers (President, Vice President, and Secretary), in addition to two (2) At-Large Members

At-Large Members may be Committee Chairpersons or may simply be regular members of the PTG.

All matters of policy pertaining to the organization and administration of the PTG shall be vested in the PTG Executive Board, subject to the approval of the Principal. The PTG Executive Board shall also have the right to add or remove committees and shall have the power to appoint the temporary chairperson of said committees. The PTG Executive Board shall conduct an annual bylaw review at the first PTG Executive meeting of the school year.

ARTICLE VIII REMOVAL AND VACANCY OFFICER OR MEMBER OF EXECUTIVE BOARD

If an Officer or PTG Executive Board member fails to adequately fulfill their duties or is found to be acting in an unethical manner, he or she can be removed from office by a

two-thirds vote of the PTG Executive Board for failure to perform the duties of his or her office, or at the sole discretion of the Principal or Pastor.

In the event that no PTG member is serving as one of the Officers or At-Large Members of the Executive Board, that position is considered vacant and shall be filled as soon as possible by the Principal or Pastor.

ARTICLE IX CHAIRPERSONS AND COMMITTEES

The PTG Executive Board may create committees to promote the objectives and carry out the work of the PTG. Committees are not formal groups, but merely people working together on an event or activity.

PTG committees include, but are not limited to, the Mother-Son event, Father-Daughter event, and Social committee. Other positions (Mentorship, Spirit Wear, Sponsorship, CTK Directory) may form a committee if they require extra assistance or volunteers.

Committee chairs are required to attend PTG general meetings and provide all members with information on events. Committee chairs must provide current information in a timely manner to the PTG Executive Board.

Committee chairs must present a proposed event budget for PTG Executive Board and Principal/Pastor approval at least eight (8) weeks prior to the event.

The PTG Executive Board shall appoint chairpersons with the approval of the Principal and Pastor. Committee chairpersons shall serve a term of two (2) years and may be reappointed to one (1) additional term. Those interested in being a committee chairperson may fill out an interest form. The PTG Executive Board will review interest and appoint chairpersons with the approval of the Principal and Pastor. The PTG Executive Board may adopt written duties and rules for each committee but is not required to do so.

ARTICLE X REGULAR MEETINGS

There shall be at least six (6) general meetings in a school year. The time and place of general meetings will be set by the President and the Principal before the start of the school year. The meeting schedule will be made available to all school families at the start of the school year and will be posted on the school website.

Regular planning meetings of the PTG Executive Board shall take place as needed during the school year. All PTG members may attend regular meetings of the PTG. Special meetings of the PTG Executive Board may be called by the President, Principal, or Pastor. All PTG Executive Board members are expected to attend all meetings and remain for the duration of the entire meeting.

- Quorum: For the purpose of transacting official business, it shall be necessary that a majority of total members of the PTG Executive Board be present.
- A simple majority of those present and voting shall carry a motion to make recommendations to the Principal and Pastor, who have final approval rights.
- A written record (minutes) of all acts of the PTG Executive Board and regular PTG meetings shall be maintained and preserved by the Secretary. Minutes shall be posted to the school website and/or available for inspection or reference by members of the PTG at any time in the school office.

ARTICLE XI CONDUCT OF MEETINGS

The agenda of meetings shall be:

1. Opening prayer
2. Welcome from the President
3. Approval of minutes
4. Principal's report
5. Unfinished business
6. Committee reports
7. New business
8. Closing prayer
9. Adjournment

A formal written agenda shall be provided by the President at least 48 hours prior to each meeting. All requests for items to be included under "New business" should be forwarded to the President no later than 6:00 p.m. of the evening prior to scheduled meetings.

Meetings of the PTG should normally not exceed ninety (90) minutes.

ARTICLE XII FINANCES

Financial operation of the PTG shall be governed by the following terms:

1. The PTG will have a separate bank account, which will be reported by the school on the school's financial statements. At the beginning of each school operating year, the school will ensure that PTG has a starting balance of \$20,000.
2. At the close of each school operating year, funds will be transferred to the school operating bank account so that the PTG bank account balance does not exceed \$20,000.
3. The PTG will operate its annual events and activities with the \$20,000 described above. It is expected that the PTG will have sufficient money to fund all PTG events.

4. In the case that PTG draws down its bank account balance, the PTG President will contact both the CTK Principal and Pastor to propose the amount of funds necessary to complete the school year. The CTK Principal and Pastor will jointly decide whether to provide additional funds to the PTG upon their review of the proposal for additional funds.
5. All monies received by the PTG are to be deposited into the PTG account as soon as possible and no longer than seven (7) days after receipt.
6. All expenses incurred by the PTG are to be paid from the PTG account.
7. All monies received in the form of cash shall have a corresponding receipt, which is given to the donor. If monies are received as a check, the cancelled check will be considered the receipt.
8. All cash receipts must be logged into a cash receipt log and signed/witnessed by two PTG members.
9. All PTG expenses, that were not previously budgeted for, in excess of \$250 must be approved by the Principal or Pastor in advance of incurring subject expenses.
10. Expense reimbursements must be submitted through the designated online Google form. The reimbursements will be approved by the CTK school employee responsible for finances, the Principal or Pastor, and the President. Reimbursements will be made within seven to ten (7-10) business days.
11. The signatures of the Principal, Pastor, and a CTK school employee (to be chosen by the Principal and/or Pastor) will be on the PTG account.
12. The CTK school employee designated by the Principal or Pastor shall maintain all statements, records, and books of original entry at a designated secure site at the school.
13. A detailed financial report of the PTG account will be provided to the Principal, Pastor, and PTG Executive Board on a monthly basis by the CTK school employee (see above) designated by the Principal/Pastor.

ARTICLE XIII AMENDMENTS

Any PTG member may propose an amendment(s) to these Bylaws. The proposed amendment(s) must be submitted to the PTG Executive Board in writing and be signed by the member submitting the amendment(s). The amendment(s) must be submitted to the PTG Executive Board at least one month prior to the meeting in which it will be considered for voting. No proposed amendment(s) will be considered or voted on at a PTG Executive Board meeting, unless and until it is submitted to the PTG Executive Board at least one month prior to said meeting.

A proposed amendment(s) to these Bylaws may be adopted by a vote of two-thirds of the PTG Executive Board. Notwithstanding the foregoing, adopted amendments to these Bylaws shall only take effect upon the signature of the Principal.

Christ the King Catholic School

Paulson Mundanmani
Paulson Mundanmani (Nov 13, 2023 17:03 PST)

Father Paulson Mundanmani, Pastor

Joseph M. Silveira Ed.D.
Joseph M. Silveira Ed.D. (Nov 14, 2023 07:38 PST)

Joseph M. Silveira Ed.D., Principal

Joe Reid
JOSEPH REID (Nov 15, 2023 14:05 PST)

Joe Reid, Finance Chair

Megan Symonds
Megan Symonds (Nov 15, 2023 13:06 PST)

Megan Symonds, School Advisory Chair

Carolyn Della Maggiore
Carolyn Della Maggiore (Nov 15, 2023 13:57 PST)

Carolyn Della Maggiore, PTG President












CTK PTG BY-LAWS__100223

Final Audit Report

2023-11-15


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 Document e-signed by JOSEPH REID (dawg19gone@gmail.com)

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 Agreement completed.

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