



**St. Charles Borromeo Parish School Parent Teacher Association By-Laws**

[Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws](#)

**Executive Board 2024-25**

**Moderator**

V. Rev. Dan Kirk, pastor

**Advisor**

Jeffrey Johnson, principal

**Unit Officers**

Co-President: Aubri Hilsee / Co-President: Kate Bettner

Vice President: Nicole Vassallo

Recording Secretary: Carolyn Bernacki

Treasurer: Beth Finnegan

**Standing Committee Chairpersons**

Spirituality Chair: Jill Branin

Publicity Chair: Andrea Casabianca

Hospitality Chair: Murielle Kelly

Ways and Means Chair: Nicole Gray and Angela Martin

Sponsorship Chair: Betsy Kulpa

**Faculty Liaison:** Annmarie O'Malley

**Members at Large:** Irene O'Connor / Christine Garofalo / Bev Longo

## St. Charles Borromeo Parish School PTA Standing Rules

Approved and adopted: June 2024

The Standing Rules of the St. Charles Borromeo Parish School PTA are determined, approved, and adopted by the Executive Board to supplement the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws as a unit PTA. These rules may be amended or rescinded without notice by a two-thirds vote of the Executive Board or by a majority vote if previous notice has been given to active unit members. However, no standing rule, resolution, or motion may conflict with the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws.

### **Article 1 — Purpose and Objectives**

Operating in accordance with the established policies and practices set forth by the Bishop, the Office of Catholic Education, the pastor, and the principal, the PTA of St. Charles Borromeo Parish School shall pursue a mission guided by the following principles: to **S**erve, to **C**ommunicate, and to **B**uild.

A. To **S**erve: in the emulation of Jesus and for love of God and neighbor, the PTA shall seek and support all opportunities to model for our children acts of Christian service, be they to individuals, our school, our community, or our world.

B. To **C**ommunicate: in the interests of fostering an engaged, connected, and reciprocally responsible school community, the PTA shall actively foster and promote the effective bidirectional transmission of information between school and home.

C. To **B**uild: in promoting a sense of togetherness, bonding, and interpersonal connectedness, the PTA shall work to foster the spiritual, academic, and social growth and development of each child, and in turn, our school community.

By-laws intended to direct and support this mission shall be reviewed, edited, approved, and adopted by the Executive Board, inclusive of its Advisor and Moderator, no less frequently than every four years.

### **Article 2 — The Executive Board**

Operating in accordance with the established policies and practices set forth by the Bishop, the Office of Catholic Education, the pastor, and the principal, the PTA of St. Charles Borromeo Parish School shall maintain an Executive Board whose members include officers and standing committee chairpersons as identified by the designated nominating committee members. The following responsibilities for each Executive Board member apply in supplementation to those designated by the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws.

## **Article 2.1—Unit Officers**

Section A. **Co-Presidents**: A dyad of an outgoing and incoming president, each serving a respectively staggered two-year term, shall serve as co-presidents. A fair and equitable division of labor shall be pursued, and both Co-Presidents shall maintain equal authority within and stand equally answerable to the Executive Board and general unit membership. The co-presidents may delegate from time to time to any other Officer or Standing Committee Chairperson any or all such duties and authority, with verbal approval of the Advisor. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. maintaining and monitoring the [PTApres@scbpschool.com](mailto:PTApres@scbpschool.com) email account, responding promptly to any messages received
- ii. scheduling monthly Executive Board meetings and securing an appropriate venue for same
- iii. establishing and maintaining an annual schedule of events, which must include Back to School Night as well as two additional general membership meetings of the PTA, and communicating this schedule with all applicable venue reservations to the parish office, advisor, and moderator
- iv. designating, coordinating, and supervising Special Committees as appropriate, each with one chairperson, for the organization and execution of principal fundraising events and drives, such as Christmas Tree Lighting, Clover Ball, etc.
- vi. designating, coordinating, and supervising, with the guidance and direction of the advisor and moderator, Special Committees, each with one chairperson, for the organization and execution of community-building efforts, particularly Lunch Duty and Catholic Schools Week
- vii. designating, supervising, and supporting a chairperson for all other PTA-sponsored events
- viii. coordinating any requested PTA contributions to school-based activities or events, such as Walk-a-Thon or Field Day, working cooperatively with the advisor and any necessary faculty and staff to execute needed services at these events
- ix. oversight of the financial impact of each planned event, in communication and cooperation with the treasurer, to ensure all debits, donations, and income are documented appropriately and that all reimbursement requests are submitted promptly and properly to the treasurer
- x. in the execution of their ex officio membership on all standing committees, performing the duties of the Program Chairperson, Legislative Chairperson, and Newsletter Chairperson as delineated by the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws, dividing this workload and responsibility according to their respective preferences
- xi. keeping all documents and records of the PTA as required by law or otherwise in a proper and safe manner, and maintaining an archive of records and documents for internal purposes

Section B. **Vice President**: The vice president shall assist and work cooperatively with the co-presidents in the execution of their organizational, supervisory, and supportive duties. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. consistent communication with the school and parish Marketing Director to maintain an updated and accurate social media presence, school website, and any special event landing pages as applicable
- ii. maintenance of an accurate database of committee assignments
- iii. maintenance of an accurate record of all general membership volunteers and their interests, if specified, as well as their preferred contact method and information
- iv. maintenance of an accurate database of contact information for Executive Board members and committee volunteers
- v. safe and proper storage of all event signage and spirit wear/sales inventory

Section C. Recording Secretary: Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. delegation of a taker of minutes for any meetings of the Executive Board at which the recording secretary will not be present
- ii. ensuring timely publication of Executive Board meeting minutes and distribution to all in attendance, the officers, advisor, and moderator within two weeks of the meeting; minutes should also be posted monthly on the PTA landing page of the school website in coordination with the webmaster, for reference by the general membership

Section D. Treasurer: Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. accounting for all money deposited to or withdrawn from the PTA bank account, using the format of accounting of their preference and discretion; reviewing bank statements monthly and performing account reconciliation
- ii. accounting for all money deposited to or withdrawn from the PTA Venmo merchant account
- iii. accounting for all money deposited to or withdrawn from the PTA Almsgiving Account
  - a. The Almsgiving Account shall be established each school year from the annual family membership dues collected in September (i.e., the remaining balance of dues collected after payment in full of the per capita diocesan tax and annual diocesan PTA conference registration as detailed in Section D.iv.a).
  - b. Funds within the Almsgiving Account shall “roll over” from one school year to the next, and if at the closing of the school year they exceed the value of \$1,500 in total, a lump sum donation shall be made to a charitable organization, the recipient and amount of which shall be decided by vote of the Executive Board with subsequent approval by the Moderator and Advisor.
- iv. collecting and recording annual family membership dues, the amount of which shall be set by vote of the Executive Board at their August meeting
  - a. The amount required for annual dues shall be set at a per-family rate.

- b. Membership dues shall be designated to offset the cost of the diocesan per capita tax and the registration fees for the annual diocesan PTA conference, with the balance remaining thereof deposited to the PTA Almsgiving Account and utilized as detailed in Article 2.2, Section A.vi.
  - c. Collection of dues shall occur once annually and shall commence at the first general membership meeting of the school year in conjunction with the co-president report of the PTA's current financial position. Collection practices shall include distribution of the standard PTA Financial Form provided by the diocese.
  - d. Continued full membership in the PTA is not contingent upon being up-to-date on annual family membership dues.
- v. providing a Treasurer's Report at each monthly Executive Board meeting, including results of any interval events or fundraisers, outstanding entries, miscellaneous expenses, and cash balances on hand
- v. providing a financial report to the co-presidents for presentation at Back-to-School Night, i.e., the first general membership meeting of the year, summarizing the results of the prior year and the PTA's current financial position
- vi. directing all committee chairpersons to make properly auditable payments for their events, including but not limited to the following limitations:
- a. Discretionary spending of no more than \$50 is allowable without the written approval of the officers (e-mail inclusive of all officers shall be considered adequate written approval) or verbal approval during a meeting of the Executive Board which is recorded appropriately in the minutes.
  - b. Cash collected from a given event may NOT be used to pay vendors or expenses for said event (i.e., leaving no audit trail).
- vii. collecting and retaining receipts for all expenses, including those made by others on behalf of or in donation to the PTA
- viii. co-signing all checks greater than \$100 with any approved account signer; co-signing all checks greater than \$3,000 with either co-president
- ix. providing "start-up" cash for events as appropriate and required
- x. contacting any family for whom a check is returned NSF using PTA letterhead requesting payment in cash plus the cost of any incurred service fees; repeat offenders ( $\geq 3$  such incidents) may be required to pay by cash or Venmo only moving forward
- xi. preparing for routine audit of all PTA accounts, potentially performed as frequently as every two years along with all parish accounts
- xii. remitting funds to the parish at regular intervals for the financial support of the operating budget, the target annual sum of which shall be determined in the context of the PTA's financial status by conference of the co-presidents, advisor, moderator, and parish business manager and

in accordance with the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws

### **Article 2.2 – Standing Committee Chairpersons**

Section A. The Spirituality Chair shall oversee a committee of general membership volunteers who commit to fulfilling the spiritual needs of our school community, promoting the development and maintenance of our faith-based culture grounded in Catholic teaching and Gospel values. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. leading the opening and closing prayer for all general membership and Executive Board meetings
- ii. maintaining an accurate database of committee members, which shall be shared with the vice president for the purposes of their own record-keeping
- iii. attending and contributing to school liturgies and prayer services, or delegation of committee members as necessary to do so, with the guidance and direction of the moderator, advisor, and liturgical coordinator
- iv. procuring and dispatching Mass cards on behalf of the PTA in the case of a family or close personal death impacting PTA board members, faculty, or staff
- v. developing and maintaining a prayer chain, composed of committee members and other school and parish volunteers as appropriate, to adopt and address the special intentions of school families, including the regular monitoring of and response to intention submissions by a mechanism of their preference
- vi. working cooperatively with the co-presidents and treasurer to address any material or financial needs indicated by or requested among the special intentions submitted by school families which may be appropriately addressed by donations from the Almsgiving Account
  - a. Discretionary supportive donations of no more than \$50 may be made by the Spirituality Committee Chair without the written approval of the officers.
  - b. Donations of greater than \$50 require written approval of 3/5 of the unit officers (e-mail inclusive of all officers shall be considered adequate written approval).
- vii. coordinating efforts to procure and serve dinner and identify a reflection speaker for the PTA's designated night of Soup and Stations during the Lenten season, with guidance and direction from the liturgical coordinator

Section B. The Publicity Chair shall oversee the collection and distribution of all announcements, promotions, and correspondence between the PTA and the parish and school community. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. maintaining and monitoring the e-blast/Constant Contact system, duties of which include but are not limited to: updates of subscribed email addresses, development of needed templates, and scheduling of upcoming blasts
- iii. coordinating and dispatching birthday cards to the school staff on behalf of the PTA
- iv. working cooperatively with Parish staff (i.e., Mrs. Janet Ridgway) to arrange space and timing for any advertisements in the Parish Bulletin, announcements after Masses, or sales tables after Masses

Section C. The Hospitality Chair shall oversee a committee of general membership volunteers who organize activities of welcome, reception, and refreshment. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. maintaining an accurate database of committee members, which shall be shared with the Vice President for the purposes of their own record-keeping
- ii. coordinating delivery of dinner for teachers during fall parent/teacher conferences and lunch for teachers during Teacher Appreciation Week (typically in May)
- iii. coordinating committee member provision of refreshments for PTA events as needed
- iv. working cooperatively with 7<sup>th</sup> Grade room parents to coordinate PTA contributions to 8<sup>th</sup> Grade graduation activities and events as requested

Section D. The Ways and Means Chair (formerly Volunteer Chair) shall oversee PTA volunteers for classroom-based or school-based activities, ensuring their professionalism and reliability, and coordinating all necessary PTA support to ensure their successful cooperative work with faculty and staff. Specific annual responsibilities beyond those delineated in the Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws include but are not limited to:

- i. eliciting and identifying classroom volunteers (i.e., room parents), with a minimum of one and a maximum of four room parents per classroom
  - a. If more than four parents volunteer to serve in a single classroom, the designated parents will be chosen by random selection (e.g., picking from a hat) during an Executive Board meeting.
  - b. If no parents volunteer to serve in a particular classroom, “adoptive” room parents can be elicited: first, from parents not chosen for another class due to volunteers in excess of four per room; then, from the general membership at large; and, failing these efforts, from the PTA Executive Board. If no volunteer can be identified, the responsibilities of room parent for that classroom will be assigned to the vice president.
- ii. coordinating and directing the efforts of room parents throughout the school year according to the following guidelines:
  - a. Each classroom’s room parents shall host a Christmas party and End of the Year party; any additional celebrations or events may only be organized at the behest of the

classroom teacher and with the approval of the advisor. The dates of these parties shall be determined by the advisor and communicated to the room parents by the classroom teacher, and may not be changed or adjusted without the express approval of the teacher and the Advisor.

-Planned party activities must be approved by the classroom teacher.

-Donations of supplies needed for each party may be solicited from classroom families, e.g., by Sign-Up Genius.

b. Each room parent shall coordinate a class gift to the classroom teacher for Christmas, their birthday, and the end of the year. Donations from class families may be sought by the room parents either “in sum” once annually or as needed per gift, but the total requested monetary contribution requested per family shall not exceed \$20.

-Records of all donations for class gifts should be maintained and shared with the Ways and Means Committee Chair.

-Any monies left over from class gift donations should be utilized for the End of Year class party.

c. Each room parent shall coordinate a class raffle basket for the annual spring fundraiser (i.e., Clover Ball) based on a theme assigned by the Clover Ball Special Committee and of a total value of approximately \$50. Donations, which may be monetary, goods, services, or sponsorships, may be sought from classroom families and should be collected and assembled by the room parents or their designee.

d. Each classroom’s room parents shall chair a community-building PTA event, choosing from among those identified by the Executive Board at the outset of each school year. Room parent chairs shall plan and execute their event while maintaining a budget set for their respective events by the Executive Board in cooperation with the treasurer. Guidance and support from the co-presidents, Ways & Means Chairperson, or other Executive Board members or Members at Large shall be provided as appropriate and necessary.

d. Graduation events and activities coordinated by the 8<sup>th</sup> Grade room parents beyond those stipulated here shall be organized with the approval of the classroom teacher and may be supported by parent contributions or fundraising activities as appropriate.

iii. ensuring that all designated classroom volunteers have completed the required training and fingerprinting process through the parish (in coordination with parish staff, i.e. Mrs. Janet Ridgway)

Section E. The Sponsorship Chair shall oversee a committee of general membership volunteers who seek and maintain sponsorship support for the activities of the PTA. In this role, the chair shall lead, plan, and moderate all efforts to elicit community-based sources of funding in the form of monetary donations, goods, or services. They shall work closely and cooperatively with the co-presidents and treasurer, with specific annual responsibilities which include but are not limited to:

i. develop and maintain a target list of sponsors for each academic year, annotated with outcomes of sponsorship requests in rolling/real-time fashion



- ii. develop a sponsorship campaign for both general PTA fundraising and specific fundraising for the principal fundraising events, such as Christmas Tree Lighting (in partnership with Simbang Gabi Committee) and Clover Ball
- iii. maintain detailed records of all sponsorship relationships, including but not limited to letters of agreement, specific points of contact, sponsorship types and values, and turnaround times for sponsorship receipts
- iv. ensure sponsors are listed as promised (e.g., logo visibility, with signage, in program, etc.) and represented at every opportunity

### **Article 2.3 – Members At-Large**

Section A. Members At-Large may be appointed each school year. To qualify for appointment, candidates must have served on the Executive Board for a period of at least one year within the preceding three years from the time of appointment. Duties and responsibilities of members at-large are not fixed, and instead vary according to the needs of the board and as directed by its officers. They are invited to attend all Executive Board meetings in order to provide their insight and perspective, gained from their experience during their tenure on the Board, to the benefit of the PTA. They are not voting members of the Executive Board.

### **Article 2.4 – Faculty Liaison**

Section A. A faculty liaison to the PTA Executive Board shall be appointed each school year by the advisor. The faculty liaison shall serve as a point of contact for bidirectional communication between the school staff and the Executive Board to ensure and encourage transparency, proactive reciprocal awareness, and cooperative efforts as a fundamental element of our central objective of building community. The faculty liaison shall attend all Executive Board monthly meetings and all meetings of the general membership, but shall not be a voting member of the Executive Board.

## **Article 3 — Appointments and Installations**

Section A. Operating in accordance with the established policies and practices set forth by the Bishop, the Office of Catholic Education, the pastor, and the principal, the PTA of St. Charles Borromeo Parish School shall identify the officers of its Executive Board via the annual appointment of a nominating committee by the Advisor in February of each year. The members of this committee shall include the faculty liaison to the Executive Board, an additional member of the faculty or staff, the outgoing co-president, and another member of the school community who is actively embedded in the pursuit of its best interests. The four members of the nominating committee must unanimously approve all candidates or, if a unanimous approval cannot be reached, defer sole approval to the Advisor.

Section B. A slate of nominated officers, once approved by both the Advisor and the Moderator, shall be contacted by the outgoing president, who shall explain the duties of the role for which the nominee has been proposed and determine their willingness to serve.

- i. If the nominee declines the nomination, the nominating committee shall reconvene and appoint an alternative candidate for the unfilled role. At their discretion, a secondary and tertiary candidate may be proactively identified by the nominating committee during their initial convention to circumvent the need to re-convene.
- ii. If the nominee accepts the nomination, they shall be appointed and announced amongst the determined slate of officers and chairpersons at the third and final yearly general membership meeting.

Section C. A slate of standing chairpersons shall be selected by discussion among current executive board members, with direction and input from the Advisor and Moderator, taking into account the interests and strengths of all considered candidates and attending to imposed term limits of the established policies and practices set forth by the Bishop and the Office of Catholic Education.

Section D. Appointed officers and chairpersons shall be installed by the Advisor prior the close of the current academic year, and shall begin their term of service in July preceding the subsequent academic year. Transfer of duties, responsibilities, and associated records should occur as appropriate to each individual role after collaborative planning between the outgoing and incoming officers and chairpersons.

#### **Article 4 — Disciplinary Action**

Section A. Any officer or chairperson who fails to fulfill the duties of office as outlined in these bylaws without appropriate advisor-approved delegation of said duties and responsibilities, who poses a threat to the safety and order of the PTA or larger school community, or who exercises behavior unbecoming the office as determined by the officers, advisor, or moderator, may be removed from office.

- i. An officer or chairperson may be removed from office by the moderator or advisor at any time and unilaterally, which decision will be communicated to a co-president and to the officer directly by the moderator or advisor.
- ii. An officer or chairperson may be removed from office by recommendation of the Executive Board and a 2/3 vote of this board with subsequent approval of the voted decision by the advisor and moderator. The motion to remove an officer or chairperson and the vote regarding this motion must not occur during the same meeting. The content of the motion, result of the vote, and written approval of the advisor must be included in the minutes for the meeting at which the vote took place and be filed with both the co-presidents and the advisor.