

CORPUS CHRISTI CONNECTION  
A PARENT TEACHER ORGANIZATION  
CORPUS CHRISTI CATHOLIC SCHOOL

BY LAWS

Article I

NAME

The name of this Parent-Teacher Organization shall be the Corpus Christi Connection, hereafter referred to as the CCC.

Article II

PURPOSE

The purpose of this organization shall be to support and promote the mission of the Corpus Christi Catholic School. To achieve this purpose, the organization shall:

- a. Cooperate with the principal and the school board to promote the educational, spiritual, physical, cultural, and social development of the students.
- b. Provide for a closer relationship between the home and the school so that parents and teachers may cooperate in the education of the students.
- c. Enhance the education of the students through volunteer help, enrichment programs, and fund raising activities to support those programs.

Article III

ORGANIZATION

- a. The organization's membership shall consist of the faculty, administration, and parents (or guardians) of all students enrolled at Corpus Christi Catholic School.
- b. The executive committee of this organization shall consist of a president, a vice-president (president elect), a secretary, a treasurer, a teacher's representative, and the school principal. By nature of their office, the pastor and the immediate past president of the organization are ex-officio members.
- c. There shall be ad hoc or standing committees as the Executive Committee may deem necessary to carry on the work of the organization.

Article IV

RIGHTS AND RESPONSIBILITIES OF THE GENERAL MEMBERSHIP

- a. Communicate issues, suggestions and concerns.
- b. Participate in and actively support the CCC's ad hoc and standing committees.

c. Attend the CCC general membership meetings and vote on matters submitted for consideration.

## Article V

### DUTIES OF THE EXECUTIVE COMMITTEE

a. CORPORATE DUTIES. The Executive Committee shall operate using a consensus model, i.e., after hearing all input, each member believes that the proposed decision is workable, and agrees to actively support it whether or not it was their proposed solution. The Executive Committee:

(1) Sets goals and objectives.

(2) Establishes committees.

(3) Manages the disbursement of the CCC operating budget, as approved by the Executive Committee after review by the general membership.

(3a) Budget will be presented to the general membership by May 15 for review and comment, prior to final approval.

(4) Approves minutes.

(5) Proposes changes to these by-laws.

#### b. INDIVIDUAL DUTIES.

(1) The President presides at all meetings of the organization. The president shall perform such duties as may be prescribed in the by-laws or assigned by the organization, or by the executive committee. He or she will coordinate the work of the officers and the committees of the organization in order to achieve the goals and objectives. The president shall appoint the chairpersons of all committees.

(2) The Vice President (President-Elect) shall work closely with the president and performs all the duties of the president in his or her absence. The vice president serves for two years, and becomes the president in the second year. The vice president chairs the nominating committee.

(3) The Secretary records the minutes of each general membership and Executive Committee meetings and distributes them to the Executive Committee within two weeks of the meeting. The secretary will prepare a year-end summary of CCC activities and accomplishments, to be delivered by the first Executive Committee meeting of the following school year. The secretary maintains in a central file available to the general membership copies of the by-laws and all documents generated by the Executive Committee.

(4) The Treasurer keeps an accurate record of all CCC income and expenses. The treasurer has custody of all CCC accounts, making disbursements as authorized by the Executive Committee or by the president. The treasurer will maintain checking and savings accounts as authorized by the Executive Committee. He or she makes financial records

available for the annual audit. The treasurer will present a financial statement at every meeting of the Executive Committee and the general membership.

(5) The Teacher's Representative informs the Executive Committee of school events and activities during the year. He or she communicates the views of the faculty to the CCC and advises the Executive Committee on ways to Support the school.

(6) The Principal shall attend Executive Committee and general membership meetings. He or she will provide a principal's report at each meeting, providing feedback on the results of the use of CCC funds on school needs. The Principal will communicate direction and needs of the school.

(7) The Ex-officio Members consult and advise as appropriate. They are not voting members of the Executive Committee.

## Article VI

### DUTIES OF COMMITTEE CHAIRPERSONS

- a. Each committee will present a plan of work to the Executive Committee for approval.
- b. Committee chairpersons will attend Executive Committee meetings as necessary to provide information and render reports. Committee chairpersons may comment on items of new or old business during Executive Committee meetings, however, they are not voting members of the Executive Committee.

## Article VII

### MEETINGS

- a. At least four general membership meetings of this organization shall be held during the school year. The final meeting will be the annual meeting. The date, time and location of these meetings will be determined by the Executive Committee and announced at the first regular meeting of the year.
- b. The Executive Committee will meet regularly during the year. The time and location of each meeting shall be scheduled and announced. These meetings will be open to the general membership.
- c. With the concurrence of the principal, closed door sessions can be approved by the president, if necessary.

## Article VIII

### SELECTION OF THE EXECUTIVE COMMITTEE

- a. A nominating committee shall consist of the vice president and any other interested CCC members.
- b. The nominating committee will solicit nominations, develop a slate, and present it to the general membership for approval. If there is more than one candidate for a position, a vote will

be to decide who the incumbent shall be. A simple a majority vote of members present will decide a contested position.

c. An office may be held by an individual or a two person team, where either member has full authority to act on behalf of the other in his or her absence.

d. A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Executive Committee at their next regularly scheduled meeting, or a special meeting called for that purpose.

## Article IX

### FISCAL AFFAIRS

a. The fiscal year of the organization will coincide with that of the school.

b. Profits from CCC fund raising events shall be used to help meet the school's mission. In conjunction with the School Principal and the Committee Chairpersons, the Treasurer prepares an initial "straw man" budget for the Executive Committee's consideration. The Executive Committee considers the various needs of the school and anticipated costs for CCC activities, and prepares a final budget for the general membership's consideration. After presenting the budget to the general membership and soliciting feedback, the Executive Committee approves the proposal by majority vote of members present.

b. Funds for the school that have been approved by will be disbursed to the appropriate party. Funds required for CCC operations (as opposed to direct contributions to the school) that have been approved will be disbursed to Chairpersons or members as budgeted. Disbursements will be made by check only.

c. Chairpersons or members who use their own funds to purchase items or services approved in the budget, or by the Executive Committee, may obtain reimbursement by check from the Treasurer by presenting an original receipt in the amount requested. The receipt will clearly state the item(s) or service(s) purchased.

d. Requests for additional funds beyond those budgeted will be referred to the Executive Committee and resolved without reference to the general membership.

## Article X

### BY-LAW REVISION

The Executive Committee will review these by-laws annually and make recommendations for any required changes. The general membership approve amendments by a simple majority of members present.

## Article XI

### DISSOLUTION

In the event of the dissolution of the organization, it's assets will be distributed to the Corpus Christi Catholic School.