



# Koraes Parent Teacher Association Constitution

KORAES PARENT TEACHER ASSOCIATION

REVISED MAY16, 2000

## CONSTITUTION

### ARTICLE I.

In 1929 the Mothers' Club of the Greek-American Koraes School was organized at Chicago, IL. February 7, 1950 the original Mothers' club was reorganized and became known as the "Koraes School Parents' Club." For the first time it included the teachers and fathers. The club was again reorganized and as of September 11, 1995 meeting became known as "Koraes Parents' Association." In accordance with both the encyclical of the late Archbishop Michael that all parishes organize a Parent Teacher Association and the booklet of Regulations of the Systems of Greek Education of the Greek Orthodox Archdiocese of North and South America, approved October 1981 and revised March 1991, Article I: Every school shall have a Parent-Teacher Association, the Koraes Parents' Association became officially known as the "Koraes Parent-Teacher Association" as of the May 16, 2000 meeting.

It cannot voluntarily surrender its charter or dissolve, as long as seven members in good standing are willing to continue.

### ARTICLE II. BASIC POLICIES AND OBJECTIVES

- Section I. To promote the welfare of children and youth in home, school, community, and place of worship.
- Section II. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children.
- Section III. To aid financially whenever possible the Koraes Elementary School and SS. Constantine and Helen Church.

Section IV. To work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy recognizing that the legal responsibility to make decisions has been delegated to the Koraes Board of Education.

Section V. To cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association.

Section VI. To have a social program so as the parents become better acquainted.

Section VII. The name of the association and the names of any of its members shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the association.

Section VIII. The Koraes Parent Teacher Association shall address any major issues on school matters/fund raisers with the Principal, School Board and Parish Council.

### ARTICLE III. MEMBERSHIP AND DUES

#### Section I. Members

- a. Any parent/legal guardian of a pupil of Koraes Day School.
- b. The Principal and Teachers are Honorary members and as such will have voice but will be without vote. And will be excluded from all offices, the nominating committee and auditing committee.
- c. Any alumni member or person who is interested in the club and its purposes. These members shall have voice and vote but shall be excluded from all offices, the nominating committee and auditing committee.

#### Section II. Dues

- a. Dues shall be \$15.00 for the families of Koraes Day School Pupils.
- b. The Principal and Teachers are Honorary members and as such dues are not required.
- c. For all other members dues will be \$5.00.

#### Section III. Delinquent Members

- a. An annual membership drive shall be held every September and October. All membership dues must be paid by November 1<sup>st</sup> of the current school year. If a member is delinquent with the payment of their dues they shall be notified.
- b. Such a delinquent member may attend meetings only as a silent observer without the right to speak, vote or otherwise participate in the business of the club. The recording secretary shall so notify each member. A member may reinstate herself/himself by paying the dues before January 1<sup>st</sup> or remain delinquent for the remainder of the school year.

### ARTICLE IV. OFFICERS AND ELECTIONS

#### Section I. The officers of the association shall be:

- |                                   |                            |
|-----------------------------------|----------------------------|
| a. President                      | d. Recording Secretary     |
| b. 1 <sup>st</sup> Vice-President | e. Corresponding Secretary |
| c. 2 <sup>nd</sup> Vice-President | f. Treasurer               |

Section II. Election of Officers

- a. Officers shall be elected by ballot at the May regular meeting to be held in the evening. However, if there is only one nominee for any one office, election for that office may be done by voice vote.
- b. Nominations from the floor must not exceed 2 names for each office excluding the names on the slate. If there are no names on the slate for a particular office the chairperson should accept 3 names from the floor. If there is at least one nominee for a particular office, nominations may be closed if no one else accepts a nomination.
- c. Officers shall be installed at the June meeting and shall assume their official duties at the close of the school year and shall serve for a term of 1 year, unless that officer cannot fulfill their term in office, at which time an election will be held for that office.
- d. A person shall not be eligible to serve more than 2 consecutive terms (2 years) in the same office.
- e. Newly elected officers may meet as soon as they wish after their election to plan for the coming year.

Section III. Eligibility for Election

- a. No member can be elected unless they are a paid member of the association and a member in good standing of the SS. Constantine and Helen Greek Orthodox Church.
- b. No member can be elected to office unless he/she has been a paid member and has attended at least 3 meetings during the school year.

- c. No member can be elected to the presidency unless he/she has previously served for 1 year on the elected board.

Section IV.            Nominating Committee

- a. There shall be a nominating committee consisting of 3 or 5 members (always an odd number) one of whom shall be selected by the elected board from its body to serve as chairperson and the remainder selected by the association at the March meeting.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section V.            Vacancies

- a. Vacancies in the President's office shall be filled automatically by the 1<sup>st</sup> Vice President. If he/she is unable to assume the office an election at the next regular meeting of the association following the vacancy will be held.
- b. All other vacancies shall be filled by an elected member at an election at the next regular meeting of the association immediately following the vacancy.

- b. The President shall represent the Koraes Parent Teacher Association at all meeting of the Koraes School Board as an official member and keep written records of those meetings.
- c. The President shall represent the association at church meetings whenever necessary.
- d. If the President desires to participate in debate, the gavel must be turned over to the 1<sup>st</sup> Vice-President.
- e. When necessary the President may delegate certain powers/responsibilities to the 1<sup>st</sup> Vice-President.
- f. The President is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

Section II. 1st Vice-President

- a. The 1st Vice-President shall act as aide to the President and perform the duties of the President in the absence or inability of that officer to serve and perform such duties as may be delegated to that office.
- b. The 1<sup>st</sup> Vice-President is the chairperson to the Annual Dinner Dance.
- c. The 1<sup>st</sup> Vice-President is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

Section III. 2<sup>nd</sup> Vice-President

- a. The 2<sup>nd</sup> Vice-President shall act as chairperson to the Annual "Lenten Dinner".
- b. The 2<sup>nd</sup> Vice-President shall assist the recording secretary in the Public Relation Committee /Marketing Committee and perform such duties as may be delegated to the office.
- c. The 2<sup>nd</sup> Vice-President is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

Section IV. Recording Secretary

- a. The recording secretary shall; record the minutes of all meetings of the association and elected board; shall have a current copy of the by-laws; shall maintain a membership list; and be custodian of all records of the association. The recording secretary will keep a clear & concise copy of all minutes from each meeting for her/his records and provide a copy for the President.
- b. The recording secretary shall attend all Public Relation Committee meetings and is required to work along with the committee.
- c. The recording secretary shall be chairperson of the Open House and perform all other duties as may be delegated to that office.
- d. The recording secretary is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

Section V. Corresponding Secretary

- a. The corresponding secretary reads all correspondence at meetings.
- b. The corresponding secretary shall notify the members of the organization of all meetings.
- c. The corresponding secretary shall send cards of letters when required including "Good Will" (get well, sympathy, etc.) and perform all other duties as may be delegated to that office.
- d. The corresponding secretary shall send any important mailings to the families of the school. The corresponding secretary is responsible for all flyers (hot lunch notices, monthly calendar, etc.)

- e. The corresponding secretary is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

Section VI. Treasurer

- a. The treasurer shall receive all monies of the association and keep accurate records of receipts and expenditures.
- b. The treasurer shall pay all bills by check co-signed by the President. ONLY EXPENDITURES AUTHORIZED BY THE ASSOCIATIONS SHALL BE PAID.
- c. The treasurer shall present a written financial statement at every meeting of the association to be recorded in the minutes, making a full report of the year's expenditures and receipts at the June meeting.
- d. The treasurer's books shall be examined annually at the close of each school year by a committee of 3 members. The auditing committee shall be selected by the elected board with the approval of the association and shall certify the correctness of the books and annual report.
- e. The treasurer has the responsibility of seeing to it that the books are audited, all outstanding bills of that school year have been paid, and all banking transactions have been completed including signature changes by the end of that school year. At this time the books shall be handed over to the newly elected treasurer.
- f. A copy of this annual auditing report is to be provided to the President to submit to the Parish Council.
- g. The treasurer is to attend the Annual Greek Independence Day Parade unless there is a reasonable excuse.

ARTICLE VI. MEETINGS

- a. One regular meeting shall be held each month from September through June on the first Monday of each month (church schedule providing).
- b. At least 4 regular meetings shall be held in the evening.
- c. Special meetings of the association may be called by the President or by a majority of the elected board. A 5 day notice having been given.
- d. Ten members including 2 elected officers shall constitute a quorum for the transaction of the business of this association.
- e. Any member of the elected board absent for three consecutive meetings without a reasonable excuse shall automatically forfeit that position on the board and be notified.
- f. Order of business – an agenda must be made for each regular meeting and shall be as follows:
  - 1. Meeting Called to Order
  - 2. Prayers
  - 3. Establishment of Quorum
  - 4. Reading of the Minutes from Previous meeting
  - 5. Financial Report
  - 6. Correspondence and Announcements
  - 7. President's Report on School Board Meeting
  - 8. Principal's Report and/or Teacher Representative's report
  - 9. Report of Officers and committee chairpersons
  - 10. Unfinished Business
  - 11. New Business
  - 12. Date and Hostess of Next Meeting
  - 13. Adjournment

- g. An attendance record shall be kept for each meeting with members signing a roll sheet.
- h. Attendance of chairpersons is **MANDATORY** at all meetings unless previous notice is given to an officer.

**ARTICLE VII. COMMITTEES AND SPECIAL EVENTS**

- a. Graduation Committee: a committee shall be appointed by the President and shall be as follows
  - 1. All parents/legal guardian of the graduating class shall be notified that two chairpersons will be selected at the first Parent Teacher Association meeting in September.
  - 2. The traditional gift to the graduating class shall be graduation pins.
- b. Nominating Committee - Section IV.)
- c. Auditing Committee - (see Article V., Section VI.)
- d. Public Relations/Marketing Committee-Will be involved with the recruitment and promotion of new members (Kindergarten orientation, Open House, and any other gathering of potential members).
  - 1. The Committee will actively invite the participation of all parents in the association.
  - 2. Inform members of the Association's activities.
  - 3. Raise awareness of the Association's past accomplishments, current activities, and future goals.
- e. Past President's Dinner/Luncheon
  - 1. All arrangements for the dinner and purchase of the gift are handled by the incoming President.

**Section II. Attendance**

- a. A Teacher Representative along with the Principal will attend scheduled meetings provided the Teacher Representative's schedule permits. The Principal, Teacher Representative and /or Teacher (s) are not required to attend the entire meeting. In addition, other teachers may be in attendance with the Principal.
- b. A Teacher Representative and/or other Teacher(s) may use this time at a meeting to present ideas, suggestions, provide insight or simply attend.
- c. Teacher Representative and/or other Teacher(s) in attendance will NOT be addressed by any member concerning a specific situation, student, school policy, etc... School policy is to be addressed to and by the Principal. Personal matters are to be dealt within privacy.

**Section III. Raising of Funds**

- c. The Principal, Teacher Representative and/or Teacher(s) are not expected to participate in the fund raising projects. This is solely the responsibility of the parent/legal guardian and/or any member who wishes to participate. If the Principal, Teacher Representative and/or Teacher's wishes to assist and/or attend a fund raising event he/she may do so.

- 2. Gift shall cost approximately \$25.00 per year in office.

**f. Patron Saint Day**

- 1. It is celebrated on November 21<sup>st</sup>.
- 2. Arrangements are made with the church for Artoclasia.
- 3. All members are notified to sit as a group in the front pews of the church.

**ARTICLE VIII. FISCAL YEAR**

The fiscal year of the association shall begin on the next day after the last day of school in June.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised (Scott, Foresman, 1981 edition) shall apply in all areas in which they are applicable and in which they are not in conflict with the by-laws of the association.

**ARTICLE X. ADMENDMENTS**

These by-laws may be amended by the association at the regular meeting in May by 2/3 vote of the members present and voting provided that notice of the proposed amendment shall have been given at the regular meeting in April.

**ARTICLE XI. DUTIES OF THE PRINCIPAL/TEACHERS**

**Section I. Responsibilities**

- a. To fulfill his/her educational responsibilities as set forth by the School Board and/or the Principal.

**KPTA COMMITTEE'S**

- |                      |                            |                         |
|----------------------|----------------------------|-------------------------|
| Art Workshops        | Easter Candles             | Open House              |
| Bake Sales           | Easter Candy               | Parent Tutors           |
| Bike-a-thon          | Family Math                | Past President's Dinner |
| Book Fairs           | Greek Seminar              | Public Relations        |
| Box Tops/Food Labels | Gym Uniforms               | Room Parent             |
| Christmas Cards      | Hot Lunch                  | Santa's Secret Shop     |
| Christmas Party      | Joy Basketball Concessions | School Directory        |
| Christmas Tree       | Junior Great Books         | Teachers Gifts          |
| Communion Breakfast  | Junior Olympics Concession | Teachers Luncheons      |
| Cook Books           | Kindergarten Orientation   | Yearbook                |
| Cultural Arts        | Koraeas Wear               |                         |
| Dinner Dance         | Lenten Dinner              |                         |

All committee's subject to change.