



# **SMA PARENT GROUP CONSTITUTION/BY-LAWS**

## **ARTICLE I Introduction**

"Parental confidence in Catholic schools, a quiet but eloquent witness reinforced by great personal sacrifice, produces in others an awareness of the importance of Catholic education's ideals and values. This confidence also encourages teachers to be available and open to parents who seek to be meaningfully involved in their children's schooling. Today's Catholic school is more than a means for safeguarding faith and virtue; it is a center in which parents and teachers, guided by the Holy Spirit, collaborate in giving children complete Catholic education."

TEACH THEM, A Statement of the Catholic Bishops

## **ARTICLE II Name**

The name of this SMA Parent Group shall be the St. Martin Academy (SMA) Parent Group.

## **ARTICLE III Nature and Function**

As distinguished from a school advisory board, this SMA Parent Group does not have an official role in suggesting or reviewing policy. The primary functions of the SMA Parent Group are to work with and assist the principal and teachers, to raise funds to support the school, and to provide for parent education. Since the pastor has ultimate responsibility for the school, the decisions of the SMA Parent Group are subject to his approval.

## **ARTICLE IV Membership**

All teachers, parents, and guardians of students presently attending St. Martin Academy are eligible for active membership. Persons who wish to promote the work of the SMA Parent Group but do not have children presently in the school may be extended an associate membership. Meetings shall be open to all members of the parish.

## **ARTICLE V Officers of the SMA Parent Group**

The principal and a representative of the SMA Advisory Board are ex-officio members and meet with the officers at their monthly meetings. The principal's approval is required for all expenditures of the Group. The principal may request a report from any officer of the Group at any time.

The selected officers of the SMA Parent Group shall include the president, vice-president, secretary, and treasurer, elected by the SMA Parent Group Executive Officers and Committee Chairpersons and approved by the principal and pastor.

The term of office shall be for one year and no person shall be eligible to hold the same office for more than two consecutive years.

The president shall preside at all meetings. He/ she shall be an ex-officio member of all committees. The president shall be an ex-officio member of the SMA Advisory Board.

The vice-president shall perform the duties of the president in his / her absence and shall assume the duties of the office until the next annual election if the office of the president becomes vacant.

The secretary shall keep accurate records of all meetings of the officers or membership of the SMA Parent Group. He/ she shall provide members with notice of regular meetings, publish the business agenda, maintain a membership list, handle the correspondence of the SMA Parent Group, and perform such other duties as the president or officers shall designate.

The Treasurer shall work with the Academy bookkeeper in receiving all funds, and shall make disbursements only as directed by the officers and reviewed and approved by the principal (for check and balance purposes). He/ she shall make a financial report at each general meeting in addition to a written annual report.

## **ARTICLE VI Officers**

The officers shall consist of the principal, president, vice president, secretary, and treasurer. Committee chairpersons or members from the SMA Parent Group and SMA Advisory Board may be included in meetings of the officers when determined appropriate by the principal and president. Meetings of the officers shall be held at the call of the principal, the president, or any three members of the officers. The agenda for these meetings will be formulated by the president in conjunction with the principal. The officers shall have the right to fill any vacancies among the offices of the SMA Parent Group, following the approval of the pastor and principal.

## **ARTICLE VII Committees**

The officers shall have the right to create or abolish standing committees and to appoint the temporary chairperson of said committees with the approval of the membership. The president and principal shall have the right to create special ad hoc committees and appoint chairpersons.

Suggested standing committees, but not limited to:

- Grant Writing Chairperson
- Room Parent Coordinator
- Preschool Liaison

- Parish Liaison
- Publicity / Public Relations
- Gala Chairperson
- Walk-a-thon Chairperson
- Volunteer Coordinator
- Sports Chairperson
- Fair Trade/Green Ribbon Chairperson

**ARTICLE VIII  
Elections**

Nominations for officers shall be made by a nominating committee of three members selected by the officers at least two months prior to the selection date. Only active members in good standing shall be eligible for any office. Members in good standing include members who have attended at least 1 of the SMA Parent Group Regular Meetings held school-wide during the current academic year.

Before submitting its report to the principal and the pastor for approval, the nominating committee shall report to the membership the names of the candidates for each office to be filled.

Only officers and chairpersons (which includes the president, vice-president, secretary, treasurer, and all committee chairpersons) may vote at any election. Voting shall be by secret ballot and a plurality of votes shall suffice for election. In the case of a tie, the pastor will make the final decision.

The officers shall be installed immediately after their selection and their terms shall begin upon adjournment of the last meeting of the school year.

**ARTICLE IX  
Meetings**

Regular meetings of the SMA Parent Group shall take place a minimum of three times during the academic year.

Special meetings may be called by the principal or president. At any regular or special meeting, those present shall constitute a quorum.

**ARTICLE X  
Agenda**

The agenda for meetings of the SMA Parent Group is determined at a meeting with the principal and president. All items to be added to the agenda by the membership shall be received at least 48 hours in advance of the meeting for approval by the president and principal.

The agenda of the meeting shall be ordered as follows:

1. Call to Order
2. Prayer and Mission Statement
3. Reading of Minutes and Roll Call of Officers
4. Reading of Communications (pastor and principal's report; SMA Advisory Board report)
5. Report of Treasurer
6. Report of Officers
7. Reports of Standing Committees
8. Reports of Special Committees
9. Unfinished Business
10. New Business
11. Adjournment
12. Program

When there is a speaker or formal program the business of the meeting and reports may be eliminated. (This information could be distributed to the membership in written form.)

#### **ARTICLE XI Management and Use of Funds**

The funds of the SMA Parent Group shall be employed only for the school and for the operational expenses of the SMA Parent Group. Solicitation of money from members for purposes not pertaining to the approved work of the Board is prohibited.

The Treasurer shall remit any funds and receipts to the Academy bookkeeper upon the conclusion of each event. A small amount, not in excess of \$1,000, as determined by the pastor, principal, and president, may be retained for the SMA Parent Group's administrative expenses. Funds generated by the SMA Parent Group are to be reflected on the school budget and financial report.

An annual budget (submitted to the SMA bookkeeper by April 1st) of the SMA Parent Group will identify the fundraising events and the amount that each event will generate for the school. This will be prepared by the officers, then presented to the SMA Advisory Board and approved by the Pastor. The money raised by the SMA Parent Group will augment the school budget.

Expenditures will be determined by the principal, the president, and the treasurer in dialogue with the school faculty. These needs will be presented to the School Advisory Board for review to be approved by the principal and the pastor. There shall be an annual financial report to the membership at the first general meeting in August. The president will present the financial goal for the SMA Parent Group and the principal will report on the anticipated expenditures.

#### **ARTICLE XII Parliamentary Procedures**

The rules contained in Roberts Rules of Order shall govern this SMA Parent Group in all cases not otherwise covered by this Constitution.

**ARTICLE XIII**  
**Amendments**

Amendments to this Constitution shall be proposed at one membership meeting, discussed at the officers' meeting, approved by the principal and pastor, and if appropriate voted on by the membership at the next meeting. A two-thirds vote of the membership attending or via virtual ballot is necessary to amend. A minimum of two-thirds of the membership must be represented overall. Amendments become effective once signed by the SMA Parent Group officers.

Adopted by:

\_\_\_\_\_  
(Pastor)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(SMA Parent Group President)