



ST. GABRIEL SCHOOL PARENT-TEACHER UNIT (PTU) BYLAWS

ARTICLE I - NAME

This organization shall be known as the St. Gabriel Parent-Teacher Unit (PTU).

ARTICLE II - PURPOSE, OBJECTIVES, AND MEMBER CONDUCT

- Section 1. The purpose of the St. Gabriel Parent Teacher Unit (PTU) is to bring parents and teachers together to promote the spiritual, academic and social well-being of the students at St. Gabriel School while fostering a cooperative, supportive school community among parents, teachers and school staff members.
- Section 2. The objectives of the PTU shall be:
- A. To foster, develop and manage communications among the parents of St. Gabriel students, teachers and school staff members.
 - B. To inform the principal regarding matters which affect or relate to the operation of St. Gabriel School.
 - C. To assist in initiating, developing and implementing programs necessary to carry out the general purpose of the PTU.
 - D. To recruit volunteers for committees as needed, encouraging and acknowledging good stewardship through the sharing of time and talent.
 - E. To raise funds to support PTU expenditures.
- Section 3. The PTU, being an advisory and consultative unit, is non-partisan and non-commercial. The PTU may cooperate with civic and social organizations in an endeavor to create interest in, and to aid in the resolution of present day civic, cultural, social and educational issues.

- Section 4. The PTU shall endorse no commercial enterprise. The name of the PTU or names of the PTU board members in their official capacities shall not be used in connection with any commercial activities.
- Section 5. All PTU Officers, Committee Chairs and Volunteers shall be in compliance with the "Policy for the Safety of Children in Matters of Sexual Abuse" from the Diocese of Cleveland, as well as St. Gabriel Parish's safety policy, including but not limited to fingerprinting and VIRTUS-training where mandated.
- Section 6. Any member of the Executive Board violating these policies or the Code of Conduct shall forfeit membership on this Board.

ARTICLE III - EXECUTIVE BOARD AND ELECTED OFFICERS

- Section 1. A. The Executive Board shall consist of the Pastor (or his designee), the Principal (or their designee) and the elected officers.
- B. The elected officers of the PTU shall meet monthly during the months from September to May inclusive. The President may call emergency meetings of this board. Non attendance of an elected officer for two (2) consecutive meetings of the elected officers without a valid reason submitted to one of the officers shall be equivalent to Resignation.
- C. Fifty percent (50%) of the Executive Board shall constitute a quorum.

ARTICLE IV - MEMBERSHIP

- Section 1. The general membership of the PTU consists of the Pastor (or his designee), the Principal (or their designee), the faculty, and the parents/guardians of current St. Gabriel School students (JK-8).
- Section 2. Membership in the PTU shall also be governed by the bylaws.
- Section 3. The privilege of holding office, introducing motions and voting shall be limited to members of the PTU who are in good standing.

ARTICLE V - MEETINGS

- Section 1. The PTU shall hold regular meetings at least four (4) times during the school year. Each of these four (4) meetings will begin with a “new business” report as well as an opportunity to vote on PTU-related projects/matters (if applicable) for that quarter.
- Section 2. Special meetings may be called by the President or on the request of any member of the Executive Board.
- Section 3. The PTU Board holds regular monthly meetings during the school year.
- Section 4. At least two (2) officers and fifteen (15) general members shall constitute a quorum at PTU meetings.
- Section 5. A simple majority of those present and voting shall carry any motion. Simple majority is defined as more than half of the total number of votes cast.
- Section 6. Each eligible member gets one (1) vote.
- Section 7. The annual election meeting shall be held by the end of the month of May.
- Section 8. Notice of all meetings will be given at least one (1) week in advance.
- Section 9. The President has the option of postponing for further study any action on motions that are raised by general membership.

ARTICLE VI - OFFICERS

- Section 1. The Pastor (or his designee) of St. Gabriel Parish and the Principal (or their designee) of St. Gabriel School shall be ex officio officers of the PTU.
- Section 2. The elected officers of the PTU shall consist of the President, Vice President, Secretary, and Treasurer. Up to five (5) Members-at-Large positions will also be a part of the board. All elected officers shall serve for a term of up to two years.
- Section 3. Officer elections are held by the PTU by the end of the month of May of the current academic year; new officers assume office upon induction. An officer must first be elected to a Member-at-Large position and may only serve up to two (2) years terms in the same office.

- Section 4. Elected officers must be an active member of the PTU. They must also be in good standing with St. Gabriel School. Candidate names will be provided to the principal (or designee) and pastor to confirm their standing at least two (2) weeks prior to officer elections.
- Section 5. An active member of the PTU is defined as any parent or official guardian with a child or children currently enrolled in St. Gabriel School and who has attended at least one event or volunteered in some capacity during the previous school year. Only active members shall be eligible to hold elected office.
- Section 6. A PTU Officer will serve no more than two (2) years in one role and may choose to end their service after one (1) year.
- Section 7. All candidates interested in open officer positions shall submit an application to the PTU President. The pool of candidates will be approved by the pastor (or designee) and principal.
- Section 8. Once the candidates are approved, they will prepare a verbal or recorded statement to be presented to the PTU membership at the election meeting. PTU Membership in attendance will vote on each candidate independently with a “Yes” or “No” vote. The candidate must receive 51% of the total number of members in attendance to be approved by the PTU Membership. All elected PTU Board officers will be permitted to vote, regardless of attendance at this meeting.
- Section 9. Once each candidate is approved, they will enter into a pool of potential officer candidates.
- Section 10. The seniority for this officer pool is as follows:
1. Highest grade level of the youngest student (for the upcoming year).
 2. Original approval year
 3. History of serving as a past officer
- Section 11. Newly elected members will be offered Member-at-Large positions if they are available with no more than five (5) serving at one time.
- Section 12. Open Vice President, Secretary, and Treasurer positions will be filled by the current board officers from the Members-at-Large. President position will be filled by the current board officers from Vice President, Secretary or Treasurer.
- Section 13. All candidates will remain in the pool until they have an opportunity to serve as a Member-at-Large.
- Section 14. If a vacancy occurs in any officer position prior to the end of their term, the position shall be filled by a person elected by a simple majority vote of the remaining members of the elected officers, with notice of the election given to all PTU members.

- Section 15. A faculty representative to the PTU, who is elected by the teachers or appointed by the Principal, will act as liaison between the faculty and the PTU.
- Section 16. Chairs of PTU committees are appointed by the PTU officers and may be grouped at their discretion. In the event of a chair vacancy, interested parties are required to submit a letter of self nomination via email to formalize their intention to apply.
- Section 17. PTU Committee Chairs must be active members of the PTU. They must also be in good standing with St. Gabriel School. Applications will be reviewed by the PTU Board and all candidate names will be provided to the principal (or designee) and pastor to confirm their standing at least 2 weeks prior to committee chair appointments. Committee chairs serve a two (2) year term. A committee chairperson is not eligible to serve more than two (2) consecutive two (2) year terms in the same office.

ARTICLE VII - DUTIES OF OFFICERS

- Section 1. The President shall preside at all regular and special meetings and shall be ex officio members of all standing committees. The president and vice president have the authority to spend \$500 on unbudgeted items without prior authority of the other elected officers three (3) times a year.
- Section 2. The Vice President shall perform all duties of the President when the President is absent or unable to act and will serve as a liaison between the standing committees and officers.
- Section 3. The Secretary shall maintain a written record of all acts of the PTU; shall conduct, receive and dispose of all correspondence as directed; and shall preserve all reports and documents of the PTU.
- Section 4. The Treasurer shall receive all monies of the PTU and shall deposit them in the name of the PTU in a bank approved by the Executive Board. The Treasurer shall keep an accurate record of all monies received and expended. The Treasurer shall pay all bills that have been authorized by the PTU, shall present a statement at all regular PTU meetings, and shall give a detailed annual report at the end of the school year.
- Section 5. The Member(s)-at-Large serve as versatile and integral parts of the executive board, providing support and acting as a liaison(s) between the board and the general membership. This role does not have a specific set of duties but adapts to the organization's needs, ensuring effective communication and representation of the members' interests.

ARTICLE VIII - STANDING COMMITTEES

- Section 1. A. There shall be sufficient standing committees as necessary to promote the objectives of the PTU.
- B. The heads of these standing committees shall be active members of the PTU.
- Section 2. In order to expedite the work of the PTU, the standing committees may be grouped at the discretion of the elected officers.
- Section 3. Heads of the standing committees should attend all PTU meetings throughout the school year.

ARTICLE IX-PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in Robert's Rules of Order, shall be the parliamentary authority followed for all PTU meetings.

ARTICLE X- AMENDMENTS

- Section 1. These bylaws may be amended by a two-thirds vote of the members present, never to be less than a quorum, with voting to occur at any meeting of the PTU provided the proposed amendments have been submitted in writing and presented at the previous regular meeting.

ARTICLE XI - REVIEW OF BYLAWS

- Section 1. These bylaws are to be reviewed by the elected officers at least every two years, with revision date(s) noted.
- Section 2. At least one copy of all outdated and newly-amended bylaws shall be maintained in the President's records.

ATTACHMENT I

STANDING COMMITTEES FOR 2024-25

1. Family Fun Nights Coordinator-Coordinates at least one family fun night throughout the year.
2. Hospitality Coordinator-Is responsible for food & refreshments at Open House, teachers' luncheons, volunteer luncheons and Parent Appreciation Reception.
3. Sunshine Committee
4. Halloween Carnival
5. Santa Shop
6. Room Parents
7. Mumkins Sale
8. Sweetheart Dance
9. Buddy/Son Event
10. Grizzly Gala
11. Used Uniform

ATTACHMENT II

A. PROCEDURE FOR REQUESTING FUNDS

1. New requests for use of PTU funds, or for items not already included in the annual PTU budget, must be submitted to the PTU Board at least one week prior to a scheduled PTU meeting.
2. The request should be submitted in written form via email and, where possible, include a proposed budget. (Prior to the request being presented to the entire PTU Board for consideration, the board requests that multiple, written quotes be obtained for any expenditures greater than \$1,000.)
3. The PTU President and/or Treasurer are responsible for notifying all PTU Board Members of any requests for funds at least one week prior to a regularly scheduled PTU meeting.
4. If the initial request is deemed an appropriate use of PTU funds, the proposed request will be added to the agenda for the next regularly scheduled PTU Board meeting.
5. The PTU Board will review the request and voting will take place at that same meeting.
6. For new initiatives or purchases that are over \$1,000, the board will create a survey to gather parent feedback for review before an official PTU Board vote is made.
7. In the event that a timely purchase is needed and the amount is under \$500, the PTU Board Members may complete the voting process via text message.
8. If the proposed expenditure is approved and a check is required in advance of the expenditure, a Check Request/ Reimbursement Form must be completed and submitted to the PTU Treasurer. A check will be issued within two weeks of receipt of the form.
9. If the proposed expenditure is NOT approved, the PTU Board will notify the individual(s) requesting funds. If desired, that individual(s) may resubmit a revised request for funds at a later date. The procedures outlined in steps 1 through 3 would need to be completed prior to resubmission.

B. PROCEDURE FOR REQUESTING REIMBURSEMENTS

1. All purchases on behalf of PTU should use the following methods:
 - a. Request an invoice from the vendor to be submitted to and paid by PTU
 - b. Request a parish/school credit card
 - c. Use cash, debit card, or personal check for reimbursement

2. Individuals requiring reimbursement for items included in the annual PTU budget must complete and submit a reimbursement form, attaching dated, original receipts for all expenditures, to the PTU Treasurer. A check for reimbursement will be issued within two weeks.

3. All receipts must be submitted to the PTU Treasurer no later than 30 days following the expenditure and/or event. If you cannot meet this time frame, please notify the PTU Treasurer.

ATTACHMENT III

PTU Budget Guidelines

- Budget shall be submitted to the Pastor, Principal and Business Manager for review by July 1st each year.
- Bank statements should be balanced against checkbook records as soon as possible after receipt with any variances noted on budget statements. Notification of variances should be given to the President for their information
- PTU Budget summaries will be reviewed by the Executive Board at each monthly meeting. Summaries should always include the name of the person preparing them, the date prepared, checking account & savings account balances and any interest accrued that month, monthly expenditures/income and year-to-date expenditures/income. It's also desirable to have a year-to-date budget variance indicated for ease in tracking and understanding by PTU members. A general overview of the PTU financials will be shared with all constituents each quarter. (dollars raised and for what purpose, dollars spent and on what project, money transferred to CDs, etc.)
- A system of checks & balances should always be used in counting money. Bank areas for any event should always include at least 3 individuals.
- At the beginning of each school year, committee chairs will be informed of their specific budget and their responsibility in tracking expenditures/income. A tracking form will be provided by the PTU Board. This information will be provided both in person at the yearly committee chair meeting as well as in writing via email. The Treasurer will maintain records of this process and communication with committee chairs as it pertains to their budget.
- To make it easier to track the budget on an annual basis, as well as to take advantage of interest rates, all excess monies in the checking account at the end of the previous school year should be moved to the savings account. "Startup monies" for the school year should be indicated in the first monthly budget statement so actual monies brought in and paid out during the school year can be tracked accurately.

ATTACHMENT IV

St. Gabriel PTU Code of Conduct

1. Purpose

The purpose of the St. Gabriel Parent Teacher Unit (PTU) is to bring parents and teachers together to promote the spiritual, academic and social well-being of the students at St. Gabriel School while fostering a cooperative, supportive school community among parents, teachers and school staff members.

2. Expectations of Board Members

Board members play a crucial role in ensuring the success of the PTU and its initiatives. As such, they must adhere to the following expectations:

A. Attendance & Participation

1. Board members are required to attend all monthly board meetings.
2. If a board member misses **two consecutive board meetings**, a vote will be held to consider their resignation from the board.
3. Board members should make every effort to attend and actively support PTU-sponsored events, recognizing that their presence reinforces community engagement and leadership. This especially includes, but is not limited to, PTU quarterly meetings, the Halloween Carnival, Santa Shop, Catholic Schools Week, Grizzly Gala and Walk-a-thon.
4. Board members are expected to follow through on commitments within a reasonable amount of time and communicate to the board in the event that they are unable to do so.

B. Professionalism & Representation

1. Board members must uphold a positive reputation for **St. Gabriel School** in all their interactions, both within the school community and beyond.
2. Communication should be respectful, inclusive, and constructive, promoting collaboration between parents, teachers, and administrators.
3. Board members should demonstrate integrity and fairness when making decisions that impact the school community.

3. Ethics & Conduct

1. Board members must always act in the best interest of students and the school community.
2. Financial decisions and fundraising efforts must be conducted with transparency and accountability.

3. Confidentiality must be maintained regarding sensitive school matters and private discussions within PTU board meetings.
4. Harassment, discrimination, or any form of misconduct will not be tolerated and may result in removal from the board.

4. Conflict Resolution

1. Disagreements should be handled professionally and respectfully.
2. If a conflict arises that impacts the PTU's ability to function effectively, board members should work collaboratively to resolve it through discussion and mediation.
3. The PTU President and/or school administration may intervene if necessary to ensure a fair and constructive resolution.
4. Whenever possible, conflicts should be resolved in person or by phone to minimize miscommunication of tone that can occur in text or email exchanges.

5. Enforcement & Amendments

1. Failure to adhere to this Code of Conduct may result in disciplinary action, up to and including removal from the board.
2. This Code of Conduct may be reviewed and amended annually to reflect the evolving needs of the **St. Gabriel PTU** and school community.

ATTACHMENT V

Revised September 1993.

Revised March 2002.

Revised September 2004.

Revised May 2025.

Revised September 2025.