

**OUR LADY OF PERPETUAL HELP SCHOOL**

91-1010 North Road  
Ewa Beach, Hawaii 96706

**PARENT, TEACHER, STUDENT ASSOCIATION**  
**CONSTITUTION AND BY-LAWS**

**ARTICLE I**            **NAME**

The name of this constitution shall be: The Parent Teacher Student Association (PTSA) of Our Lady of Perpetual Help School, Ewa Beach, Hawai'i.

**ARTICLE II**            **PURPOSES**

**SECTION I**

The general purposes of this Association are:

- A. To promote the welfare of children and youth in the home, school, church, and community.
- B. To develop between the teachers, students, and the community a united effort that will secure the highest advantages in the physical, mental, social and spiritual development for every child.

**SECTION II**

The specific purposes of the Association are:

- A. To bring a closer relationship between the home and school. That parents, teachers and students may cooperate intelligently in the education of the child.
- B. To promote the ideals of the home.

**ARTICLE III**            **MEMBERSHIP**

**SECTION I**

- A. General membership is automatic and shall consist of parents, guardians, teachers, and students of the school and clergy of the parish.
- B. Honorary membership may be issued to patrons of the school and others interested in the objectives.

**ARTICLE IV**            **AUTHORITY**

All activities of this Association and the election and appointment of officers shall be subject to the approval of the Executive Board.

**ARTICLE V**            **OFFICERS AND EXECUTIVE BOARD**

**SECTION I**

The elected officers of the Association shall be: President, the Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.

**SECTION II**

The Ex-Officio officers shall be the Pastor, the Principal, the Teacher Representative, and the Student Government Representative.

**SECTION III**

- A. The Executive Board shall consist of the Elected and Ex-Officio Officers.
- B. Five members of the Executive Board constitute a quorum at any board meeting.

**ARTICLE VI**            **NOMINATIONS AND ELECTIONS**

**SECTION I**

The Nominating Committee shall consist of three members of this Association and shall be selected by the Executive Board. At least two of these members must be from the General Membership.

**SECTION II**

Candidates for elective office shall be selected by the Nominating Committee from the General Membership. The names of the candidates so selected shall be submitted to the Executive Board in writing at least one week prior to the annual meeting. The consent of each candidate must be obtained before his or her name is placed on the ballot. Nominations may be made from the floor at the annual meeting by the general members present.

**SECTION III**

The election of officers shall take place at the annual meeting in March or another month designated by the Executive Board of each year. Elections shall be by ballot or by another voting process by the general members present. The person receiving a simple majority of votes cast shall be declared elected. A second ballot will be issued in case of a tie.

**SECTION IV**

The elected officer shall take office in May or June. The tenure of office shall be one year, and no officer shall be elected to the same office for more than three consecutive terms unless determined by the Nominating Committee.

**SECTION V**

If for any reason the office of the President shall become vacant, the Vice President shall succeed in the office for the remainder of the President's term.

**SECTION VI**

If for any reason an elected office position(s) becomes vacant, replacement(s) will be selected by a quorum of the remaining elected members of the Executive Board. A quorum will consist of at least four members of the Executive Committee. The replacement(s) must receive at least three votes. The replacement(s) will only serve the remainder of the original elected officer's term.

**ARTICLE VII**      **DUTIES OF THE OFFICERS AND EXECUTIVE BOARD MEMBERS**

**SECTION I**

The duties of President shall be:

- A. Preside at all meetings of the General Membership and the Executive Board. He/She may attend and participate Ex-Officio in any or all committee meetings except those of the Nominating Committee.
- B. Call meetings when deemed necessary, or when requested to by the Executive Board.
- C. Appoint the Chairperson of all standing committees, except the Nominating Committee, subject to the approval of the Executive Board.
- D. Be a voting member of the School Board.

**SECTION II**

The duties of the Vice-President shall be:

- A. Succeed or substitute for the President in case of vacancy or absence.
- B. Oversee, under the direction of the President, the functioning of the standing committees.
- C. Serve as a member of the Executive Board.
- D. Serve as a Chairperson of the Membership Committee.

**SECTION III**

The duties of the Secretary shall be:

- A. Keep a record of the proceedings of the Association and of the Executive Board.
- B. Receive and file all reports of committees.
- C. Conduct the correspondence of the Association.
- D. Notify the members of the Association as to the date, time and place of all meetings.
- E. Serve as a member of the Executive Board.
- F. Serve in expediting the purpose of the Nominating Committee.

**SECTION IV**

The duties of the Treasurer shall be:

- A. Receive all funds and issue receipts for those funds.
- B. Maintain a record of all cash and/or checks received and retain copies of all receipts and remittances.
- C. Generate a report regularly (usually at each meeting) to the membership and the Executive Board. The report, submitted in written form and recorded in the minutes, will include:
  - Balance on hand as of the date of the previous report
  - Monies received and deposited since the previous report
  - Disbursements of funds since the previous report
  - Balance on hand as of the date of the current report
  - Budgeted amounts, where possible, for comparative purposes

## **SECTION V**

The duties of the Sergeant-at-Arms shall be:

- A. Maintain order at all meetings.
- B. Supervise any physical arrangements required for this Association's activities.
- C. Arrange for clean up after meetings.
- D. Serve as a member of the Executive Board.

## **SECTION VI**

Duties of the Teacher's Representative shall be:

- A. Report all items discussed at the PTSA Board meetings with the faculty prior to the General Assembly.
- B. Serve on standing committees.

## **SECTION VII**

Duties of the Student Representative shall be:

- A. Report all items discussed at the PTSA meetings with the Student Council.
- B. Serve as Ex-Officio Member of the Executive Board.
- C. Serve on standing committees.

## **SECTION VIII**

Duties of Ex-Officio Officers shall be:

- A. Act as advisors on matters of policy and past experience.
- B. Serve as Ex-Officio member(s) of the Executive Board.

## **ARTICLE VIII      DUTIES OF THE EXECUTIVE BOARD**

### **SECTION I**

The Executive Board shall:

- A. Be responsible for the execution, through its officers and committees, of the authorized policies of this Association.
- B. Be responsible for initiating and carrying out activities and programs in accordance with the policies and purposes of this Association.
- C. Approve the President's selection of the chairperson for all standing committees. (Article VII Section I.C)
- D. Appoint the Nominating Committee.

**ARTICLE IX            MEETINGS**

**SECTION I**

The Association shall meet at least 4 times a school year.

**SECTION II**

The President may call special membership meetings, with the consent of the Executive Board provided that five (5) days written, e-mailed, or faxed notice of such meetings be sent to the General Membership.

**SECTION III**

Meetings of the Executive Board shall be held at the call of the President, within the two weeks prior to the regular membership meeting. Special meetings of the Executive Board may be called by the President at any time such action seems desirable.

**SECTION IV**

The annual meeting of the Association will be the March/April meeting or another month designated by the Executive Board, at which time elections will take place and annual reports will be published.

**ARTICLE X            AMENDMENTS**

**SECTION I**

Amendments of the Constitution shall be in writing, and shall be approved by the Executive Board prior to the ratification by two-thirds vote of the members present at the regular meeting.

**SECTION II**

The General Membership shall be sent a copy of the proposed amendment at least five days prior to said meeting.

**ARTICLE XI            RULES OF ORDER**

**SECTION I**

The rules contained in the Roberts Rules of Order (revised) shall govern this Association in all cases to which they apply and do not conflict with the approved Constitution and By-Laws.

## BY-LAWS

1. This Association shall not seek to direct administrative activities of Our Lady Of Perpetual Help School, or control its policies.
2. This Association shall be non-commercial and non-political.
3. No officers or members of this Association shall use it as a means for furthering any personal, political or other aspirations, nor shall this Association as a whole take part in any movement not in keeping with its purposes and objectives.
4. The following shall be standing committees and their duties:

### **Membership Committee**

1. Promote attendance and participation of the Association's activities.
2. Meet guests and visitors.
3. Notify the Association of the illness or death of any member.

### **Programs and Social Committee**

1. Arrange educational programs and entertainment for the meetings of the Association.
    - a. Cooperate with the Executive Board in securing speakers, literature, films, etc.
  2. Be available to the Sergeant-at-Arms to assist in the physical arrangements required for the Association's activities.
  3. Arrange with the Executive Board for social events.
5. The Chairman of each standing committee shall direct the work entrusted to the committee and present a report on its activities to the Executive Board upon request by said board.
  6. Any amendments to the By-Laws shall be approved by the Executive Board prior to the ratification by two-thirds of the members present at any regular meeting.
  7. The following order of business shall govern the meetings of this Association;

- A. Call To Order
- B. Opening Prayer
- C. Reading of Minutes of Previous Meeting
- D. Treasurer's Report
- E. Old Business
- F. New Business
- G. Comments By Principal, Pastor
- H. Guest Speakers/Questions
- I. Adjournment

*Amended by the Executive Board and approved by the General Membership on 10-30-03.*

*Amended by the Executive Board and approved by the General Membership on 08-24-06.*

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