

**BYLAWS OF
ST. PETER’S PARENTS’ AND
TEACHERS’ ASSOCIATION**

ARTICLE I – General Organization

The name of this organization shall be the St. Peter’s Parents’ and Teachers’ Association (SPPAT). The principal office of SPPAT shall be at 848 Ashland Terrace, Chattanooga Tennessee 37415. SPPAT derives its authority from the Head of School and the Board of Trustees of St. Peter’s School. SPPAT acts as an auxiliary enterprise of the Board of Trustees and, by extension, St. Peter’s Church, and is not a separate legal entity. The principal functions of SPPAT are to foster a spirit of cooperation and understanding between faculty and parents, help finance and support the school, and nurture the love of learning, joy of service, and a lively faith.

ARTICLE II – Members

All parents of St. Peter’s School’s students and all St. Peter’s teachers shall be considered members of SPPAT.

ARTICLE III – Officers

A. Qualification of Officers

Officers shall be members in good standing of SPPAT and shall be elected on the basis of knowledge and an interest in the educational, religious, moral, financial, and other needs of St. Peter’s School. Teachers may not serve as officers except that one teacher may serve as the Faculty Representative. The officers are to strive to be representative of the parents’ and teachers’ interests in the needs of St. Peter’s School. Officers shall serve without compensation except for reasonable expenses incurred on behalf of SPPAT.

B. Election of Officers

Except for the President and Past President as provided herein, all officers must be elected once a year (“SPPAT Election”) except Treasurer and Volunteer Coordinators who serve a two year term. A ballot, approved by the existing Executive committee, will be circulated throughout the school population and voted on.

C. Duties of officers

1. President. The president shall:

- (a) Become President after serving as President-Elect;
- (b) Preside at all meetings and perform all executive duties pertaining to that office;
- (c) Review and update all SPPAT Committees; participate in the selection of Committee Chairpersons and serve as an *ex officio* member of each SPPAT committee;
- (d) Be responsible for the long term planning and setting of annual goals for SPPAT, including scheduling of activities;
- (e) Act as a liaison with St. Peter's School Board by sitting as a voting member of both the Board of Trustees and the Board Executive Committee;
- (f) Perform all other functions necessary for the smooth and efficient operation of SPPAT.

2. Past President. The Past President shall:

- (a) Become Past President after serving a Term as President;
- (b) Serve as an advisor to the President regarding all SPPAT activities;
- (c) Serve as chairperson of the Nomination Committee, whose members include the President and President – Elect;
- (d) Be responsible for the selection of Committee Chair and Co-Chairs;
- (e) Perform any other duties assigned by the President.

3. President-Elect. The President-Elect shall:

- (a) Serve one term as President-Elect, then automatically serve one Term as President, and then one Term as Past President;
- (b) Preside in the absence of the President at meetings;
- (c) Serve as president *pro tem* in the event of the death, disability, or resignation of the President;
- (d) Utilize the term as President-Elect to familiarize oneself with the operation and purposes of SPPAT and the responsibilities of the President;
- (e) Organize and oversee Mentor Program;
- (f) Perform any other duties assigned by the President.

4. Committee Liaison. The Committee Liaison shall:

- (a) Serve as liaison to SPPAT fund raising committees and report activity monthly;
- (b) Oversee SPPAT page on school website;
- (c) Communicate SPPAT information for weekly Epistle to the Development Director;
- (d) Be responsible for monthly update of SPPAT bulletin board(s);
- (e) Perform any other duties assigned by the President.

5. Secretary. The Secretary shall:

- (a) Keep minutes of all SPPAT meetings and Executive Committee meetings and file such minutes in a minute book to be kept in the SPPAT files;
- (b) Prepare such correspondence as may be necessary to fulfill the purposes of SPPAT, and file such correspondence in the SPPAT files;
- (c) Perform any other duties as assigned by the President.

6. Treasurer. The Treasurer shall:

- (a) Have charge of all funds of SPPAT, to be maintained and monitored by the school business office in a manner consistent with the school's fiscal policies and required auditing standards and procedures;
- (b) Collect all dues, fund-raising receipts, and any other revenues of SPPAT;
- (c) Pay all bills of SPPAT to the extent that funds are available providing that all checks in excess of \$250.00 will require the approval of the Executive Committee;
- (d) Pay approved expenses submitted with receipt on completed SPPAT Expense Reimbursement Form;
- (e) Provide a monthly financial report and distribute copies for Executive Committee members and the School Board, including income and expense reports for SPPAT fundraisers and events;
- (f) Perform any other duties as assigned by the President.

7. Faculty Representative. The Faculty Representative shall:

- (a) Attend SPPAT Executive Committee meetings;
- (b) Bring teacher concerns or comments to SPPAT for discussion and resolution, and relate relevant information back to the faculty;
- (c) Perform any other duties as assigned by the President.

8. Volunteer Coordinator. The Volunteer Coordinator shall:

- (a) Be responsible for the coordination of volunteers for functions and needs at the school as determined by the President, the Head of School, and/or the Executive Committee;
- (b) Be responsible for tracking the volunteer time provided by the parents per their contractual commitment and contacting those parents who have not completed their volunteer time;
- (c) Provide periodic reports regarding said parental volunteer time to the Executive Committee;
- (d) Assign parents to SPPAT volunteer committees;
- (e) Perform any duties assigned by the President.

D. Term of Office

All officers shall serve a one year term which shall begin on the date of their SPPAT Election under paragraph B and shall continue until the next SPPAT election; provided, however, that if a new officer for a particular position is not elected at the SPPAT Election, such current officer shall continue serving in that capacity until a successor is appointed. The President, President-Elect, and Past President shall succeed to said offices at the next SPPAT election as provided in these bylaws. The Treasurer and Volunteer Coordinators will serve a two year term.

E. Vacancies

If any officers are unable or unwilling to serve their Term, a vacancy shall be declared by the Executive Committee. The vacancy shall be filled by a majority vote at the next meeting of the Executive Committee. Officers of SPPAT may be removed from office by a unanimous (other than the officer being removed) vote of the Executive Committee.

ARTICLE IV – Executive Committee

A. Members of the Executive Committee

The Executive Committee shall consist of the SPPAT Officers and the Head of School.

B. Duties and Powers of the Executive Committee

The Executive Committee shall hold meetings at such time and place as may be fixed by the President. Any two members of the Executive Committee may call a special meeting. A majority of the members of the Executive Committee present at any meeting shall constitute a quorum. The executive Committee shall have general charge of affairs, property and assets of SPPAT. It shall be the duty of the Executive Committee to carry out the purposes of the SPPAT Association and, to this end, to manage and control all of its property and assets.

C. Meetings

Regular meetings shall be held according to the schedule as established each year by the President and Head of School, with no fewer than two meetings per year.

ARTICLE V – Committees

The following may be considered standing committees by SPPAT:

After School Sport
Auction
Book Fair
Buildings
Community Outreach

Grounds
Home Room Parents
Hospitality
Library
Lunch Coordinator

Corporate Fundraiser
Family Field Day
Gardening
Golf Tournament

Magazine Sale
Teacher Appreciation
Used Uniform

The President and Head of School may appoint such other committees on a temporary or permanent basis as he/she deems appropriate.

ARTICLE VI – Priorities for Fund Allocation

The funds raised by SPPAT are to be used for the education and environment of the St. Peter's students. However, these are the primary areas of interest to SPPAT: (a) projects associated with the educational enrichment within the school; (b) projects associated with improving or expanding the physical facilities of the school in furtherance of the educational process; and (c) projects associated with the playground and athletic facilities. Other projects will be considered on a case-by-case basis by the Executive Committee.

ARTICLE VII – Amendments

These bylaws may be amended or repealed by a two-thirds vote of the members of the SPPAT Executive Committee present at any SPPAT meeting provided that a majority of the members are present. Amendments will be effective only upon submission to and ratification by the St. Peter's School Board.

Dated May 21, 1991
Revised September 1997
Revised September 2002
Revised September 2003
Revised July 2005
Revised July 2006
Revised July 2007
Revised July 2008
Revised November 2009

