

ST. AGNES PARENTS' CLUB

BY-LAWS

ARTICLE I-Name

The name of this organization shall be the St. Agnes Parents' Club. (Club)

ARTICLE II- Purpose and Activities

The objectives of this Club shall be:

- a. To promote and support the mission of St. Agnes School;
- b. To promote a unified home and school relationship;
- c. To encourage families to volunteer in school and in the community to demonstrate the Catholic value of service;
- d. To provide activities that contribute to each student's mental, physical, social and spiritual development;
- e. To promote, support and build the St. Agnes School spirit and community;
- f. To foster a positive, peacebuilding environment amongst priests, the principal, parents, teachers and support staff at St. Agnes;
- g. To plan and carry out events of which all funds raised will be used to directly benefit the school and its students.

ARTICLE III- Limitations

The St. Agnes Parents' Club agrees to abide by the following limitations:

- a. It shall not violate the school's personnel agreements, contracts, policies, or interfere with the professional performance of the staff.
- b. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents or community.
- c. It shall not become involved in, or interfere with, specific curriculum decisions unless the school requests input.

ARTICLE IV — Membership

- a. Any parent, guardian or other adult standing *in loco parentis* for a student at St. Agnes is a member of the Parents' Club.
- b. Priests, Sisters and teachers of St. Agnes shall be honorary non-voting members of this organization.
- c. Each voting member has the right to one vote.
- d. Each voting member has the right to propose motions.
- e. Motions are passed by a simple majority vote.

ARTICLE V — Officers, Directors and Committees

- a. The officers of this club shall be a President, a Vice-President, a Recording Secretary and a Treasurer.
- b. Each office shall be held by a different person.
- c. The Parents' Club shall be managed by a board consisting of the officers plus three directors that are elected at the same time. Past President shall act as a consultant. The President has the authority to name interim at-large directors until the next scheduled meeting if needed. This board will have the authority to remove or expel any officer, director, or member for acting contrary to the purposes of this Club or for neglect of duty.
- d. The officers and directors shall be elected by and from the voting membership for a term as follows:
 1. A slate shall be presented for President and Vice-President for one year terms with the option of re-election for up to three (3) consecutive terms.
 2. The President shall assume the office of Past President upon completion of the Past President's term.
 3. The Vice President shall assume the office of President upon completion of the President's term.

4. The nominating committee shall present for election a slate of officers including a Recording Secretary and Treasurer for election to a one year term with the option of re-election for up to three (3) consecutive terms.
5. The nominating committee shall present for election a slate of directors for election to a one year term with the option of re-election for up to five (5) consecutive terms.

The election for the following year shall take place at the final meeting of the preceding year and officers shall take office at the first meeting of the new school year. Outgoing officers shall meet and consult with new officers in the interim and shall transfer all records and pertinent data prior to the next school year.

- e. Standing committees shall be formed each year to allow members to exercise active participation in Club affairs. The following committees shall be formed each year:

1. Executive Operations- Committee consists of all Parents' Club Officers, Directors and Committee chairs.
2. Nominating Committee – This committee will consist of all Club members who request a spot on the committee prior to the March meeting of each school year.
3. Volunteers – This committee will coordinate volunteers for events. Committee shall consist of Volunteer Director and Room Parent Coordinators.
4. Program/Social- This committee will coordinate family events and assist with fundraising efforts as needed. This committee will consist of Program/Social Director and committee members.
5. SCRIP — This committee will be coordinated by two individuals, one being SCRIP Director, responsible for operation and recordkeeping for the SCRIP program, our main fundraiser. They will be assisted by the SCRIP committee as needed.

Except for Executive Operations, each committee is open to as many members of the Parents' Club that wish to serve on each committee.

- f. The President shall create such other committees as deemed necessary.
- g. The President shall appoint the chairperson of each committee.
- h. The President will act as a liaison to the School Board, to inform the School Board of Parents' Club activities and to coordinate Parents' Club activities with the School Board.
- i. The terms of the chairpersons and committee members shall be coextensive with that of the President.
- j. Vacancies during the term of a Club officer shall be filled through appointment by the President. Should the office of President become vacant, the Vice President shall become President and assume all necessary duties until the next scheduled meeting, when an election can occur.
- k. Ex-Officio members include the Principal, Pastor and a rotating faculty representative.

ARTICLE VI – Meetings

Meetings shall be held on a regular basis, typically on the 1st Tuesday of each month school is in session. Meeting dates will be posted in the school calendar. The meetings will also be posted in the school newsletter. The President will conduct the meetings. The President, as necessary, may call special meetings.

ARTICLE VII - Duties of the President

The President shall:

- a. Serve as the primary contact for the Principal;
- b. Preside at all Parents' Club meetings;
- c. Enforce observation of the by-laws;
- d. Put all questions to a vote and announce the results thereof;
- e. Supervise the affairs of the Club, its' officers, and directors;
- f. Call all special meetings of the Club if needed;

- g. Appoint a nominating committee which shall present the names of candidates that have accepted the nomination for office for the following year;
- h. Represent the Parents' Club at meetings outside the organization, including the School Board;
- i. Regularly consult with the school administrators concerning matters of mutual concern and interest.

ARTICLE VIII- Duties of the Vice President

The Vice President will assist the President as needed and carry out the Presidents' duties in the absence of the President.

ARTICLE IX – Duties of the Secretary

The Secretary shall:

- a. Keep a true record of the proceedings of all meetings of the membership and Directors;
- b. Prepare and send all notices;
- c. Keep a copy of the minutes book, by-laws, and directory and bring them to meetings.

ARTICLE X — Duties of the Treasurer

The Treasurer shall:

- a. Receive and have custody of the money of the Club;
- b. Pay out money of the Club at the direction of the Board;
- c. Maintain the banking accounts of the Club;
- d. Keep an accurate account of all receipts and disbursements consisting of the date, source and nature thereof;
- e. Give a financial report to the membership at each meeting;

- f. Prepare, with the assistance of the President, an annual budget to be approved at the first meeting of each school year;
- g. Deliver all books, records and monies of the Club to their successor;
- h. Prepare and deliver a year-end fiscal report to the Board and Principal

ARTICLE XI — Duties of the Directors

A Director shall:

- a. Carry on and direct the business of the Club between meetings;
- b. Act for any officer who is unwilling or unable to act;
- c. Act as chair for social events and delegate tasks as needed.

ARTICLE XII - Voting

- a. Any question receiving a majority of the votes cast shall be declared to have carried.
- b. Any candidate for office or director receiving a plurality of the votes cast shall be elected.
- c. Election of officers and directors shall be held by a voice vote on the slate presented by the nominating committee. Voting procedure on questions put to the membership at meetings shall be by public vote unless three members request a secret ballot.

ARTICLE XIII – Amendment to By-Laws

Any amendments to these by-laws must be approved by a vote of two-thirds of all the members present.

The by-laws shall be reviewed every three (3) years at the first meeting of the school year and approved or amended as necessary.

ARTICLE XIV- Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's by-laws.

ARTICLE XV- Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

ARTICLE XVI- Fiscal Operations

1. The Parents' Club's fiscal operations shall be administered by the Executive Operations Committee. The President will serve as chair of this committee. The duties of this committee will be as follows:
 - a. To prioritize requests for funding of projects requiring financial support from Club resources;
 - b. To establish and publish an annual operating budget to be approved by the members;
 - c. To ensure that Club funds are appropriated within the design of such budget;
 - d. To ensure that school administration is consulted concerning formulation of such budget.
2. Fundraisers – The Club, through a vote of approval of its members and consultation with school administration, may enter into fundraising drives.
 - a. The proceeds from such fundraisers shall be kept in the Club treasury and must be accounted for in the operating budget.
 - b. As is feasible, the Parents' Club should strive to conduct any major fundraiser as early in the school year as possible, to accommodate proceeds into that year's annual budget. Approval for early year fundraisers should, when possible, be provided for in the preceding school year.
 - c. Participation in the primary fundraiser is required by each school family. However, families may "buy-out" by giving a monetary donation in lieu of active participation in the fundraiser. The "buy-out" amount shall be determined by the Board.

3. Budget Administration —In order to formulate, execute and administer an effective budgetary process, the Executive Operations Committee shall adhere to the following guidelines:
 - a. The Club fiscal year shall be established as July 1 through June 30 of the following year.
 - b. Each year's operating budget shall be prepared and submitted prior to the beginning of the new fiscal year, utilizing all information at hand at that time.
 - c. Each committee chair shall be responsible for submitting budgeting requests for all projects within its jurisdiction.
 - d. The committee chair is responsible for consulting with the school administration regarding its requested projects for the upcoming school year.
 - e. Any club member may submit a proposal for any project requiring Club funding, as may the School Principal.
 - f. All proposals for Club funding in excess of \$150.00 must be submitted to the President in writing. The President may assign these requests to a pertinent committee for consideration.
 - g. Each annual budget shall leave unappropriated at least 20% of the funds on hand the day prior to the beginning of the new fiscal year, in order to accommodate unforeseen expenditures later in the fiscal year.
 - h. Once approved, the Executive Operations Committee may transfer no more than 5% of each committee budget to unrelated purposes without a vote of Club members.
 - i. All requests for funding should be submitted with at least a good faith cost estimate.
 - j. The committee shall appropriate and expend funds in a way to protect the ability of the Club to continue this process.
 - k. The Parents' Club may not engage in deficit spending or appropriation of funds not already in the Club treasury.
 - l. Any projects requiring Club funding that are budgeted but not appropriated during the same fiscal year must be resubmitted for prioritizing in the next fiscal year's budget.

ARTICLE XVII- Dissolution

If, for any reason, the Parents' Club ceases to operate and terminates its existence, then all remaining assets and money will be transferred and donated to St. Agnes School.

ARTICLE XVIII- Order of Business

The order of business at Parents' Club meetings shall be:

Call to Order

Opening Prayer

Record Attendance

Reading and Approval of minutes from previous meeting

Principal's Report

Teacher Appreciation Monthly Drawing

Report of Committees

Past Events

Upcoming Events

Room Parent Coordinator Report

Treasurer's Report SCRIP Report

Unfinished Business

New Business

Adjournment

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