

## **The Parent Club of St. Ignatius School By-Laws**

### **ARTICLE I – NAME**

The name of this organization shall be “The Parent Club of St. Ignatius School.”

### **ARTICLE II – OBJECTIVE**

The Parent Club shall serve as the primary fundraising organization of the school. It shall support the spiritual, social, and educational forces of the home and school in a program of Catholic education.

### **ARTICLE III – MEMBERSHIP**

Section 1 All parents or guardians of the children who are attending St. Ignatius School are required to be active members.

Section 2 The principal, pastor and faculty representative shall be ex-officio, nonvoting members.

### **ARTICLE IV – MEETINGS**

Section 1 There shall be a minimum of one (1) mandatory meeting for the general membership between September and June, inclusive.

Section 2 The Parent Club Board shall meet at least once per month from September through May with the exception of December.

Section 3 The Parent Club Board shall meet at least once between June and August.

Section 4 Special meetings may be called by the president or upon written request, by at least three (3) officers, stating the objective of the meeting.

Section 5 Executive committee meetings may be called by the president, as needed. The executive committee shall not circumvent the responsibilities or authority of the Board. The purpose of executive committee meetings can include an emergency, to plan the Board’s work, and to develop Board Agendas.

Section 6 There shall be an annual Board orientation meeting for all elected and appointed Board members.

Section 7 Parent Club meetings shall be open unless designated as a closed meeting of voting, ex-officio members and invited guests with prior notice.

Section 8 Meetings will be conducted in accordance with Robert’s Rules of Order.

## **ARTICLE V – OFFICERS**

- Section 1      The executive committee shall be comprised of the elected officers and the Principal. The elected officers shall be the president, vice president, treasurer, corresponding secretary, communications officer and recording secretary.
- Section 2      The president and vice president must have served a minimum of one fiscal year on the St. Ignatius Parents Club Board prior to taking office.
- Section 3      Elected officers may serve a maximum of two (2) consecutive years in any one office.
- Section 4      No officer nor fundraising chair may financially benefit from the purchase of product of services from Parent Club activities.

## **ARTICLE VI – DUTIES OF THE OFFICERS**

- Section 1      President
- a. Presides and prepares agendas for all meetings of the organization and executive committee.
  - b. Appoints committee chairs.
  - c. May vote when the vote is cast by ballot or to break a tie.
  - d. Keeps informed and is in communication with standing committee members.
  - e. Keeps informed and is in contact with the school principal, pastor, and Advisory Council.
  - f. The president may obligate funds up to \$25 without obtaining prior approval of the Board.
  - g. Shall serve as past president the year following presidency.
  - h. Coordinates the annual Board Orientation by August.
  - i. Shall calendar all meetings and special events sponsored by the Parent Club.
  - j. Shall chair the By-law Review Committee.
- Section 2      Vice President
- a. Attends all Board and Executive committee meetings.
  - b. Shall preside in the absence of the president and perform all duties of that office.
  - c. Shall serve as Chairman of the Annual Social, which includes the Parent Club Board members, the Advisory Council members, and the Faculty.

- d. Assists the president, when necessary.
- e. Attends all Advisory Council meetings as liaison between the Council and the Parent Club Board.
- f. Attends all Diocesan Catholic Parent Council meetings – optional.
- g. Acts as Parliamentarian.
- h. Shall chair the nominating committee for the following year’s slate of Board members.
- i. Shall chair the Strategic Planning Committee for the following year’s planning.

Section 3      Treasurer

- a. Attends all Board and executive committee meetings.
- b. Chairs the annual Parent Club Budget Committee
- c. Pays all Parent Club bills.
- d. Keeps an accurate record of all receipts and expenditures.
- e. Prepares monthly statements for the Board.
- f. Shall retain financial records from annual fundraisers.
- g. Supervises and is responsible for all financial aspects of annual fundraisers.

Section 4      Recording Secretary

- a. Attends all Board and executive committee meetings.
- b. Records and prepares minutes of Board and executive committee meetings.
- c. Records motions made at general meetings.
- d. Keeps attendance records of Board and general meetings.

Section 5      Corresponding Secretary

- a. Attends all Board and executive committee meetings.
- b. Shall be responsible for all Parent Club Correspondence and communicates with the school secretary.
- c. Maintains a supply of Parent Club stationery.

Section 6      Past President

- a. Attends Board and executive committee meetings – optional
- b. Assists the president, when necessary.
- c. Presides in the absence of the president and vice president.

## **ARTICLE VII – STANDING COMMITTEES AND THEIR DUTIES**

- Section 1 Standing committees shall be: Strategic Planning, By-law Review, At-Large Member, Campus Facilities & Security, Communications, Friends of the Library, Fundraising Coordination, Head Room Parents, Health, Historian, Hospitality, New Family Advisors, Parent Contract Hours, Scrip, Spiritual Liaison, Uniform Exchange, and Volunteer Coordinator.
- Section 2 Each standing committee representative shall have one vote on the Parent Club Board.
- Section 3 The chairman of each committee shall be responsible for the duties of that committee, but shall have the privilege of selecting as many members on their committee as they deem necessary.
- Section 4 All committee chairmen shall report major changes in format to the executive committee before undertaking such changes. They shall report work accomplished to the organizations at each regular meetings. They shall also submit an annual report, including budget, of the year's activities at the April or May Board meeting.
- Section 5 Committee chairs shall serve two (2) years unless recommended or approved by the nominating committee.
- Section 6 Additional committees may be assigned on a year by year basis at the Executive Board's discretion.

## **ARTICLE VIII – THE PARENT CLUB BOARD**

- Section 1 The elected officers, Principal, Pastor, Faculty Representative and the chairs of the standing committees shall constitute the Parent Club Board. The principal, pastor and faculty representative shall be ex-officio, nonvoting members.
- Section 2 The executive committee shall approve committee chair positions.
- Section 3 The Board can recommend and enact new policies und undertakings for the Parent Club.
- Section 4 The Board shall vote to approve the appointments made by the President.
- Section 6 There shall be one (1) vote per office.
- Section 7 Quorum – Two-thirds (2/3) of the Board shall constitute a quorum. (Quorum: the number of positions represented as a meeting for business to

be legal).

Section 8 No person shall hold more than one voting position on the Board.

#### **ARTICLE IX – NOMINATIONS AND ELECTIONS**

Section 1 The Nominating Committee shall consist of a minimum of seven (7). They shall be: a chair (Vice President of the Board), the school Principal, two (2) additional Board members and a minimum of three (3) parent club members (one from the primary grades (TK-2), one from the intermediate grades (3-5), and one from the upper grades (6-8)).

Section 2 No one shall be nominated whose consent to serve has not first been obtained by the Nominating Committee.

Section 3 There shall be one nomination for each office made by the Nominating Committee.

- a. A slate of nominees shall be presented to the general membership at the April Board meeting.
- b. Additional nominations for any office may be made for the floor with the consent of the nominee.
- c. Vote will be by ballot where there is more than one nominee for any office.
- d. A majority vote shall elect.
- e. Elections shall occur in April.

#### **ARTICLE X – FINANCE**

Section 1 Non-budgeted expenditures  
Expenditures with an annual total of \$26 – \$100 must have approval of the entire executive committee. Expenditures with an annual total over \$100 must have the approval of a quorum of the entire Parent Club Board.

Section 2 Seed Money  
Seed money will not exceed \$200 in check, cash or script combined without an invoice from prospective vendors.

Section 3 Personal Reimbursements  
Personal reimbursement requests must be submitted no later than five business days after fundraising events and must be accompanied by a paid invoice or receipt.

## **ARTICLE XI – FUNDRAISING**

- Section 1      The events designated as fundraisers shall be as follows.
- a. Amazing Grapes
  - b. Gala
  - c. Holy Strokes Golf / Spirit Day
- Section 2      The programs designated as fundraisers shall be as follows.
- a. Scrip
  - b. Gift wrap
  - c. Other product sales
- Section 3      Additional fundraisers may be assigned on a year by year basis at the Parent Club Board’s discretion.
- Section 4      Fundraisers will make best efforts to use existing inventory and solicit donations prior to spending Parent Club funds.

## **ARTICLE XII – INSTALLATION OF OFFICERS**

- Section 1      The installation of officers shall be in the month of May.

## **ARTICLE XIII – RESIGNATION AND REMOVAL FROM OFFICE**

- Section 1      At least one representative from each Board position must be present at the monthly Parent Club Board meetings.
- Section 2      If a member continues to be unable or unwilling to perform their duties as specified in their job responsibilities, the Board may remove them from their position with a majority vote of a quorum. No action may be taken without prior counseling and written warning given to the Board member from the President.
- Section 3      A Board member may resign from their position by submitting a written resignation to the Parent Club Board.

## **ARTICLE XIV – DUES**

- Section 1      Each family will be assessed annually per child.

## **ARTICLE XV – AMENDMENTS**

- Section 1      The Constitution or any section thereof may be amended or repealed by a two-thirds (2/3) vote of the general membership present at a general meeting provided

that notice of such proposed changes have been given.

**Modified 8/24/ 2011**