

St. Rita Parents' Club By-laws
(Amended December 15, 2015)

Article One – Name

The name of this organization is the **St. Rita Parents' Club**.

Article Two – Purpose

Section A. The primary purpose of this organization is to assist in the fulfillment of the Mission Statement of St. Rita Catholic School in cooperation with its Advisory Council and St. Rita Catholic Church.

Section B. To fulfill its purpose, this organization will:

- (1) promote communication among the administration, the faculty and school parents,
- (2) recruit and coordinate volunteer support for the school,
- (3) provide programs, events and supplies that enrich student, parent and faculty life,
- (4) engage in fund-raising activities, and
- (5) spend and invest its funds to support St. Rita Catholic School, its teachers and staff, and the primary purpose of this organization.

Section C. In furtherance of this organization's purpose, during each school year, this organization will make donations to (1) St. Mary of Carmel School, St. Rita's sister school, in the amount of \$5,000, and (2) the St. Rita School Endowment Trust Fund, in the amount of \$10,000; PROVIDED, HOWEVER:

- (1) If, after paying in full, or making provision for paying in full, all of its other obligations under its budget for that year, and providing for a reserve and carryover for the subsequent year, the Parents' Club does not have sufficient funds to make the above donations, the amount of the donations in (1) and (2) above shall be reduced pro rata such that St. Mary of Carmel School will receive 1/3 of the available funds and the St. Rita School Endowment Trust Fund will receive 2/3 of the available funds; and
- (2) If, after paying in full or making provision for paying in full, all of its obligations under its budget for that year (including the donations in (1) and (2) above), and providing for a reserve and carryover for the subsequent year, the Parents' Club has excess funds, such funds shall be donated to St. Rita Catholic School.

Nothing contained in this Section C in any way restricts or prohibits the Executive Board from (A) providing for reserves and carryovers in the Parents' Club budget in such amounts as it may deem appropriate, or (B) authorizing the expenditure of "miscellaneous" funds in the Parents' Club budget.

Article Three – Membership, Dues and Fiscal Year

Section A. Membership is open to all parents and guardians who have one or more students attending St. Rita Catholic School. In addition, the principal of St. Rita Catholic School is a member of this organization.

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Section B. Dues will be established by the Executive Board, as provided in Article Eight. The principal of St. Rita Catholic School will not be required to pay dues.

Section C. This organization will operate on a fiscal year beginning on July 1st of each year and ending on June 30th of the following year. This fiscal year is referred to in these by-laws as a "school year" for simplicity.

Article Four – Meetings

Section A. General Meetings and/or Events sponsored by this organization will be held at such time and place as may be determined by the President or the Executive Board. The schedule of general meetings or events shall be published in the annual School Directory or any other publication designed to reach all members (for example, publication in an edition of the St. Rita Catholic School online newsletter, on the Parents' Club web page, by voice mail or email).

Section B. Special meetings of this organization may be called by the President or a majority of the Executive Board upon at least five days written or oral notice to the members. Such notice may be mailed or distributed to the students for delivery to the members (for example, by publication in an edition of the St. Rita Catholic School online newsletter, on the Parents' Club web page, by voice mail or email).

Section C. As provided in Articles Eight and Nine, the President will establish a schedule of meetings for the Executive Board, the Board of Directors and the general membership to be held throughout the school year.

Article Five – Officers and Elections

Section A. The officers of this organization are:

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| (1) the President, | (6) the Treasurer, |
| (2) the President-Elect, | (7) the Assistant Treasurer (ex-officio), |
| (3) the Vice President, | and |
| (4) the Recording Secretary, | (8) the Parliamentarian. |
| (5) the Corresponding Secretary, | |

Section B. The term of office for the President, President-Elect and Parliamentarian is one year. For each school year, the prior year's President-Elect will serve as President and the prior year's President will serve as the Parliamentarian, except as otherwise provided in Article Seven, Section A or D, no one may hold more than one office at a time.

Section C. The term of office for the Vice President, the Recording Secretary, the Corresponding Secretary and the Treasurer is two years.

Section D. No one may serve more than one term in any Executive Board position within a five year period from the commencement of their term in office.

Section E. A **Nominating Committee** will be established annually to recruit and review qualified candidates for officers. The Assistant Treasurer position may also be filled as part of the nominating process.

- (1) The Nominating Committee will be established no earlier than January 1st of each school year and determine a slate of proposed officers by February 28th of the same school year.

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- (2) The Nominating Committee will consist of the Parliamentarian, Corresponding Secretary and the President Elect.
- (3) The Chair of the Nominating Committee will be the Parliamentarian.
- (4) Any member of this organization may self-nominate or nominate another individual, provided the individual being nominated has consented. These nominations must be presented to the Nominating Committee Chair prior to the deadline to self-nominate established by the Executive Board, school Principal and the Nominating Committee.
- (5) The Nominating Committee will (i) notify the General Membership of the proposed slate of officers by mail, email, St. Rita Catholic School online newsletter or a distribution to the students for delivery to the members 14 days prior to the May General Membership meeting. Each proposed officer must have consented to such nomination; (ii) present its proposed slate of officers at the May General Meeting of the membership and Board of Directors and (iii) call upon the General Membership, present at the Meeting, to ratify the proposed slate by open outcry.
- (6) New board members will be invited to attend the last two Board meetings (May and June) yet they will be attending as non-voting members.

Section F. Contingency Planning

In the event of a board member that cannot complete the said term, other than the treasurer position and the president position, we propose to fill the position with a former board member that understands the position if only a year remains. If the rest of the term is more than one year, we propose to elect a new person for this position through the nomination process. If there is only 6 months or less remaining and the current board can divide the rest of the duties, the current board will absorb the rest of the work remaining by the board member.

Article Six – Duties of Officers

Section A. The President will:

- (1) establish the time and place of, and preside at, all general and special meetings of this organization, and all meetings of the Executive Board and Board of Directors,
- (2) be an ex-officio member of the Advisory Council of St. Rita Catholic School,
- (3) appoint all Chairs of committees to serve for two school years, not otherwise provided for in these by-laws,
- (4) may remove and replace any Chair during the school year if necessary or appropriate,
- (5) be an ex-officio member of all committees, except for the Nominating Committee,
- (6) serve as the St. Rita Parents' Club representative (or designate an alternative representative) for all parish functions, and
- (7) review contracts, yet the principal is accountable for approving and signing all contracts.

Following the conclusion of the President's term of office, he/she will assume the office of Parliamentarian for the following year.

Section B. The President-Elect will:

- (1) coordinate the St. Rita Parents' Club President Scholarship Awards,
- (2) make arrangements for all General Meetings of this organization.
- (3) represent this organization as a member of the Strategic Planning Committee of St.

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Rita Catholic School, and

- (4) fulfill such other duties as requested by the President.
- (5) fill the committee chair roster for the coming school year

Following the conclusion of the President-Elect's term of office, he/she will assume the office of President for the following year.

Section C. The Vice President will:

- (1) in the absence of the President, preside at any meeting of this organization, the Executive Board or the Board of Directors,
- (2) coordinate the St. Rita Parents' Club awards i.e., Father Barras, Silver Apple Award, Rookie of the Year Award and any other teacher, staff or volunteer awards given by the Parents' Club,
- (3) Partner with the school administration on the building blocks projects

Section D. The Recording Secretary will:

- (1) keep the minutes of all meetings of the Executive Board and the General Meetings (the minutes may exclude information on confidential matters),
- (2) distribute a draft minutes of Executive Board meetings to all members of the Executive Board prior to the next meeting of the Executive Board,
- (3) distribute the draft minutes of Board of Directors to all members of the Board of Directors prior to the next meeting,
- (4) after approval of the minutes by the Executive Board or the Board of Directors, copies of the minutes will be placed in the "Parents' Club Minutes" file kept by the Recording Secretary. Such minutes will be available for review by all members of this organization upon request, and
- (5) maintain a record of all approved minutes.

Section E. The Corresponding Secretary will:

- (1) under the direction of the Principal of St. Rita Catholic School, prepare (or supervise the preparation) of all correspondence from this organization,
- (2) serve as a public relations liaison for activities of this organization and St. Rita Catholic School,
- (3) report at meetings of the Executive Board or General Meetings on any significant correspondence received or sent by this organization, and
- (4) arrange for memorials upon the death of a member of the Board of Directors or the faculty or staff of St. Rita Catholic School or an immediate family member of any of the foregoing.

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Section F. The Treasurer will:

- (1) receive all moneys of this organization,
- (2) keep an accurate account of the donations, receipts and expenditures of this organization,
- (3) pay out funds as stated in the approved budget, as authorized by the principal of St. Rita Catholic School in accordance with Article Two, Section C, paragraph (b) or as authorized by the Executive Board in accordance with Article Eight, Section D,
- (4) prepare a monthly statement of account of this organization,
- (5) report on the distribution of money at meetings of the Executive Board and General Meetings of the membership,
- (6) periodically report to the members on the budget and financial results of this organization (for example, by including a summary report in an edition of the St. Rita Catholic School online newsletter),
- (7) publish a full annual report in writing of the school year for the members (for example, by including the report in an edition of the St. Rita Catholic School online newsletter),
- (8) present the Treasurer's records for an annual examination by an independent auditor,
- (9) submit a budget to the St. Rita Catholic School Advisory Council for approval, and
- (10) attend monthly meetings of the Finance Committee of St. Rita Catholic Church as an ex-officio member.

Section F-1. The Assistant Treasurer:

- (1) is a position that may or may not be filled depending upon the direction of the Executive Board,
- (2) is a position that will be a two year position,
- (3) will assist the Treasurer during his/her respective term,
- (4) attend the General Board meetings and any other meetings/events as requested or required by St. Rita Parents' Club (the organization) and/or St. Rita Catholic School,
- (5) assist Treasurer with deposits relating to activities of the Parents' Club including Supply Store, Auction, Directories, etc., throughout the year,
- (6) assist in the annual budget process by working with committee chairs in relation to their individual budget, and
- (7) will temporarily assume the role of Treasurer if the Treasurer resigns. The Executive Board will elect a new Treasurer as soon as a qualified candidate is identified, the Assistant Treasurer will then resume their original role.

Section G. The Parliamentarian will:

- (1) advise the presiding officer on questions of parliamentary procedure, and
- (2) serve as Chair of the Nominating Committee.

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Section H. All officers will:

- (1) be members in good standing of this organization,
- (2) attend all meetings of the Executive Board and General Meetings/
Events of this organization
- (3) transact business on behalf of this organization and make decisions that are in the best interest of this organization to fulfill the mission,
- (4) perform such other duties as generally prescribed by **Robert's Rules of Order, Newly Revised**, for persons holding such offices,
- (5) perform all duties as assigned by the President or the Executive Board,
- (6) deliver to their successors all official materials and a written report of their term in office at the May meeting of the Board of Directors, or if necessary no later than 30 days following such meeting, and
- (7) deliver to the President-Elect at the May meeting of the Board of Directors a report summarizing their term in office to be recorded in the files of this organization.

Article Seven – Vacancies and Resignations

Section A. If the President resigns or is otherwise unable to serve, the Vice President will assume the office of the President for the remainder of the school year and for the following school year. In that event, the office of Vice President will remain vacant for the remainder of the current school year and the Parliamentarian will perform the duties of the Vice President. For the following school year, the Nominating Committee will attempt to recruit a past President of this organization to serve as Parliamentarian. For the following school year, the President Elect will assume the office of President; the Vice President will (a) return to that previously held position if one year remains in the term or (b) a new Vice President will be elected if the term has ended. The Nominating committee will attempt to recruit a past President of this organization to serve as Parliamentarian for a one year term. If no past President is recruited.

Section B. The absence by an officer from two consecutive meetings of the Executive Board without an excuse acceptable to the majority of the remaining members will be considered a resignation by such officer.

Section C. All vacancies other than the office of the President will be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board. The Executive Board and Principal of the school may extend an officers position by one year, if that member consents, and the decision is deemed necessary and in the best interest of this organization.

Section D. In the event that the Nominating Committee cannot find a qualified candidate for the office of Treasurer, the Executive Board may extend the current Treasurer's term by one or two years as approved by the Executive Board and Principal of the school. If the Treasurer position cannot be filled, a Treasurer-Elect may be considered by the Executive Board and Principal of the school. The Treasurer-Elect will serve for one year after which time the Nominating Committee may then nominate her/him for the office of Treasurer and this Treasurer, if elected by the General Membership, shall serve a full two-year term.

Article Eight – The Executive Board; Expenditures of Funds

Section A. The Executive Board will consist of the officers of this organization and the principal of the school as an ex officio member. If the role of Assistant Treasurer is filled, the Assistant Treasurer will serve as an ex officio member of the Board.

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Section B. The President will establish a schedule of regular meetings of the Executive Board to be held throughout the school year. The President or any other three members of the Executive Board may call a special Executive Board meeting as may be necessary or appropriate by written or verbal notice to all members of the Executive Board. Regular meetings of the Executive Board will be open to all members of the Board of Directors; however, if confidential matters will be discussed, that portion of the meeting dedicated to such confidential matters will be closed and only the Executive Board and the principal may be in attendance. Members of the Board of Directors may not participate in Executive Board meetings without the prior approval of the President.

Section C. The **Executive Board** will:

- (1) establish the dues for each school year,
- (2) prepare a budget for the school year in accordance with the purpose of this organization as set forth in Article Two and submit such budget to the principal of St. Rita Catholic School for approval,
- (3) arrange for an annual audit of this organization and provide a summary to the Board of Directors of such audit, and
- (4) take such other actions as may be necessary or appropriate to the fulfillment of the purpose of this organization and that are not otherwise inconsistent with these by-laws.

Section D. All expenditures will be made in accordance with the purpose of this organization as set forth in Article Two and will be subject to any approvals of the principal required by Article Eleven of these by-laws. Any expenditure that exceeds the amount provided in the budget by more than \$250 will require the approval of a majority of the Executive Board.

Section E. If the approval of the Executive Board is required under these by-laws, the affirmative vote of a majority of the Executive Board in attendance at a regular or special meeting of the Executive Board constitutes approval, unless otherwise specified in these by-laws.

Article Nine – The Board of Directors; Chairs

Section A. The Board of Directors will consist of the members of the Executive Board and all Chairs of all committees established from time to time by the President or Executive Board in accordance with these by-laws.

Section B. The President will establish a schedule of General Meetings and/or Events for the membership to be held throughout the school year. The President or a majority of the Executive Board may call additional meetings of the Board of Directors as may be necessary or appropriate by written or oral notice, such as but not limited to, email or voice mail, to all members of the Board of Directors.

Section C. The **Board of Directors** will:

- (1) transact business on behalf of this organization,
- (2) follow the budget
- (3) take such other actions as may be necessary or appropriate to fulfill the purpose of this organization and that are not otherwise inconsistent with these by-laws.
- (4) be members in good standing of the organization

Section D. If the approval of the Board of Directors is required under these by-laws, the affirmative vote by a majority of the Board of Directors in attendance at a regular or special Board of Directors' meeting constitutes approval.

Section E. In accordance with Article Five, Sections E (3) and E (6), the Chair of the Nominating Committee will be the Parliamentarian. The President will appoint the Chairs of each of the

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other committees, to serve for two school years. The President may remove and replace any Chair during the school year if necessary or appropriate.

Section F. The **Chair** of each Committee will:

- (1) receive a committee plan consistent with the budget,
- (2) periodically report to the Board of Directors about progress and significant changes in committee activities, except that the Chair of the Nominating Committee may exclude information on confidential matters from the Nominating Committee reports,
- (3) deliver to successors all official materials and a written report of the committee's activities for the school year at the May meeting of the Board of Directors, or if necessary, no later than 30 days following such meeting,
- (4) deliver to the President-Elect at the April General Meeting of the membership and Board of Directors a summary and evaluation of the committee's activities, expenses and income for the current school year, along with plans or recommendations for the next school year, to be recorded in the files of this organization,
- (5) attend all meetings of the Board of Directors, and
- (6) be a member in good standing of this organization.

Section G. If a Chair is unable to attend a General Meeting of the membership and Board of Directors, he/she will inform the President. If requested, the Chair will submit a written or oral report on committee activity to be presented by the President in the Chair's absence.

Article Ten – Board of Directors

Section A. The Board of Directors of this organization are the Chairs of the committees listed on Exhibit A.

Section B. A committee may be disbanded upon the approval of a majority of the Executive Board.

Section C. From time to time, the Executive Board may create other committees as deemed necessary or appropriate.

Article Eleven – Principal of St. Rita Catholic School

As an organization of St. Rita Catholic School, under Diocesan policy #2010 the St. Rita Parents' Club comes under the jurisdiction of the school principal. All official actions of the organization require the approval of the principal. Examples of "official actions" include correspondence on Parents' Club letterhead, the budget, any expenditure outside of the budget, any expenditure of more than \$2,500, any amendment to these by-laws and any other significant project of the Parents' Club.

Article Twelve – Amendments

Section A. These by-laws may be amended and approved by the Executive Board Officers and Principal of the school or by the vote of the majority of members present at a General Meeting, provided that written notice of the proposed amendments has been given to the members at least 14 days prior to the meeting and that the principal has approved the amendments pursuant to Article Eleven. Written notice of proposed amendments includes but is not limited to, publication in an edition of the St. Rita Catholic School online newsletter or email or voice mail messages notifying members where to review the proposed written amendments.

Section B. Amendments to these by-laws will be posted in the "Parents' Club Minutes" file located in the foyer of the school within 10 days of approval.

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Exhibit A

All-School Project
Book Fair
Can Drive
Catholic Schools Week
Clinic
Faith Masses
Family Packets
Field Day
Fun-Raising: Fall Concert Co-Chair
Fun-Raising: 5K Fun-Run Co-Chair
Fun-Raising: Decorations
Fun-Raising: Live Auction/Auction Baskets
Fun-Raising: Marketing/Communications
Fun-Raising: Online Auction
Fun-Raising: Ticket Sales
Fun-Raising: VIP Relations
Fun-Raising: Website Administrator
GHOL (Get High on Life)
Grandparents' Day
Halloween Dance (7-8)
Home Room Coordinator - K thru 2
Home Room Coordinator - 3 thru 4
Home Room Coordinator - 5 thru 8
Liturgical Programs- Overall Chair
Liturgical Programs - Kinder
Liturgical Programs- Stations of Cross
Liturgical Programs-Advent
Middle School Service Projects (7)
Newcomers
Our Sister School
Parents' Club Closet
Promotions - Merchant Programs, Box Tops
PSIA
Reading Champions
School Musical Programs (Christmas K, 1-2)
School Musical Programs (Spring Fling 3-4)
Showcase Your Talents
Sock Hop
Spartan Supply Store
Spiritual Retreats 5
Spiritual Retreats 6
Spiritual Retreats 7
Teacher App - BTS Lunch/X-mas Purse/TAW
Teacher App - Monthly Recognition
Teacher App - Spirit Day Lunch/EOY Lunch/ Refreshments
Used Uniform Sale / Lost & Found
Volunteer System