ST. ALOYSIUS PARENTS CLUB
CONSTITUTION & BY-LAWS

ARTICLE I: NAME, PURPOSE, AUTHORIZATION & RELATIONSHIPS

Section A: NAME

the name of this Organization shall be the St. Aloysius Parents Club, hereafter referred to as the "Organization"

Section B: PURPOSE

The purpose of this organization shall be:

1. To bring into closer relationship the home and the school so that parents, staff and Pastor may cooperate intelligently in the education of the child.
2. To pledge our moral and financial support.
3. To secure the method of spiritual, moral, mental and physical training of our children.
4. To promote the best interest in Catholic education on a local, state and national level.
5. To establish, guide & coordinate the efforts of Standing Committees of the Organization.

Section C: AUTHORIZATION

The Organization shall serve at the pleasure of the Pastor and shall function in an advisory capacity to the Pastor and Principal. Decisions of the Organization are subject to the Pastor's and Principal's review and approval.

Section D: RELATIONSHIP WITH OTHER SCHOOL ORGANIZATIONS

As distinguished from the school's Board of Education, the Organization does not have an official role in the adoption of the school policy or annual budget. The Organization may recommend school policies to the Board of Education.

ARTICLE II: MEMBERSHIP AND DUES

Section A: Members

All school administrators, teachers, staff, parents and guardians of children presently attending St. Aloysius School are eligible for active membership.

Section B: ASSOCIATE MEMBERSHIP

Persons who wish to promote the work of the Organization, but do not qualify as Member of the Organization, may be extended an associate membership by decision of the Executive Board.

Section C: DUES

Annual dues may be set by the Executive Board. School employees are exempt from the payment of dues.

ARTICLE III: OFFICERS

Section A: OFFICERS

The officers of the Organization shall include at least a President, Moderator, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Auditor and Historian.

Section B: THE PRESIDENT

The President shall preside at all meetings of the Organization and of the Executive Board. The President shall be an ex-officio member of all of the Organizations committees, except the Nominating committee; shall appoint the Parliamentarian and the chairpersons of standing committees. The President, the Pastor, the Moderator and the Treasurer are authorized to sign all checks. One Signature shall be of either the President or the Treasurer and the other signature of the Pastor or the Moderator. The President shall authorize payment of routine bills and be authorized to appoint ad hoc committees at his/her discretion. They are to report back to the President. The President shall attend all School Board meetings as a Parents Club Representative, or send the 1st Vice President if unavailable.

Section C: THE MODERATOR

The Principal of St. Aloysius School shall be ex-officio Moderator of the Organization. The Moderator's approval is required for all expenditures of the Organizations funds and for all speakers who are invited to address the Organization. The Moderator may request a report from any officer or agent of the Organization at any time. While the Moderator may be unable to attend all the meetings of the Executive Board, the Moderator or designee shall be present for all general membership meetings of the Organization.

Section D: THE 1st VICE PRESIDENT

The 1st Vice President shall perform the duties of the President in the absence of the President, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. She/he shall act as Procedure Book Chairperson, whose duty it is to meet with chairpersons of all standing committees to facilitate completion of their procedure books. The completion of all procedure books shall be prior to the Presidents summer meeting. Duties shall also be: staff appreciation, to include back-to-school lunch, Christmas lunch and end of the year lunch; Secretary's Day and Principal's Day.

Section E: THE 2nd VICE PRESIDENT

The 2nd Vice President shall act as Hospitality Chairperson whose duties are: to greet and welcome new and returning members; be responsible for organizing the mentor program to acquaint new members and returning members; to see that all new members are greeted and introduced at all meetings; to arrange for the Installation of Officers in May; and any student/family & staff sunshine.

Section F: THE SECRETARY

The Secretary shall keep an accurate record of all of the proceedings of all meetings of the Organization and the Board of Directors; shall read the minutes of the previous meeting and any Board meetings at the next regular meeting; shall provide the President and Moderator with a copy of the minutes; shall send out notice of all club meetings unless otherwise directed and shall take care of all correspondence for the President of the Organization, including thank you's; and shall be in charge of sign in sheets at each meeting.

Section G: THE TREASURER

The Treasurer shall receive all money for the Organization and shall deposit in the name of the Organization in a bank approved by the Executive Board. She/he shall keep an accurate record of receipts and disbursements; shall present a statement of the account, including photocopies of all checks disbursed since the last regular meeting to the President at every meeting of the Organization and other times when requested by the Executive Board; shall prepare and send a quarterly financial report to the Executive Board. The filed reports and audit for the year ending June 30th shall be sent to by July 15th to the Auditor. She/he shall be authorized to sign all checks along with the Pastor or the Moderator, two signatures being required. All accounting must be done in QuickBooks software and knowledge of QuickBooks is required.

Section H: THE AUDITOR

The Auditor shall audit the books of the club annually, and render a written report to the Executive Officers by August 15th. The books shall be closed June 30th.

Section I: THE HISTORIAN

The Historian shall assemble and preserve a record of the activities and achievements of the Organization. She/he shall act as custodian of all records and materials pertinent to Organization events and compile a record (i.e. electronic file, scrapbook, etc) highlighting the school year.

Section J: THE PARLIAMENTARIAN

The Parliamentarian shall attend all meeting of the Organization and of the Board and shall give necessary advice in the parliamentary procedure.

Section K: ELECTIONS

Nominations for the officers shall be made by a Nominating Committee, which shall include five (5) members of the organization, two (2) appointed by the President and three (3) elected from the floor at the February meeting. No member shall serve on the Nominating Committee for two consecutive years. The Nominating Committee requirements shall include active membership in the Organization and attendance at no less than three (3) meetings during the school calendar year. The Nominating Committee shall report to the membership the names of the approved candidates for each office to be filled at the March meeting. The consent of each candidate must be obtained before the slate of officers is presented. Additional nominations may be made from the floor at this meeting. These additional nominations are also subject to the approval of the Nominating Committee prior to the election meeting. The election of officers shall take place at the April meeting by a formal voting process or acclamation. The newly elected officers will be installed at the May Installation of Officers Meeting and shall assume their duties at the beginning of the new fiscal year, July 1st. No person shall hold the same office for more than two consecutive terms.

ARTICLE IV: EXECUTIVE BOARD

Section A: MEMBERS

The administrative body of the Organization shall be known as the Executive Board, hereafter referred to as the "Board." The Board shall consist of:

1. Elected Members: The President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Auditor and Historian.

2. Appointed Member: Parliamentarian

3. Ex-Officio Members: The Pastor and The Moderator

Section B: ROLE

All matters of the Organization's policy and administration shall be vested in the Board.

Section C: QUORUM

A quorum of the board shall be a majority of the members of the Board. If there is no quorum, there will be no action taken.

Section D: MEETINGS

Meetings of the Board shall be held at the call of the President or Moderator.

Section E: VACANCIES

During an officer's unexpired term of office, the Board shall have the right to fill any vacancies among the elected offices of the Organization, subject to the prior approval of

the Pastor and Moderator and the subsequent approval by the membership of the Organization.

Section F: REMOVAL
The elected members of the Board shall serve at the pleasure of the Pastor and may be removed from the Board by him with cause.

ARTICLE V: MEETINGS

Section A: REGULAR AND SPECIAL MEETINGS OF THE ORGANIZATION
Regular meetings of the Organization shall take place once a month, on the 1st Wednesday of each calendar month of the school year, unless otherwise ordered by the Organization or the Board. The time and place of the meeting will be announced.
Special meetings may be called by the President, the Moderator or the Executive Board.

Section B: NOTICE
Notice of the Organization's meeting shall be published by the Secretary. The meetings shall be open to all members of the Organization.

Section C: QUORUM
At any regular meeting or special meetings of the Organization, those present shall constitute a quorum.

Section D: MEETING AGENDA
The agenda of the meeting of the Organization shall normally be as follows:
1. Call to Order
2. Opening Prayer
3. Reading and Approval of Minutes
4. Reading of Correspondence
5. Approval of Treasurer's Report
6. Memorial Fund Report
7. Unfinished Business
8. New Business
9. Principals Report
10. Announcements
11. Further Business, Questions, Comments
12. Adjournment

Section E: RULES OF ORDER
The Executive Board shall set the rules or procedures for the meetings of the Organization, but in the absence of such, Roberts Rule of Order shall apply.

ARTICLE VI: MANAGEMENT OF SCHOOL-RELATED ACTIVITIES INCLUDING FUND-RAISING

The management of all school-related activities including the fund-raising is an administrative function of the school. All activities of the organization shall be proposed to the Moderator for approval. The Moderator shall work with the Pastor to coordinate and integrate the activities of the school and parish (See policies 4830 and 6220 and following).

ARTICLE VII: MANAGEMENT AND USE OF FUNDS

Section A: MANAGEMENT OF FUNDS
The funds of the Organization shall be used only for the school and not for the operational expenses of the Organization. Solicitation of money from members for purposed not pertaining to the approved work of the Organization and school is prohibited. The consent of the Moderator is required for expenditures of the Organization. There shall be quarterly and annual written financial reports and public reporting to the membership of the Organization concerning the income and expenditures of the Organizations funds. (See policy 6243).

Section B: CHECKS
All checks must have two signatures. One signature shall be that of either the President or Treasurer and the other signature shall be that of either the Pastor or Moderator (if delegated to do so by the Pastor) (See policies 6243 and 6471)

Section C: USE OF FUNDS
All funds, except funds restricted or endowed for specific purposes as approved by the Pastor and funds retained for the Organizations administrative expenses (usually under $500) shall be turned over to the school at the end of the academic year (See policy 6243).

ARTICLE VIII: COMMITTEES

Section A: STANDING COMMITTEES
The Executive Board shall have the right to create or abolish Standing Committees and to appoint the chairpersons of said committee with the approval of the Pastor. (See Article I, Section B.5). Procedure books for each Standing committee shall be passed to the successors.

Section B: AD HOC COMMITTEES

With approval of the Moderator, the President shall have the right to create special Ad Hoc Committees and to appoint their chairpersons.

Section C: RECOMMENDED STANDING COMMITTEES

The following Standing Committees are recommended;

1. FASHION SHOW LUNCHEON: A Chairperson shall organize the Fashion Show Luncheon held every year in October or November, appoint any chairpersons as deemed necessary and submit a written procedural report to the 1st Vice President. Chairperson shall be responsible for attending or having a representative attend all Parents Club meetings 2 months prior to the event and 2 months after the event to report on progress and final numbers of event. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

2. REVERSE DRAW: A Chairperson shall organize the Reverse Draw held annually, appoint any chairpersons deemed necessary and submit a written procedural report to the 1st Vice President. Chairperson shall be responsible for attending or having a representative attend all Parents Club meetings 2 months prior to the event and 2 months after the event to report on progress and final numbers of event. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

3. ENCHILADA TAKE-OUT: A Chairperson shall organize the Enchilada Take-Outs, appoint any chairpersons deemed necessary and submit a written procedural report to the 1st Vice President. Chairperson shall be responsible for attending or having a representative attend all Parents Club meetings 2 months prior to the event and 2 months after the event to report on progress and final numbers of event. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

4. BOX TOPS: The Chairperson shall organize the box top collection and redeem the tops for recreation equipment for the school. They shall be in charge of keeping parents notified of this continuing fund raiser. They shall submit a written procedural report to the 1st Vice President. Anytime there is a submission of Box Tops made for merchandise, the Chairperson or a representative shall attend the next Parents Club meeting to report the results. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

5. MEMORIAL FUND: The Chairperson shall keep a record of all enrolled in the Memorial Book, keep an accurate account of all monies, and pay all Memorial expenses from the Memorial account. They shall submit a written procedural report to the 1st Vice President. The Chairperson or a representative shall attend each Parents Club meeting to give a committee report, including all receipts and disbursements.

6. PUBLICITY: The Chairperson shall see that all social events are put in local newspaper and church bulletin. She/he is also responsible for the monthly newsletter following each Parents Club meeting.
7. BUDGET & FINANCE: The Chairperson or a representative shall present a budget by a committee. The committee shall consist of five (5) members, consisting of the Treasurer, Past Treasurer, President, Chairperson and any member appointed by the Chairperson. The Chairperson shall submit a written procedural report to the 1st Vice President.

8. HEAD ROOM MOTHERS: The Chairperson(s) shall organize refreshments at the new parent orientation meeting and the 1st general meeting; organize and be responsible for children's parties; organize Grandparent's Day held in conjunction with Catholic Schools Week and submit a written procedural report to the 1st Vice President. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

9. PARENT SERVICE HOURS: The Chairperson shall monitor the record keeping of the Parent Service Hours and the Auction items donated. Reports shall be submitted to school staff on a quarterly basis, at minimum.

10. RECYCLE REWARDS PROGRAM: The Chairperson shall organize the collection of all eligible recycled products, return them for redemption and keep a record of the amount collected. She/he is also responsible for (at minimum) quarterly reminders to the parents (via Tuesday Notes or blast emails) of this ongoing fundraiser. They shall submit a written procedure report to the 1st Vice President. Chairperson shall also be responsible for submitting an audit report (form available from the Treasurer) to the Treasurer annually.

11. COOL HAND LUKE'S MONTHLY FUNDRAISER: The Chairperson shall ensure that reminders are put in the Tuesday notes the week of the fundraiser; also shall ensure profits are sent to the Organization from Cool Hand Luke's in a timely manner. She/he or a representative shall submit quarterly profit reports at the October, January and April Parents Club meetings.

ARTICLE IX: AMENDMENTS

Amendments to this Constitution shall be proposed at one Organization meeting and voted on at the next. A two-thirds vote of the Organization's membership attending is necessary to amend the Constitution and By-Laws. **Amendments become effective upon receiving the written approval of the Pastor and the Bishop of the Diocese of Fresno.**

Respectfully Submitted:
By-Laws Revision Committee, October 2010
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