



# **ST. LOUISE DE MARILLAC SCHOOL PARENTS' CLUB BYLAWS**

## **ARTICLE I NAME**

The name of the organization will be the St. Louise de Marillac School Parents' Club.

## **ARTICLE II PURPOSE**

The primary goal of this club is to fundraise for the school. In addition, the Parents' Club will support the school in communication between the Parent Community and the School and the Parish. Their assistance to the School will be in the form of volunteerism and parish participation.

### **Section 1**

The Parents' Club will support communication by providing opportunities for interaction among the parents as well as between the school (administration, pastor, faculty and staff) and the parents.

### **Section 2**

This organization will promote volunteerism in order to support the efforts of the administration and assist the teaching staff with student activities.

### **Section 3**

This organization will contribute to the financial support of the school through fundraising activities.

### **Section 4**

This organization will promote parish participation and the development of the Christian community by serving as a vital part of the parish family and by encouraging family involvement in parish and community programs.

## **ARTICLE III BASIC POLICIES**

### **Section 1**

This organization will be non-profit, non-commercial and non-partisan.

## **Section 2**

The organization will function in an advisory capacity to the school in order to support improvements in education.

## **Section 3**

The organization will have limited policy-making authority as it pertains to the Parents' Club.

# **ARTICLE IV** **MEMBERSHIP**

## **Section 1**

The parents and/or legal guardians of all children enrolled in St. Louise de Marillac School will be members.

# **ARTICLE V** **OFFICERS AND THEIR ELECTION**

## **Section 1**

Each officer will be a member of the organization for his/her full term.

## **Section 2**

The officers will be: President, Vice President, Ways and Means Chairpersons, Corresponding Secretary, Recording Secretary, Development & Finance Chairperson, Incoming Vice President, Incoming Corresponding Secretary and Development Vice-Chairperson.

## **Section 3**

For each elected office, the Parents' Club Board will compose a list of candidates. Each candidate must submit a short summary to the President of the Parents' Club as well as the Principal outlining their qualifications for said position. The Principal will then contact each candidate for acceptance of the nomination. A maximum of three candidates per office will be placed on the ballot.

## **Section 4**

Ballots will be sent home in early May and must be returned to the school office within two days of the ballot issue date.

In odd numbered years, the office of President and Corresponding Secretary will be elected. In even numbered years, the office of Recording Secretary and Development Vice-Chair will be elected.

Each year, the Incoming Vice President and Incoming Corresponding Secretary will be elected.

The offices of Development Chairperson and Ways & Means Chairperson will be appointed positions. The office of Development Chairperson is subject to a two year term limit. Ways and Means Chairperson is not subject to a term limit.

During the second year of the two year term, the Incoming Vice President will become Vice President; and Incoming Corresponding Secretary will become Corresponding Secretary.

### **Section 5**

Officers will begin their term on June 1 and will be installed at the first General Parent Meeting of the year. Any officer will be eligible for the same office for no more than two consecutive two-year terms. If vacancies occur, they will be filled at the discretion of the Parents' Club Board with approval by the Principal.

### **Section 6**

The Parents' Club Board will consist of the elected offices and two (2) *ex officio* members (the Pastor and the Principal of St. Louise de Marillac School or their representatives).

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

### **Section 1**

**PRESIDENT:** The President will preside at all General Meetings of the Parents' Club and all meetings of the Board; will be an *ex officio* member of all committees, including the School Board; and will attend all School Board meetings as a representative of the entire Parent Community. The President will also organize and preside at the new family orientation as well as organize the annual Parent Social. The President will also maintain accurate records pertaining to meetings, activities and procedures. The President will also present a statement of account activity at every meeting of the Parents' Club and at such times as requested by the Board and will keep such permanent records as will be sufficient to establish terms of gross income, receipts and disbursements. At the conclusion of his/her term, the President will relinquish those records to his/her successor.

### **Section 2**

**VICE PRESIDENT:** The Vice President will act as an aide to the President, and in the absence of the President, will perform the duties of President. The Vice President will be the Room Parent Chairperson, will preside at all Room Parent meetings and direct the activities of the Room Parents. The Vice President will also maintain accurate records pertaining to meetings, activities and procedures. At the conclusion of his/her term, the Vice President will relinquish those records to his/her successor.

### **Section 3**

**WAYS AND MEANS CHAIRPERSONS:** The Ways and Means Chairpersons will serve as the appointed chairpersons of the annual carnival and related activities and will prepare and maintain a procedure manual to be made a part of the permanent files. These files and all other pertinent records will be transferred to the appointed Ways & Means successor.

#### **Section 4**

**CORRESPONDING SECRETARY:** The Corresponding Secretary will conduct all necessary correspondence for the Parents' Club; will see that the Membership is informed of Club activities through the school newsletter (The Happenings); will be responsible for the counting of ballots with another Board member; and will be responsible for Mass intentions, thank you cards, and special recognitions. At the conclusion of his/her term, the Corresponding Secretary will relinquish those records to his/her successor.

#### **Section 5**

**RECORDING SECRETARY:** The Recording Secretary will keep an accurate record of the proceeding of all meetings of the Parents' Club and the Board; will be prepared to refer to minutes of previous meetings; and will prepare a summary of each monthly meeting to be published to the parent community. The Recording Secretary will also maintain accurate records pertaining to meetings, activities and procedures. At the conclusion of his/her term, the Recording Secretary will relinquish those records to his/her successor.

#### **Section 6**

**DEVELOPMENT CHAIRPERSON:** The Development Chairperson will chair the fundraising efforts of St. Louise de Marillac School and will meet periodically with the School Finance Council at the request of the Principal or Pastor. The Development Chairperson will also maintain accurate records pertaining to meetings, activities and procedures. At the conclusion of his/her term, the Development Chairperson will relinquish those records to his/her successor.

#### **Section 7**

**INCOMING OFFICERS:** Incoming officers (Vice President, Corresponding Secretary, Development Chairperson and Recording Secretary) will serve as apprentices, learning and assisting for the first year of their two year terms. Apprentices will confer with other officers to fully understand the extent of the commitment.

#### **Section 8**

Each officer, upon the expiration of his/her term of office, or by resignation, will turn over to the President without delay, all records, materials and books pertaining to that office.

#### **Section 10**

When an officer fails to attend two (2) Board meetings without an adequate excuse, the Parents' Club Board may declare his/her office vacant.

## **ARTICLE VII** **MEETINGS**

#### **Section 1**

The Parents' Club will meet in general session two (2) times yearly. A special meeting may be called by the Board with a minimum of two (2) days notice given to the membership before the day of the meeting.

**Section 2**

The Parents' Club Board will meet monthly. These meetings are closed session meetings, however, permission may be granted by the Principal or Pastor to those interested in attending. Said interested attendees must present the President and Principal with an agenda item when requesting permission to attend a Board meeting.

**Section 3**

A simple majority vote of those members present will be sufficient to approve measures, ratify or amend bylaws or carry on all other necessary business.

**Section 4**

The Board will meet monthly or at the discretion of the President, Principal or Pastor. The Board will transact all business between club meetings and such other business as may be referred to it by the Parents' Club or Standing Committees.

**ARTICLE VIII**  
**STANDING RULES**

**Section 1**

Standing rules may be adopted by majority vote at any business meeting without previous notice.

**Section 2**

Standing rules may be suspended, amended or rescinded by a majority vote at any Board meeting

**Section 3**

Robert's Rules of Order will govern these Parents' Club meetings when applicable.

**Adopted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
President – Parents' Club Board

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Principal

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Pastor