

Bylaws

Saint Patrick School of the Terre Haute Deanery Parent Club

Article I: Name, Description & Purpose

Section 1: NAME- The name of the organization shall be Saint Patrick School of the Terre Haute Deanery Parent Club, also known as the St. Patrick School Parent Club and the Parent Club. The Saint Patrick School Parent Club is located at 449 S. 19th Street, Terre Haute, IN 47803.

Section 2: DESCRIPTION-The Saint Patrick School of The Terre Haute Deanery Parent Club is a nonprofit organization that exists for charitable, educational, and social purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE- The purpose of Saint Patrick School of The Terre Haute Deanery Parent Club shall be to promote the religious, cultural, social, and educational advantages of the students at Saint Patrick School by providing:

- Financial assistance to Saint Patrick School
- Voluntary service to the school
- Social activities to build community

Article II: General Membership

Membership shall consist of parents, guardians and families of St. Patrick School of the Terre Haute Deanery schoolchildren, members of the administration and faculty of the school, priest or priests and any adult member of the Terre Haute Deanery Community who is interested in the purpose of this organization. There are no membership dues.

Article III: Officers

Section 1: EXECUTIVE BOARD- The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Immediate Past President, and Principal, or his/her designee (non-voting member)

Section 2: TERM OF OFFICE- The term of office for all officers is one year, beginning July 1st and ending June 30th of the following year.

Section 3: DUTIES-

Executive Board: Develop the Parent Club annual budget, establish and oversee committees to conduct the work of the Saint Patrick School of the Terre Haute Deanery Parent Club, establish fundraising programs, and by majority vote of the Executive Board, approve unbudgeted expenditures of no more than \$500.00.

President: Preside at general Parent Club meetings and Executive Board meetings, serve as the official representative of the Parent Club, prepare the agenda for all executive board and general meetings, retain all official records for the Parent Club, act as official member of all committees and coordinate the work of the officers in order that the objectives of the organization may be promoted. The President shall also meet with the Principal regularly to discuss school and Parent Club interactions.

Vice-President: Oversee the committee system of the Parent Club, assist the President, and conduct meetings in the absence of the President.

Secretary: Record and distribute the minutes of all Executive Board Meetings and General Meetings for the organization.

Treasurer: Serve as the custodian of the Saint Patrick School of The Terre Haute Deanery Parent Club finances, collect revenue, pay authorized expenses, follow all financial policies of the Parent Club, and hold all financial records. The Treasurer shall present a financial statement at every meeting of the Executive Board and at other times to the General Membership when requested by the Executive Board.

Immediate Past President: Have a working knowledge of the bylaws of the organization and be responsible for revisions or amendments to the bylaws.

Section 5: BOARD MEETINGS - The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL - An officer can be removed from office for failure to fulfill his/her duties after reasonable notice, by a majority vote of the Executive Board. If an officer or board member is absent from three (3) consecutive meetings without cause and notice to the President, his/her resignation is automatically accepted and the vacancy shall be filled as provided for in these bylaws.

Section 7: NOMINATIONS AND ELECTION OF OFFICERS- In January, the nominating committee shall meet to select candidates for President, Vice-President, Secretary, and Treasurer. The Nominating Committee shall consist of the President, the Vice-President, and the Immediate Past President. At least one nominee for each office shall be presented at a spring general meeting and nominations will be accepted from the floor and via email. Voting will take place at the following general meeting and installation will be at an Executive Board meeting held before June 30. Each member of Saint Patrick Parent Club is entitled to one vote.

Section 8: Vacancy- If a vacancy occurs on the Executive Board, the President shall appoint a Parent Club member to fill the vacancy for the remainder for the officer's term.

Article IV: MEETINGS

Section 1: GENERAL PARENT CLUB MEETINGS- General Parent Club Meetings will be held to conduct the business of the Parent Club. There will be a minimum of four (4) General Parent Club meetings a year.

Section 2: SPECIAL MEETINGS- A special meeting of the general membership may be called if deemed necessary by the Executive Board. These meetings will be held at a well-publicized time.

Section 3: QUORUM- The total attendance at any Parent Club General Meeting shall constitute a quorum. The quorum at any Executive Board Meeting shall consist of greater than fifty percent of its voting members.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR-The fiscal year of the Saint Patrick School of the Terre Haute Deanery Parent Club begins July 1st and ends June 30th of the following year.

Section 2: BANKING-All funds shall be kept in a checking account in the name of Saint Patrick School Parent Club, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING-All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The Parent Club shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000 in excess and a maximum of \$5,000 in excess needed to operate at the end of each fiscal year.

Section 5: CONTRACTS-Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: SPECIAL APPROPRIATIONS

In the event that the Executive Board passes a proposal for a previously unbudgeted expenditure greater than \$500, a motion for the proposed expenditure will be brought before the general meeting and voted upon at that time. In the event that a general meeting is not timely, written notification of the proposed expenditure will be delivered to the general membership with a seven (7) day time period to register objections. If less than fifty percent of the membership submits to the President a written objection to the proposed expenditure, the proposal will pass.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any Parent Club member. All amendments or revisions to the bylaws must be submitted in writing and presented to the general membership at one meeting and voted on at the following meeting. A vote of two-thirds of the members present and voting is required to pass an amendment or revision to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the Parent Club, any funds remaining shall be donated to Saint Patrick School of the Terre Haute Deanery.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

Amended August 2017