

Peter, Paul, and Parents Bylaws

Rev: October 2018

Article I – Name

The name of this parent-school organization shall be Peter, Paul, and Parents (hereafter referred to as the “organization”).

Article II – Purpose and Objectives

This organization is established for the purpose of supporting the education of the children at Saints Peter and Paul Catholic School by fostering relationships among the students, parents, the school and the Parish.

The guiding objectives of the organization are:

- a. To encourage and promote cooperation and positive relations through service, educational and/or social events.
- b. To enhance the educational experience of our students by supporting and developing academic and social enrichment.
- c. To advance and support the objectives of the school as established and communicated by the School Commission.
- d. To support the Parish and to help parents and teachers acquire an appreciation and respect for the ideals of the Catholic education systems (Diocese Policy No. 1001)
- e. To support the effort of Saints Peter and Paul School to secure the best possible Catholic education – academically, spiritually, physically, mentally, socially and emotionally – for our children.

Article III – Membership

Section 1. All Saints Peter and Paul School parents and/or guardians are considered active members of the organization upon enrollment of their child(ren) in the school. The principal shall be an ex officio member of the organization and has final authority for the scheduling and implementation of all activities.

Section 2. No membership dues shall be charged in consideration for membership. In lieu of financial dues, it is expected that each member shall contribute to the organization, in fulfillment of their pledge of time and talent, by participating and volunteering in events and activities.

Article IV – Officers

Section 1. Officers. The officers shall be the president, the vice president, the secretary and the treasurer. If there are multiple candidates in a given election year, the organization reserves the right to elect a co-president and/or co-vice president, in the interest of accepting as much participation and help as possible. Officers are called upon by the organization to develop, coordinate and oversee activities to meet the organization’s objectives.

- a. **President.** The president shall preside over meetings of the organization and serve as primary contact for the principal, represent the organization at meetings outside the organization, serve as ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve. The vice president shall also chair the annual Kindergarten Roundup event, New Student Registration, and coordinate the activities of the classroom liaisons.

- c. **Treasurer.** The treasurer shall receive all funds of the organization (or copies of transactions processed by the school office), keep an accurate record of receipts and expenditures, and submit requests to the Parish to pay out funds. He or she will present a financial statement at every meeting and at other times of the year when requested, and make a full report at the end of the year. He or she will also be responsible for preparing the annual budget for approval by the officers and principal, and submitting the approved budget to the Parish.
- d. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, and any other necessary references and supplies, and brings them to the meetings.

Section 2. Nominations and Selections. Nominations for officers will be accepted once a year. Candidates may submit their name for nomination by signing up online, notifying any of the present officers of their interest, or attending a monthly meeting of the organization and verbally expressing their interest in an officer position. All volunteer candidates will be presented for selection or confirmation at a meeting before the end of the school year. In the event that multiple candidates volunteer for the same position, the existing officers will make a selection based on a voice vote.

Section 3. Eligibility. Members are eligible for office if they are in good standing at the time of the nomination and appointment.

Section 4. Terms of Office. Officers may hold only one office at a time. Officers and/or their spouses may not serve concurrently as officers of the organization and/or members of the School Commission. Officers serve a two-year term from July to June. If there are no new candidates, the current officer may serve an additional term. If possible, no person shall hold the same office for more than two consecutive terms.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. The membership will be notified of all other vacancies via a generally-accepted means of school communication (website, newsletter, email, etc.) and nominations / volunteers will be accepted for consideration. At the next regularly scheduled meeting all volunteer candidates will be presented for selection or confirmation. In the event that multiple candidates volunteer for the same position, the existing officers will make a selection based on a voice vote.

Section 6. Removal from Office. Officers who are not performing their duties and responsibilities or upholding the purposes or objectives of the organization can be removed from office with or without cause by a two-thirds vote of the principal and officers present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meetings of the organization shall be on the first Thursday of each month (August through May) at 7:30 p.m., or at a time and place determined by the officers at least one month before the meeting. All members are welcome to attend. Regular meetings will be published annually in the school calendar. The membership shall be notified of changes to the published schedule via a generally-accepted means of school communication (website, newsletter, email, etc.). Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Section 2. Special Meetings. Special meetings may be called by the principal, the president, any officer, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the membership at least 10 days prior to the meeting, via a generally-accepted

means of school communication (website, newsletter, email, etc.).

Section 3. Agenda. Monthly meetings will proceed according to the following agenda:

- i. Call to Order
- ii. Opening Prayer
- iii. Officers' Reports
- iv. Committee Reports
- v. Principal's Report
- vi. Open Discussion
- vii. Adjournment

Section 4. Quorum. A quorum shall be six members of the organization.

Article VI – Committees

Section 1. Membership. Committees may consist of one or two chair people as well as any number of other members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization to promote the objectives and interest of the organization:

Accelerated Reading Program
Art Awareness
Birthday Board
Book Fair
Buddy Family Dinner
Christmas Bazaar
Meet the Teacher
Movie Night
Parent/Child Event

Parent Socials
School Calendars
School Supply Kits
School Uniform Sweatshirts
Trash to Treasure
Treasured Teacher Team
Uniform Exchange
VIP Day
Yearbook

Section 3. Special Committees. The board may appoint additional committees as needed.

Section 4. Committee Chairperson. Candidates may submit their name for nomination by signing up at the last monthly meeting of the year, at the Meet the Teacher event, or using any sign up link provided in the school newsletter or via email. All volunteer candidates will be presented for selection or confirmation at a meeting before the end of the school year. In the event that multiple candidates volunteer for the same position, the existing officers will make a selection based on a voice vote.

Section 5. Duties of Chairperson. The chairperson of each standing committee shall serve to insure its success by:

1. Recruiting assistance as required;
2. Delegating responsibility as deemed necessary;
3. Communicating with officers of the organization on a regular basis;
4. Reporting to the general membership the current status of said committee during monthly organization meetings. Attendance at the meeting preceding and after the event shall be mandatory;
5. Compiling a written summary of each event/activity including an overview of duties, a financial recap, comments and suggestions which will be retained for future chairperson.

Section 6. Terms of Service. A two-year term is encouraged in order to facilitate ease of transition from year to year.

Article VII – Finances

Section 1. Fiscal Year. The fiscal year of the organization shall be the same as the school and the Parish fiscal year – July 1 through June 30 of the following year. The fiscal year can only be changed by a change in the school and the Parish fiscal year, as instructed by the Parish.

Section 2. Records. The treasurer shall keep accurate records of any disbursements, income and other financial transactions of the organization. The treasurer will present a financial statement at every meeting, at other times of the year when requested, and at the end of the year.

Section 3. Reimbursements. Reimbursement requests must be made before the end of the fiscal year, otherwise the request may be denied.

Section 4. Approvals. The officers shall propose all expenditures of the organization, with final approval by the principal. When expenditures have been specified in an approved budget, approval will be implied and no additional approval process will be necessary. Financial transactions that are not specified in the budget will be brought forward at a meeting, approved by a majority vote, and recorded in the minutes.

Section 5. Budget. A budget shall be drafted annually in advance of the Parish budget deadline for approval by a vote of the officers.

Section 6. Revenue in Excess of Expenditures. Any and all funds raised by the organization, beyond its operating costs, shall be used solely for the benefit of the school. At the end of each fiscal year, any remaining funds from the year should be used to pay any outstanding bills or financial commitments of the organization, then spent for the benefit of the school. It shall be the duty of the principal to propose and allocate (to designate for a specific purpose) the expenditures of such funds on or before June 30 of each year. (Diocese Policy No. 3540)

Section 7. Dissolution. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills or financial commitments of the organization, then spent for the benefit of the school.

Article VIII – Authority

This organization seeks to contribute to the educational and social enhancement of our children, and not to direct policy, curriculum, or operational activities of the school. As distinguished from the School Commission, this organization is not a policy-making body.

Article IX – General Policies

Section 1. The purpose of this organization shall be educational/social and shall be implemented through committees, projects, and events.

Section 2. This organization shall be non-commercial. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3. This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Article X – Amendments

These bylaws may be amended at any regular or special meeting, provided that previous notice was given in writing at the prior meeting and sent to the membership via a generally-accepted means of school communication (website, newsletter, email, etc.). Amendments will be approved by a two-thirds vote of those present, assuming a quorum.