

BY-LAWS  
SAINT LUKE PARENTS' CLUB  
MAY 2022

Pre-Amble

These By-Laws replace the prior By-Laws enacted in October, 2015.

Article I - Name

This organization shall be known as "Saint Luke Parents' Club", herein after referred to as "Parents' Club".

Article II - Purpose

The purposes of Parents' Club are as follows:

- (1) to facilitate communication between home and school;
- (2) to provide service and financial support to the school;
- (3) to promote a sense of community through social interaction; and
- (4) to provide support and appreciation for teachers, school staff, families, and students.

By this sharing of our time, talent, and treasure, we are building a stronger school and community for our children.

Article III - Membership and Function

Section 1. The membership shall consist of all parents and guardians of children attending St. Luke School. The dues shall be \$25.00 per family, collected in September of each school year.

Section 2. The duties of Parents' Club shall be:

- (1) To carry out its necessary business through the standing committee system;
- (2) Report on committee functions at monthly meetings; and
- (3) Complete new projects referred by the Executive Board, School Principal, or members.

Section 3. Chairpersons of standing committees shall present any major changes in committee activity to the Executive Board. Approval of the Executive Board is required before presentation to and vote of the members. Member approval is required before major changes commence.

The term "major changes" is a term of art. A determination that a major change has occurred or is proposed may be determined by either: (1) a majority vote of the Executive Board, (2) the School Principal, or (3) upon presentation, by a majority vote of the members. Such determinations shall be guided by the principal that a major change is meant to mean any significant and/or material changes to the functions of a committee when compared to the

historical functioning and/or purpose of the committee and/or as defined and approved by the Executive Board, if applicable.

A major change, however, shall not include the addition or deletion of committees and liaisons as identified in Section 4.

Section 4. The standing committees and liaisons are listed in Appendix A. The list of committees and liaisons shall be added or deleted by the President, in consultation with the Executive Board, as current objectives and interests of Parents' Club deem necessary.

Section 5. Each committee shall exist to serve a purpose of Parents' Club as stated in Article II. The responsibilities of each committee shall be defined and approved by the Executive Board.

#### Article IV - Officers - Executive Board:

Section 1. The Executive Board shall consist of the following voting members: President, Vice-President, Secretary, Treasurer, and Advisors, with each advisor and member entitled to one vote, as well as the following non-voting member: Treasurer Apprentice. With the exception of the Advisors, only Parents' Club members may serve on the Executive Board. At no time may the President and Vice-President of the Parents' Club be permanent employees of the school.

Two Co-Presidents may serve in place of a President and Vice-President. The Co-Presidents will concurrently serve a two year term and will jointly assume all responsibilities listed in sections 3 (President) and 4 (Vice-President). In the event that two Co-Presidents are leading the Parents' Club, all references to President and Vice-President in these by-laws shall hereby be applicable to both Co-Presidents.

Section 2. Term of Office. Except as otherwise indicated herein, the term of office for each member of the Executive Board shall run for one year from July 1st of the current year through June 30th of the following year.

Section 2.a. Treasurer. The position of treasurer may be renewed for one additional year.

Section 2.b. Treasurer Apprentice. In the event the Treasure is renewed for one additional year pursuant to Section 2.b., the Treasurer Apprentice may be renewed for one additional year.

Section 2.c. Secretary. The Secretary position shall be a two year position with the option for renewal for one additional year.

Section 3. President - the President shall:

- (1) Call and conduct Parents' Club meetings;
- (2) Act as member ex-officio of all committees;
- (3) Solicit and appoint, with the help of the Executive Board; all committee chairpersons; and
- (4) Serve as a voting member of the St. Luke School Commission.

Section 4. Vice President - the Vice President shall:

- (1) Assume the duties of the President in his/her absence;
- (2) Assist the President when called upon;
- (3) Act as chairperson for special events; and
- (4) Serve as a voting member of the St. Luke School Commission.

Section 5. Secretary - The Secretary shall:

- (1) Keep minutes of all Parents' Club meetings;
- (2) Have minutes available for posting after the President has reviewed and approved them;
- (3) Present minutes of these proceedings at the next Parents' Club meeting or distribute minutes to the school community via the Thursday packet for the next meeting; and
- (4) Be responsible for such correspondence as is deemed necessary.

Section 6.a. Treasurer - The Treasurer shall:

- (1) Be responsible for the financial transactions of the Parents' Club, making bank deposits in a timely manner and disbursing funds as required;
- (2) Keep accurate records of all transactions;
- (3) Report the current financial status of Parents' Club at each monthly meeting;
- (4) Prepare the Financial Statement for the current fiscal year ending June 30 and submit it to the Executive Board; and
- (5) Assist in preparing a budget for the following fiscal year.

Section 6.b. Treasurer Apprentice - The Treasurer Apprentice. The Treasurer Apprentice shall have a non-voting position on the Executive Board. The Treasurer Apprentice shall assist the Treasurer in the duties of the Treasurer outlined in Section 4.a. above.

Section 7. Advisors - the Pastor of St. Luke Parish, the School Principal and the immediate Past President of Parents' Club are members of the Executive Board. The Advisors shall advise from the perspective of Parish and Archdiocesan policy, school administration and previous Parents' Club leadership.

## Article V - Meetings

Section 1. Parents' Club meetings shall be held once per trimester during the school year or as appropriate given the current school year calendar. In addition, a meeting of Parents' Club will be held in conjunction with Curriculum Night to promote involvement of all families at St. Luke School and to introduce the Executive Board. Additional meetings may be called by the President, with the approval of the Executive Board, as deemed necessary. A simple majority of members present is required to pass any motion.

Section 2. Executive Board meetings shall be held monthly during the school year, or as appropriate given the current school year calendar. Additional meetings may be called by the

President or the School Principal as deemed necessary. A simple majority of voting members present is required to pass any motion.

## Article VI – Executive Board Elections

Section 1. Vacancies to Executive Board Positions shall be filled in accordance with Sections 2 et seq. of this Article with the following exceptions:-

Section 1.a. The Vice President shall automatically ascend to the position of President

Section 1.b. The Treasurer Apprentice shall automatically ascend to the position of Treasurer unless the Treasurer's term is extended pursuant to Article IV, Section 2.a.

Section 2. There shall be a nominating committee consisting of the President, Vice-President and a minimum of two, maximum of four, Parents' Club members. The Parent's Club members shall be nominated by the President and approved by the Executive Board.

Section 3. The nominating committee shall report to the Executive Board at least one candidate for the office of Vice President, Secretary, and Treasurer Apprentice ("nomination report").

In order to prepare the nomination report, the nominating committee shall:

Include those Executive Board members whose term shall continue through exercise of the option(s) identified in Article IV or Section 5 of this Article.

Solicit for names of persons to be considered for nomination. Among those names received, the nominating committee shall give consideration to members of Parents' Club actively involved in volunteer activities;

Submit to the Advisors a preliminary report of the nominees for approval. Approval shall be by majority vote of the Advisors; and

Upon receipt of approval from the Advisors, seek consent of the candidates to report their names to the Executive Board.

Section 4. The Executive Board will present the nomination report to the members at a regular or special Parent's Club meeting in May. Officers shall be elected by majority vote of the members present at the meeting. Officers shall be considered installed effective July 1st of that year.

Section 5. If any Executive Board position, other than the office of President, becomes vacant after approval by the members pursuant to Section 3, the President may appoint an individual to fill the position, on a temporary basis, until the next Parent's Club meeting. At the next meeting following the vacancy, the President shall nominate an individual to fill the vacancy for the remainder of the term of office and, as applicable pursuant to Article IV, an option for renewal. The approval of the nomination shall be by majority vote of the members present at the meeting.

Section 6. Notwithstanding any other Article or section herein, if the President is unable to complete his/her term of office, the Vice President shall become President for the remainder of the term. If the remainder of the term is less than six-months, the Vice-President shall assume the office of the President for the remainder of the term and for an additional one-year term. If the remainder of the term is more than six-months, the Vice-President shall assume the office of President only for the remainder of the term.

Section 7. Exigent Filling of Positions. In the event Executive Board positions cannot be filled by any other provision in these by-laws and a need exists to fill such positions to continue the operations of the Parents' Club, Executive Board positions shall be filled through nomination by the then remaining members of the Executive Board and approved at the next Parents' Club regular or special meeting. The then remaining members of the Executive Board shall have the necessary authority to transact Parent's Club business consistent with these by-laws until such time as a vote can be had.

#### Article VII: Removal of Executive Board Members

Any Executive Board Member, with the exception of the School Principal and the Pastor of the St. Luke Parish may be removed by:

The School Principal;

The Pastor of St. Luke Parish; or

By vote of three-quarters (3/4) of the members present at a Parent's Club meeting.

The removal of an Executive Board Member shall take effect immediately and be communicated to the Executive Board Member at the earliest possible time.

#### Article VIII - Requests for Funding

Section 1. The President shall have authority to approve expenditures not to exceed \$100.00 each or \$500.00 annually.

Expenditures not included in the operating budget that exceed the President's authority require approval of the Executive Board.

All expenditures over \$500.00 require the approval of the members, except as provided herein. If the item requires prompt action, it shall be considered at the next meeting or the President may call a special meeting

In all cases, the members shall be advised of such expenditures in a timely manner.

Section 2. All requests to fund special items, projects or programs must be in writing and approved by the School Principal prior to active consideration by Parents' Club. All such requests must be approved by the members. The money for any approved requests shall be transferred to the Dedicated Fund to be disbursed as needed to fulfill these commitments.

Section 3. The Executive Board shall enter into discussions with the School Administration and School Commission to determine what, if any, part of the school's budget, for the next year, Parents' Club will assist in supporting financially. The President shall then bring the request, if there is one, to the members for a vote. This will better focus Parents' Club fundraising efforts and assist the School Commission Budget Committee in their work.

Section. 4. Any money in excess of operating requirements and on-going commitments or otherwise not allocated that may exist at the end of the Parent's Club's Fiscal Year shall automatically be allocated as follows: (1) 75% of the amount shall be given the school's Endowment Fund; and (2) 25% shall be provided to the school for scholarship use.

#### Article IX - Prayer and Rules of Order

Section 1. Each meeting of Parents' Club shall begin with a prayer.

Section 2. All meetings shall be conducted in an orderly fashion in a manner that facilitates discernment and collegial decision-making. The rules stated in Robert's Rules of Order shall govern the meetings.

#### Article X - By-Laws

Section 1. These by-laws may be adopted, amended, supplemented or repealed in whole or in part by a two-thirds vote of the members present, provided that notice has been given in the call for the meeting.

Section 2. Notice of proposed by-law changes must be in writing and include (1) the reason(s) for the proposed change, (2) the current wording of the article in question, and (3) the wording of the proposed amendment.

Section 3. All proposed amendments must have been approved by the Executive Board prior to presentation to the members.

Section 4. Appendix A of these by-laws shall be amended as necessary so the list of standing committees and liaisons shall be as accurate as possible.

Date Approved \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_

## APPENDIX A

Current Committees/Liaisons as of: May 2022

(1) to facilitate communication between home and school:

Thursday Packets

Facebook

Gmail account

Room Parent Coordinator

(2) to provide service and financial support for the school:

St-Luke-a-thon

Boxtops

SCRIP

(3) to promote community:

Trunk-or-Treat

(4) to provide support for:

Teachers and staff:

Teacher & Staff Appreciation

Volunteer Coordination

Families:

Uniform Exchange

Ambassador Program

Students:

Spelling Bee

Field Day