

# **Queen of Angels Parents' Club By-laws**

## **Article I --- Name**

The name of the organization shall be the Queen of Angels School Parents' Club.

## **Article II --- Purpose**

The purpose shall include assisting the principal in uniting parents and teachers in the shared mission of helping the children grow and become people God calls them to be and to better the children's education in a Catholic environment.

The organization accomplishes this goal by:

- Maintaining a positive relationship between the home, the school, the parish and the community.
- Conducting fundraisers for the Parents' Club investment in the operating budget of the school.
- Providing a forum, and acting as a voice of the parents.
- Offering programs that provide information of particular interest to parents/students.
- Serving as a structure for political action when needed.

## **Article III --- Membership**

Membership in the Queen of Angels School Parents' Club shall consist of all parents or guardians of Queen of Angels students, all teachers and educational staff, and the principal.

## **Article IV --- Executive Board**

The Executive Board shall consist of the President, Vice-president, Secretary, Treasurer, Events Coordinator and Principal.

The duties of the Board include:

- Creating standing committees.
- Declaring an office vacant.
- Nominating a person to fill an office that has been vacated.
- Preparing/submitting the budget to the membership for approval, which shall include the Parents' Club subsidy for the upcoming school year.

The Executive Board may not approve any non-budget bill beyond a limit of \$100.00 with the following exception:

- In the summer, the Executive Board may authorize expenditures in excess of \$100.00 provided that a genuine emergency exists. A notice of the expenditure is given to the membership at the next membership meeting in the fall.

## **Article V --- Officers**

Each officer of the Parents' Club shall be a member of the Parents' Club for at least one year prior to election of an executive office.

The officers of this organization include: President, Vice-president, Secretary, Treasurer, and Events Coordinator.

In March or April of each year, Parents' Club calls for volunteers who are interested in serving as officers for the upcoming year. The responsibilities of each office will be presented at a general meeting.

The officers shall be elected at the April or May meeting. The term of office shall be from July through June. A person shall not be eligible to serve more than two consecutive terms in the same office.

### **Duties:**

#### **President:**

- To conduct the meetings of the club.
- To appoint the chairperson of main committees.
- To appoint a representative to attend other church-affiliated meetings.
- To attend, or appoint, a representative to attend all school commission meetings.
- To administer the operation of the Parents' Club.

#### **Vice-president:**

- To assist the President in his/her duties and to work with the Events Coordinator.
- To begin and end each meeting in a prayer, unless another is specified.

#### **Secretary:**

- To record and present the minutes including all decisions made at the previous meeting.
- To have the minutes from the previous meeting typed and turned in to the school office by the Tuesday following the meeting. The principal will review the minutes before distribution.
- To keep up on all appropriate acknowledgements, including applicable correspondence.

- To serve as the Communication Coordinator to work at disseminating all information pertinent to Parents' Club in the most effective manner.
- To be responsible for providing notices and agenda at least one week prior to the meeting to all Executive Board members for Executive Board meetings, and to all members of the Parents' Club for all regular meetings.

**Treasurer:**

- To receive and be accountable for all the funds belonging to the Queen of Angels School Parents' Club.
- To pay all obligations incurred by the organization. Payments will be made upon receiving receipts and completed paperwork from the chairperson of the event.
- To maintain bank accounts in the depositories designated by the Executive Board.
- To present a financial report quarterly.
- The Treasurer's accounts shall be examined annually by the Parish Finance Council, the Archdiocese auditor or auditing committee, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report.
- The fiscal year of this organization shall be from July 1 to June 30.

**Event's Coordinator:**

- To act as a liaison between the Executive Board and all committee chairpersons.
- To update and maintain a database with parent/volunteer names that may be used for school activities and Parents' Club events.
- To act as a contact for teachers, room parents' and/or event chairpersons when they have need of volunteers by providing information contained in the database.
- To act as the contact person for all volunteers to direct them to the proper chairperson or committee.

**Outgoing Officers:**

All outgoing officers shall maintain and deliver to the school office all official material. It will be filed in the appropriate file cabinet in the school for incoming officers.

**Vacancies:**

If the office of President is vacated, the Vice-president shall move up to be the interim President. A new Vice-president shall be elected. If the office of Secretary, Treasurer, or Events' Coordinator is vacated, the position shall be filled by one of the other board members until an election can be held within one

meeting. The membership will be properly notified of vacancies and nominations.

## **Article VI --- Membership Meetings**

A minimum of four membership meetings shall be held during the school year. An agenda shall be provided to the membership one week prior to the meeting, using the Wednesday envelope. A consensus model of decision making will be used. (The consensus outline is taken from *You are the Branches*, a policy and guideline book for the parish consultative structures from the Archdiocese of Seattle.)

- Any subject to be discussed requires submission in writing to the Executive Board no later than two (2) weeks prior to the next scheduled meeting. The Executive Board reserves the right to determine whether or not to include a submitted item on the agenda, i.e. whether or not the Parents' Club meeting is an appropriate forum to discuss that item.
- The membership will evaluate issues, and suspend judgment until all involved have shared their perspectives.
- The membership will identify areas of agreement or disagreement, and any new alternatives that have emerged from the evaluation process.
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- The membership will examine which alternatives are most viable and have the greatest commitment.
- Consensus is not necessarily unanimous. The membership can agree to defer the decision until a recommendation can be proposed.
- Amendments to the by-laws requires consensus of those present provided that one week written notice has been given to the membership. An annual review of the by-laws may be held.

## **Article VII --- Committees**

The power to form special committees and appoint their membership rests with the President and/or the Executive Board. Since a special committee is created for a special purpose, it automatically goes out of existence when the work is done and the final report is received by the Executive Board.

The President shall be an ex-officio member of all committees.

Committee event chairpersons will return all material including event notebook, decorations, pictures and financial report to the school office no later than one month after the event.