

St. Pius X High School Parent Club By-Laws

ARTICLE I NAME

The name of this organization shall be called St. Pius X Parent Club.

ARTICLE II OBJECTIVES AND POLICIES

A. The objective of this organization is to:

1. Enhance community spirit among the school families and school faculty.
2. Foster a volunteer mentality among our parents and commitment to volunteerism for the school.
3. Raise funds to assist in supporting St. Pius X High School.

B. The policies of this organization shall be to:

1. Create and maintain a fellowship among members of the organization.
2. Receive approval in advance from the administration of St. Pius X High School for each fundraising project.

ARTICLE III MEMBERSHIP

- A. Membership is open to all parents, guardians and adult family members of students enrolled at St. Pius X High School, and all members of faculty, staff, and administration of St. Pius X High School.
- B. Membership in the Parent Club shall be made without regard to race, creed, sex or national origin.
- C. Membership is granted upon a student's admission and subsequent enrollment at St. Pius X High School and is concurrent with the student's attendance at St. Pius X High School.
- D. Each member shall be considered in good standing upon attendance of two consecutive membership meetings held during the current school year and is contingent on the absence of any disciplinary action against that member, either pending or assigned, by school administration for improper conduct.
- E. Each member in good standing shall be eligible to vote on all motions, including requests for funding, presented at the meetings after attendance of not less than two membership meetings. Upon attendance of not less than four membership meetings, members shall be eligible to vote for Board elections.
- F. Each member in good standing of the Parent Club shall have one vote. Membership in the Parent Club shall not be assigned or transferred. Members may be expelled or suspended for improper conduct, by resolution of the Executive Board.

ARTICLE IV

NOMINATION AND ELECTION OF OFFICERS

- A. At the April general meeting, the Parent Club President shall call for nominations for Parent Club officers for the coming school year. Parent Club Executive Board Officers shall consist of President, Vice President, Secretary, and Treasurer.
- B. Voting for these officers will be by ballot cast by present voting members in good standing during the May meeting. The candidate receiving the most votes shall be declared elected.
- C. In the event of a tie, a second vote will be taken for the tying candidates.
- D. Election of a member to any Parent Club office shall automatically result in his/her forfeiture of any other office within the Parent Club.
- E. The newly elected officers of the Parent Club for the coming year shall be given office July 1st and preside at the next regular meeting of each year.
- F. Each officer shall preserve all books and papers received by him/her during office and deliver pertinent information to his/her successor by July 1.

ARTICLE V

DUTIES OF OFFICERS AND STANDING COMMITTEES

A. EXECUTIVE OFFICERS:

1. The President shall preside at all meetings. He/she shall be ex-officio member of all standing committees. He/she shall call meetings when necessary, supervise and keep in touch with the work of the Parent Club and appoint all committee heads. It shall be the responsibility of the President to keep all members, school parents, faculty and administration informed on Parent Club activities. He/she shall serve as liaison with the school and be responsible for the overall operations of the Parent Club. He/she will be responsible for providing an agenda to the officers prior to each meeting. The President shall serve two years – one year as Vice President and one year as President, consecutively. The position of the President is automatically assumed by the retiring Vice President.
2. The Vice President shall perform all of the duties of the President in his/her absence or at his/her request. If the Vice President is unable to assume the duties of the President, a special election shall be held. The Vice President shall be elected every year for the two-year term of office – one year as Vice President and the following year will automatically assume the position of President. The Vice President will serve as overseer for all Parent Club committees and subcommittees and communicate with the President on their activity.
3. The Secretary shall serve for a one-year term of office. He/she shall keep the records of all regular and special meetings and shall receive and file all reports. He/she will be responsible for tracking attendance at all regular and special meetings of the Parent Club in order to determine membership in good standing. He/she will provide all media and marketing

information from the Parent Club to the school's media/marketing personnel and administration.

4. The Treasurer shall serve a one-year term of office. He/she shall receive, collect, hold and payout all Parent Club money subject to the orders of the membership with the assistance of the Business Manager. He/she will serve as auditor for the organization and will be responsible for all accounts assigned under the Parent Club. He/she will record all deposits and debits through assigned documentation for the organization and provide a report in writing of the Parent Club finances at each meeting. During the July meeting, the retiring Treasurer shall provide to the sitting Treasurer a written report showing all receipts and disbursements during the previous fiscal year.

B. STANDING COMMITTEE CHAIRPERSONS:

1. Volunteer – Responsible for volunteer hour tracking, with assistance of individual event chairpersons and coordinators.
 - a. Fall Sports Coordinator – Responsible for coordination of volunteers for all fall sporting events, to include gate/admissions, spirit wear sales and concessions.
 - b. Winter Sports Coordinator – Responsible for coordination of volunteers for all winter sporting events, to include gate/admissions, spirit wear sales and concessions.
 - c. Spring Sports Coordinator – Responsible for coordination of volunteers for all spring sporting events, to include gate/admissions, spirit wear sales and concessions.
2. Twin City Days – Responsible for organizing and execution of event.
3. Concession Stand – Must maintain food safe certification. Is responsible for maintaining inventory of products sold, and stocking concession stands prior to each event.
4. Spirit Wear – Responsible for ordering, managing inventory and selecting products, as well as collecting and reconciling revenue of spirit wear sales with assistance from the Treasurer and Business Manager. Also responsible for the maintenance of the online ordering system.
5. Event Program – Responsible for soliciting ads from parents and community members, collecting all team data and pictures, creating the publication and getting the completed product to the selected vendor for completion. The event program is updated three times per school year.
6. Pancake Breakfast – Responsible for organizing and execution of event.
7. Media/Marketing – The Secretary will chair this committee and oversee all communication sent to parents, students, staff and administration regarding the Parent Club. Will also develop information to be sent out to the public on all Parent Club events, with the assistance of the Director of Admissions and Communications.
8. Project Prom – Responsible for organizing and execution of event.
9. Auction – The school Auction Chairperson will chair this committee.
10. Mentorship - Responsible for assigning volunteer mentors to each new St. Pius family at the

beginning of the school year and overseeing communication between mentors and their families throughout the year.

ARTICLE VI **MEETINGS**

- A. Meetings of members and the Executive Board shall be held monthly.
- B. A special meeting of the Parent Club or of the Executive Board may be called at any time by the President or by a majority of the Executive Board. No other business than that which necessitated the call shall be considered at such meetings.
- C. An agenda of each meeting will be provided to the officers by the President prior to each meeting.

ARTICLE VII **COMPENSATION**

- A. No officer or member shall receive any compensation from the St. Pius X High School Parent Club, except agents and employees especially engaged by the Board.

ARTICLE VIII **FISCAL REPORTING**

- A. Preparation, submission and accuracy of official reports, forms and general correspondence with external agencies will be the responsibility of the Parent Club President, assisted by the Treasurer.
- B. All Parent Club activity of credits and debits will fall under one numbered account through the St. Pius X High School accounting department. Each standing committee will be assigned a numbered sub account listed under the Parent Club account. All deposits and debits must be classified and documented on a "Parent Club Accounting Form" before being submitted to the St. Pius X High School Accounting Department.
- C. Parent Club will receive a monthly fiscal accounting report from the St. Pius X High School Accounting Department prior to their monthly meeting.

ARTICLE IX **FINANCES: FUND DISTRIBUTION AND FUND RAISING**

- A. Parent Club fund raising activities shall be determined by the membership with the approval of the St. Pius X High School administration.
- B. An accounting form should be completed and accompany each, 1) startup funds request, 2) each funds deposit following an event, 3) each request for reimbursement, and 4) each check request.
- C. All funds will be counted, and an accounting form will be completed by two

members of the Parent Club immediately at the end of each event, and the funds will be given to the Business Manager for deposit.

- D. Requests for donations of Parent Club funds shall be made in writing and directed to the Parent Club President via email or may be presented in person at any scheduled Parent Club meeting. Requests must be made at least four (4) weeks in advance and must include supporting documentation. The Parent Club reserves the right to seek input from school Administration prior to any approval or denial of the request.

ARTICLE X

ORDER OF BUSINESS

- A. The order of business guiding all meetings of the St. Pius X High School Parent Club shall be as follows:

1. Roll call of officers
2. Reading and approval of minutes from previous meeting
3. Reports of officers, including financial
4. Reports of standing committees
5. Old business
6. New business
7. Adjournment

ARTICLE XI

AMENDMENTS

- A. These bylaws may be amended at any meeting of the Parent Club by a simple majority of the members present and in good standing, provided that a written notice of the proposed amendment shall have been submitted at a previous meeting.