

PARENT CLUB – BYLAWS

>>ARTICLE I – NAME

The name of this organization is the St. Mary Catholic School Parent Club, located in the city of Stayton, Oregon. -----

>> ARTICLE II – PURPOSES

Section 1

The mission of the St. Mary Catholic School Parent Club is to promote the welfare of its students, faculty, and staff by fostering a closer relationship between the home, the school, and the community. To coordinate fundraising efforts necessary to support the school budget income line allocated to Parent Club Contributions.

Section 2

This parent club is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter referred to as the “Internal Revenue Code”). -----

>> ARTICLE III – BASIC POLICIES

The following are basic policies of the SMCS Parent Club:

- a. The SMCS Parent Club (hereinafter referred to as “the organization”) shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the school to provide quality education for all St. Mary students.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered,

following procedures stated in Article VIII, Section 2.b, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

g. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or associations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

>>ARTICLE IV – MEMBERSHIP

St. Mary Catholic School Parent/Guardians shall be automatically enrolled in the organization as part of the registration process whereby their children are enrolled in St. Mary Catholic School.

>> ARTICLE V – OFFICERS AND THEIR SELECTION

Section 1

The Executive Committee shall be comprised of president or co--presidents, vice president or co--vice presidents, secretary, treasurer ex officio of the Regis St. Mary Business Office, and St. Mary school administrator. No one person shall hold more than one Executive Committee position simultaneously. Hereinafter, the word "president" shall mean "president or co--presidents," whichever applies.

Section 2

Each elected officer of the organization shall be a current St. Mary parent or a parent of a student within the previous four years. Officers may serve two terms.

Section 3

Elected officers of the organization shall be a president, vice president, and secretary. The secretary position shall be elected biannually. The vice president will be elected annually to serve one year as vice president and the following year as president.

Section 4

Only those persons who are eligible and who have signified their consent to serve if selected shall be nominated or elected to office.

Section 5

New officers will be elected by the Executive Committee in May. Officers wanting to serve second terms shall be approved by consensus of the principal and current Parent Club board members, excluding the officer(s) seeking second terms.

Section 6

Elected officers shall serve for a term of two years or until their successors are selected unless otherwise agreed to by the Executive Committee. Officers shall assume their duties on July 1. --

----- >> ARTICLE VI – DUTIES OF OFFICERS

Section 1

The president shall:

- a. Coordinate the work of officers and committees of the organization in order that the objects may be promoted.
- b. Create the agendas and preside at all meetings of the organization and the Executive Committee.
- c. Be a member ex officio of all committees.
- d. Appoint the committee chairs, subject to procedures described in Article IX, Section 2.
- e. Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization.
- f. Have all newsletters, flyers, and/or notices approved by the school administrator prior to distribution.

Section 2

The vice president shall:

- a. Act as aid to the president and perform the duties of the president in the absence or disability of that officer to act.
- b. Perform such other duties as may be delegated by the president.

Section 3

The secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the organization and the Executive Committee.
- b. Be prepared to refer to minutes of previous meetings.

- c. Keep a current copy of the bylaws and standing rules.
- d. Chair the bylaws committee and review bylaws and standing rules every even- numbered year.
- e. Post notices of general meetings.
- f. Perform such other duties as may be delegated to the secretary.

Section 4

The treasurer shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of SMCS.
- b. Receive all moneys for the organization, giving a receipt therefore and deposit them in the name of the association in a bank approved by the Executive Committee.
- c. Receive and retain a copy of the deposit slip for any deposit made.
- d. Pay all bills as authorized by the Executive Committee or the organization through the annual budget approval process or special expenditure vote.
- e. Secure a signature on all checks. Any of the following are authorized to sign: president, vice president, and principal.
- f. Keep an accurate record of receipts and disbursements which is a permanent record of this organization.
- g. Keep the membership informed of expenditures as they relate to the budget adopted by the organization.
- h. Present a statement of account at every meeting of the organization and the Executive Committee and at other times when requested by the organization.
- i. Make an annual financial report to the organization, which includes gross receipts and disbursements for the year, to be presented at the September meeting.

Section 5

The school administrator shall:

a. Attend all meetings of the organization, the Executive Committee and the Regis-St. Mary Board and report Board news to the Parent Club membership at monthly general meetings.

Section 6

Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office. -----

>> ARTICLE VII – GENERAL MEETINGS

Section 1

Meetings of the organization shall be held monthly during the school year unless otherwise ordered by the organization or the Executive Committee. Special meetings may be called by the Executive Committee upon notice posted at least three days before the meeting date.

Section 2

The organization meeting in May shall be the annual election meeting at which time officers shall be elected.

Section 3

The privilege of making motions, debating, and voting shall be limited to members of the organization who are present.

Section 4

A majority of Executive Committee members shall constitute a quorum for the transaction of business in any meeting of this organization. -----

>> ARTICLE VIII – Executive Committee

Section 1

The Executive Committee shall consist of officers of the organization as outlined in Article V, Section 2.

Section 2

The Executive Committee:

a. Shall transact necessary business between meetings of the organization and such other business as may be referred to it by the organization.

b. May authorize payment of routine organizational bills within the limits of the budget adopted by the organization. Other bills and requests for money must be approved by committee chairs, within their designated event budget (see Article IX, Section 4).

c. Shall create committees as are deemed necessary to promote the objectives of the organization.

d. Shall fill all vacancies in office, including that of the president.

e. Shall receive a financial report from the treasurer at each meeting.

Section 3

Special meetings of the Executive Committee may be called by the president and/or must be called upon the request of a majority of members.

Section 4

A majority of members shall constitute a quorum for the transaction of business in any meeting of the Executive Committee. ----

----- >> ARTICLE IX – COMMITTEES

Section 1

There shall be such committees created by the Executive Committee as may be required to carry on the work of the organization. Current committees include Green Sale, Auction, and SCRIP.

Section 2

The chairs of committees shall be appointed by the President subject to the approval of the Executive Committee.

Section 3

The terms of office of committee chairs shall be one year or until successors have been appointed.

Section 4

Each committee chair shall be provided a budget, by the Executive Committee. Committee chairs are responsible to keep written records of all activities and to keep expenses within the budget provided.

Section 5

Upon the expiration of the term of office or in case of resignation or termination, each committee chair shall turn over to the president, without delay, all records, books, and other material pertaining to the committee and shall return to the treasurer, without delay, all funds belonging to the organization.

Section 6

The organization and the Executive Committee each have the power to create special committees in order to carry out specific programs and projects.

Section 7

The committee chairs and members of special committees shall serve until their assignments have been completed. -----

>> ARTICLE X – ARTICLES OF ORGANIZATION AND BYLAWS

Section 1

The “articles of organization” comprise these bylaws, which are from time to time amended by the Executive Committee and approved by the general membership as outlined in Article XIII. In the absence of separate articles of association, these bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

Section 2

General Parent Club Meeting Minutes may be approved at a General Parent Club Meeting. Minutes may be corrected at any time by a motion, second and majority vote. At each meeting, the secretary shall have available the previous six months’ minutes for reference. Any objections to approved minutes will be appended to the minutes.

>> ARTICLE XI – FISCAL YEAR AND IRS NUMBER

Section 1

The fiscal year of the SMCS Parent Club shall begin July 1 and end June 30 Section 2 The Internal Revenue Service Employer Identification number (E.I.N) of the SMCS Parent Club 93--0508724 -----

>> ARTICLE XII – AMENDMENTS

These bylaws may be amended by a two--thirds (2/3) vote of the general membership present at any general meeting, provided notice has been given at the previous general meeting, or notice posted within thirty (30) day