

ST. JOSEPH SCHOOL PARENT ORGANIZATION BY-LAWS

Mission Statement:

The Mission of the St. Joseph School Parent Organization is to assist the school in living out its mission and in building an environment of Faith, Learning and Community.

In close collaboration with the principal and faculty, it provides:

- *educational enrichment programs to enhance the curriculum*
- *assistance with school-directed development efforts*
- *support for parents*
- *social and service events to build community.*

Through the prayer and service of its members, it provides a living witness to the Gospel.

OBJECTIVES:

1. To promote cooperation between parents and teachers in order to achieve the best educational environment for the school children.
2. To be a vehicle for communicating school related information to parents and the community and for sharing parent opinion with the school administration and community.
3. To provide educational enrichment programs that compliments classroom curriculum.
4. To organize social events that will build community.
5. Provide support for parents of St. Joseph School.
6. To facilitate communication within the St. Joseph School and Parish community.

MEMBERSHIP:

1. All parents and faculty are considered welcomed members of the St. Joseph School Parent Organization (SJSPO).

VOTING:

1. All members are eligible to vote, and each member is entitled to only one (1) vote.
2. In the event of a tie as the result of an even number of members being present and voting, the motion being voted on shall be presented to the principal and pastor for their votes and final decision.
3. In order to vote a member must be present at the meeting in which the vote is taken. Absentee ballots are available only upon request.
4. Online surveys may be used periodically throughout the year. Voting is limited to only one (1) vote per parent.

5. The officers assume the responsibilities to take action on matters that constitute an emergency between regularly scheduled meetings, and must report such action at the next meeting. The Chairperson must obtain the votes from the other Executive Board members. Agreement on any such necessary action must be made by a majority of the Executive Board.
6. At any time, the principal and pastor have the Executive Authority to override any vote or motion within the best interests of St. Joseph School community.

ACTIVITIES POLICY:

1. Activities and enrichment programs for the first term are presented and voted on in the May business meeting for the following school year.
2. Activities and enrichment programs for the remainder of the school year will be voted on during regularly scheduled meetings.
3. Chairpersons will be volunteers and needed to run activities with direction and advice from the Executive board.
4. Any and all matters pertaining to SJSPO activities when possible will be voted on by the entire group present at the business meeting or via online survey.

EXECUTIVE BOARD MEETINGS:

1. Executive board meetings with the 5 board members can be held within one week prior to the regular meeting to set up the agenda for that meeting and to discuss any concerns the board or principal may have.
2. An executive board meeting, with or without the principal in attendance, may be called by the President. These meetings are limited to the 5 officers. The pastor and principal will be informed of these meetings and are welcome to come but it is not mandatory to be present.

USE OF SCHOOL FACILITIES:

All rules governing the use of school facilities shall be strictly adhered to.

ADMINISTRATIVE INPUT:

The principal and pastor are invited to attend all meetings and will be asked for advice and administrative guidance. Teachers are welcome at all of our regular meetings.

COMMUNITY ACTIVITIES:

Each of our activities will have at least one chairperson. This person will be responsible for reporting all expenditures and funds raised and shall give a written report to the group's secretary regarding the activity, changes s/he would recommend for the future, expenses incurred, profits made, etc. S/he will notify the executive board of any planned meetings to be held.

All expenditures are to be voted on by the sub-committee of the event but must remain within the approved budget for the event. Any expenses in excess of the budgeted amount must be approved by the executive board prior to being finalized. The Executive board has the authority to vote and override the budget if the variance is less than 20% and less than \$100 and the SJSPO has the funds available to cover the overage. In the event an overage is greater than 20% or \$100.00, a vote by all members is required. This vote should take place at the next scheduled monthly meeting, via online or a special meeting may be called.

AMENDMENTS:

These by-laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members, provided a notice of intent to vote on such amendment has been given to the members at least one week in advance of the meeting and copies of the amendment have been made available to members.

MEETINGS:

1. There shall be a monthly business meeting, with the exception of July and August. An agenda must be provided to all members at least 24 hours prior to the meeting and must include any items scheduled to be voted upon at such meeting. Special meetings may be called by the president, five days notice having been given to all executive board members. In case of an emergency, a meeting may be cancelled only by the president with all executive board members being so notified. In the event of a "no school" day on the date of a regularly scheduled meeting, the meeting will be automatically postponed to the next available date.

2. The April business meeting shall be the annual meeting at which new officers are elected. The May and June business meetings shall be conducted jointly by the incoming and outgoing boards.

3. Monthly meetings will be determined at the beginning of each school year. The meeting schedule will be posted on the school website for the entire year by September 30th. Any changes to the schedule will be dutifully noted and posted.

OFFICERS:

The officers shall consist of one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer and one (1) Communication's officer.

DUTIES OF OFFICERS:

At least two (2) of the Executive Board must preside at all meetings.

1. President

- a. Main point of contact between the principal, pastor, faculty, parents and SJSPO.
- b. Working closely with the Vice President to coordinate enrichment activities from faculty and parents.

- c. Support person for all board members and chairpersons of the various events and activities to take place throughout the school year.
 - d. Responsible to provide updates as requested from the principal, pastor, faculty and/or school advisory board.
 - e. Train current Vice President to take on role of President for the next school year.
 - f. Be able to proxy any position on Executive Board in their absence if deemed necessary.
 - g. The President works with the school administration to define specific assistance needed and propose programs and events for the year. He/she shall coordinate the work of all the event committees and board so that the mission and purpose of the organization is served
2. Vice President
 - a. Work closely with the President in all aspects of the President's duties to ensure smooth transition the following year.
 - b. Act as a fill in for the president upon request.
 - c. Coordinate Enrichment activities and prepare the item voting ballots
3. Secretary
 - a. Shall keep all records of all regular and special meetings and executive board meetings
 - b. Provide agendas and minutes of all meetings.
 - c. Create any flyers and/or handouts deemed necessary by the board.
 - d. Responsible for distributing the agenda via e-mail to the Communication's officer to be distributed to all parents and faculty via e-mail prior to the monthly meeting as well as minutes of each meeting in the same fashion.
4. Communication's officer
 - a. Coordinate a weekly e-mail to members updating on upcoming events. The email should be submitted to executive board members for approval at least 24 hours prior to being emailed to parents.
 - b. Get notices of events in local newspapers and church bulletin.
 - c. Post agenda and minutes on the SJSPO website within one week of meetings.
 - d. Update SJS web calendar with all events and meetings.
 - e. Work closely with SJS Webmaster to get all flyers, documents, events on the SJS website.
 - f. If a chairperson required notices for his/her event they must contact Communications Officer person in advance to coordinate what is needed.
5. Treasurer
 - a. Shall receive all monies belonging to the organization.
 - b. Keep accurate records of all receipts and expenditures.
 - c. Submit monthly financial report including
 - i. Income and expense report of all transactions year to date
 - ii. Budget showing variances and projections for the year
 - iii. Current cash balance
 - d. Monthly financials should be presented to the officers prior to the monthly meeting for a review.

- e. Any change in financial format or reporting must be voted on by the officers prior to taking place.
 - f. Create next school year projected budget to be voted on at the May meeting.
 - g. Proposed budget should be agreed upon by the Executive board prior to distribution to all members. Any disagreements can be raised at the monthly meeting prior to finalizing.
6. The officers and all board member positions shall be volunteers. If there is more than one volunteer for any one particular position, the membership shall elect at the April business meeting one of the volunteers to the position in questions.
 7. A vacancy occurring in any officer/board position shall be filled by a volunteer nominated and elected at the next scheduled business meeting.
 8. Officers shall assume their official duties at the close of the June business meeting. All shall serve for a period of at least two (2) years.
 9. Officers may volunteer for different positions after they have served their term provided there is at least one year absence from their last role.

THE BOARD:

1. No board member may spend funds without prior approval from the general board, except in the event of an emergency. However, under no circumstances may the Executive Board spend monies for more than \$100.00 without the approval of the majority of the general board. No monies may be expended without board approval.
2. No board member may change or cancel a board meeting or a board approved function or meeting without prior approval of the president.
3. The duties of the members of the board shall be to fulfill their assigned responsibilities; and to report to the organization.
4. An executive board member who does not attend 2 consecutive meetings and does not contact other board members will be replaced.

CHAIRPERSONS:

1. Will be responsible for planning and coordinating an event. This will include following through with membership approved event, selecting others to be on committee, requesting necessary purchases, and following up on progress and final outcome of event with membership.

2. Chairperson must have an approved budget before items can be purchased. Board members should be aware of whether an item can be purchased or donated.
3. The chairperson must have approval of the group before a raffle can be included in an event.
4. Chairperson must update group at regular monthly meetings.
5. No expenses can be purchased using funds collected for attendance at events. You must request a reimbursement check for expense from the treasurer. Receipt must be provided to be reimbursed. Checks will be provided for vendors when invoice or written quote has been received. All reimbursement requests should be submitted within one month of the event date.
6. Chairpersons cannot accept post-dated checks. All checks are to be made payable to the SJSPO. The treasurer shall receive all monies collected at events to be deposited.
7. Chairperson of events must follow the duties of a chairperson format.

ELECTIONS: Suggested 5 member board

Current 2010 – 2011 School Year

President: Tracey Arcieri
Vice President: Patty Orton
Secretary (interim): Linda Reith
Treasurer: Pauline DeSimone

2011 – 2012 School Year

President: Patty Orton
Vice President: Kara Duffy
Secretary: Tracey Arcieri
Communications Officer: Nancy Murphy
Treasurer: Chrissy Shaughnessy

2012 – 2013 School Year

President: Kara Duffy
Vice President: OPEN
Secretary: OPEN
Communications Officer: Nancy Murphy
Treasurer: Chrissy Shaughnessy

2013 – 2014 School Year

President: 2012-2013 Vice President
Vice President: OPEN
Secretary: 2012-2013 Secretary
Communications Officer: OPEN
Treasurer: OPEN

Continue on each year with 3 open positions rotating between secretary, communications officer and treasurer always having the Vice President moving to President's position. If three parents do not volunteer current president may take on one of the roles (not remain President). This would mean that whoever takes the role of Vice President could potentially be on the board for 3 years, instead of 2. Parents may run for office more than once with stipulation that there is a one year absence between offices.

Approved by Fr. Currie and Mrs. Hawley December 2011