

## ***ST. PAUL PAC BY-LAWS***

### **Article I – TITLE**

The name of the organization shall be St. Paul PAC (Parent Activity Committee).

### **Article II – PURPOSE**

The purpose of the organization shall be to aid the students at St. Paul School by providing a volunteer base and monetary support to enhance the school's educational environment. The organization also exists to promote open communication between the administration, the teaching staff, and the parents.

### **Article III – POLICIES**

The organization will work with the administration to identify opportunities to impact the success of St. Paul students. St. Paul PAC will not seek to direct or control the administrative activities of the school.

### **Article IV – MEMBERSHIP**

All parents and / or legal guardians of a St. Paul student shall be considered members of this organization. Membership dues for this organization are charged to each family with their tuition. A representative from the school administration shall be invited to all meetings and will attend as their schedules permits.

### **Article V – MEETINGS**

At least six general meetings of the organization shall be held during each school year. All officers and members present shall have voting rights. Additional meetings may be held by the officers to discuss specific issues that arise. Those persons present at a general meeting or an officer's meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

### **Article VI – OFFICERS**

The officers of the organization shall consist of President, First Vice-President, Second Vice-President, Treasurer, Secretary, and Parliamentarian. Two persons may fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

A list of vacated positions will be publicly announced in the school newsletter or similar publication designed to reach the parents. Self-nomination will be sought. If more than one candidate comes forward, an election shall be held at the April meeting. The nominee receiving the majority vote of the members present will be elected to office.

### **Article VII – DUTIES OF OFFICERS**

#### **President**

The President(s) shall preside at all general meetings and officer's meetings.

The President(s) will coordinate the work of the officers and committee chairpersons to move the organization toward its goals.

The President(s), or a designated representative, will attend the St. Paul Advisory Board Committee meetings and represent the organization at these meetings.

The Office of the President is automatically assumed by the First Vice Presidents(s).

#### **First Vice-President**

The First Vice President(s) are responsible for the complete coordination of the current year fall fund-raiser.

In conjunction with the other officers, the First Vice President(s) will investigate, review, and select the fundraising company for the following school year.

If a candidate is not identified for each officer's position, as stated in Article VI, the First Vice-President(s) will chair a nominating committee to actively recruit candidates.

In the event that the President(s) are unable to attend meetings, the First Vice President(s) will preside.

#### **Second Vice-President**

The Second Vice-President(s) will coordinate the teacher wish list program.

The Second Vice-President(s) will administer and oversee the selection process to award the PAC 8<sup>th</sup> grade scholarships.

#### **Treasurer**

This office requires a minimum two-year commitment. The candidate must have a financial background or experience in financial reporting.

The Treasurer shall assure the proper handling of all funds collected or paid, maintain accounts, and present a financial summary at each meeting.

The Treasurer may use assistant treasurers as needed, and shall oversee the work of these assistants to maintain accuracy and consistency.

All financial records shall be maintained for a minimum of five years.

### **Secretary**

The Secretary shall record and maintain the minutes for all meetings of the organization. The minutes shall be archived on the school computer. The Secretary shall handle all necessary correspondence for the organization.

The Secretary shall coordinate the school calendar of events with the President(s) and the school secretary.

### **Parliamentarian**

The outgoing President(s) fills this position. This is an advisory position to promote continuity between school years.

At least one of the preceding President(s) is encouraged to attend each of the general meetings.

### **Article VIII – FINANCES**

**Budget** - The Treasurer shall work with the President(s) and the school administration to prepare a budget and will present this to the general membership at the first meeting of the school year. Any substantial deviation from the budget must be approved in advance by the membership and the school administration. The fiscal year for the PAC budget shall be July 1<sup>st</sup> – June 30<sup>th</sup>.

**Obligations** - The officers and their designates may enter into contracts or agreements for the purchase of materials or services on behalf of PAC. The officers, however, shall not have the authority to enter into such agreements on behalf of St. Paul School.

**Loans** - PAC shall make no loans to its officers or members. PAC may make an interest free loan to St. Paul School for the purchase of special programs or equipment.

**Commercial Paper** - All checks, drafts, or other orders for the payment of money by the organization shall have two authorized signatures.

Whenever possible, one of these signatures should be the PAC Treasurer.

**Financial Report** - The Treasurer shall present a financial report at each general meeting and prepare a final report when the books are closed at the end of the year. The report and the accounts should be examined annually by an informal audit committee convened by the School Administrator and PAC President(s) within 90 days of fiscal year close. If satisfied that the Treasurer's annual report is correct, audit committee shall sign a statement of that fact at the end of the report. A copy of the final report shall be sent to the Parish Finance Committee for review.

### **Article IX – COMMITTEES**

Committees will be formed for specific projects. Guidelines for committee chair persons will be provided including information regarding handling of money, expenses, communication, etc. The guidelines will be reviewed by the PAC officers and revised as needed. Committees are expected to provide a report to PAC after the event/project is completed. Chair persons should also maintain a file with information regarding their project to pass on to next chair.

### **Article X – AMENDMENTS TO THE BY-LAWS**

These by-laws may be reviewed and/or revised by the officers as necessary to meet changing conditions in the school and brought to a vote by the general membership.

The by-laws may be amended at any general membership meeting by a vote of two-thirds of the members present. Amendments must be presented to the officers at one meeting for presentation at the next.

These by-laws were adopted by a majority vote during a meeting properly called in May, 2008 and shall take effect immediately.