

**SACRED HEART SCHOOL
123 West Market Street
Salinas, CA 93901**

BY-LAWS OF SACRED HEART SCHOOL PARENTS' CLUB

ARTICLE I

Name

Section 1: The name of this organization shall be the SACRED HEART SCHOOL PARENTS' CLUB.

ARTICLE II

Purpose

Section 1: The purpose of the Sacred Heart Parents' Club is to work for the benefit of all the students; to build a community spirit among the parents; to cooperate with the school faculty and administration; to support educational programs and actively complement them; to raise funds in addition to tuition and fees; to express the needs and concerns of the school to the parents; to promote enthusiasm and participation among its members and, in so doing, to help further quality education.

ARTICLE III

Membership and Dues

Section 1: Membership shall be open to Sacred Heart School faculty and staff, and to all parents and legal guardians of children enrolled at Sacred Heart School.

ARTICLE IV

General Membership

Section 1: Regular and Special Meetings - General Membership meetings will be held on the last Thursday of every month during the school year. Special meetings shall be held at the discretion of the Executive Committee.

Section 2: Quorum and Voting - A Quorum shall consist of seven (7) members for a General Meeting or one-half the Officers for an Executive Board Meeting. All matters shall be decided by a majority of the members present and voting, except where in conflict with these By-laws.

Section 3: Meeting Notification - Members shall be notified of each General Membership meeting by electronic mail (email) and/or by printed announcement.

Section 4: Rules of Order - **Robert's Rules of Order Newly Revised** shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

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ARTICLE V

Officers and Their Duties

- (a) **President** - The President shall preside over all meetings. He/she shall appoint a Chairperson for each standing committee and shall create, with the approval of the Board of Directors, other special committees as needed. He/she shall assist the Vice-President in appointing a Chairperson for each fundraising event. He/she shall act as an ex-officio member of all committees. He/she shall serve as Chairperson of the Executive Board. As Chairperson of the Executive Board, he/she shall have no vote except in the event of a tie, when he/she shall cast the deciding vote. It is desirable for the President to have a minimum of one year prior Board service.
- (b) **Vice-President** - The Vice-President(s) shall act in the absence of the President. In addition, the Vice-President will also be responsible for public relations. With the approval of the General Membership, the Vice-President shall automatically assume the office of the President, upon the vacation of that office.
- (c) **Secretary** - The Secretary will attend and keep minutes of all Executive Board and General Membership meetings. He/she will be responsible for Parents' Club correspondence.
- (d) **Treasurer** - The Treasurer shall keep adequate and accurate accounts of the business transactions of the Parents' Club. The books of the account shall be open to inspection by any member of the Parents' Club and shall be audited as needed or as requested by the Executive Board of the Parents' Club.

ARTICLE VI

Advisor, Parliamentarian, and Faculty Representative

- Section 1: **Advisor** - The Principal of Sacred Heart School shall act as the advisor to the Parents' Club and shall serve as an ex-officio member of the Executive Board.
- Section 2: **Parliamentarian** - The Parents' Club President from the preceding year will be invited to serve as the Parliamentarian and can serve as an ex-officio member of the Executive Board.
- Section 3: **Faculty Representative** - Faculty members, one primary and one intermediate, will be invited to serve as Faculty Representatives and shall serve as ex-officio members of the Executive Board.

ARTICLE VII

Executive Board and Board of Directors

- Section 1: The Executive Board shall consist of the elected Officers. The Parliamentarian, the Advisor, and the Faculty Representative(s) will serve as ex-officio members.
- Section 2: The Board of Directors shall consist of the Officers and fundraiser Chairpersons. The Parliamentarian, the Advisor and the Faculty Representative(s) shall serve as ex-officio members.

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- Section 3: Duties - The Board of Directors will conduct necessary business of the Parents' Club, decide on matters of policy subject to the approval of the General Membership, act upon reports and recommendations of committees, approve expenditures and act upon emergency matters.

ARTICLE VIII

Finances

- Section 1: All expenditures over \$1,000.00 must be approved and voted on by a General Membership quorum, pursuant to these By-laws.
- Section 2: The President will be allowed to allocate up to \$500.00 of uncommitted funds for a single expense without the approval of the General Membership.
- Section 3: The Executive Board will be allowed to allocate up to \$1,000 of uncommitted funds for a single expense without the approval of the General Membership.
- Section 4: Disbursement of funds will be done through the Parents' Club checkbook. All checks must be signed by the current Treasurer and co-signed by the current President, Vice-President, or the Sacred Heart School Principal.
- Section 5: Decisions for major Sacred Heart School fundraising will be made in collaboration of the Parents' Club and the School Board.
- Section 6: All funds generated by and for individual Sacred Heart School classes will be tracked, managed and dispersed by the Parents' Club, with the Treasurer overseeing thereof.

ARTICLE IX

Nominations and Elections

- Section 1: Officers - The Officers of this organization shall be President, Vice-President, Secretary, and Treasurer. The term of each office shall be for one year. After serving for one year as Vice-President, that officer shall become President. After serving as President for one year, that officer shall be invited to serve as the Parliamentarian for the next year. With regard to the offices of Secretary and Treasurer, no one shall serve more than two consecutive one-year terms in the same elective office, unless there are no other nominations for the office. In this event, the person serving may then serve an additional one year term. Upon completion of an officer's term, the officer must wait one year before serving as an officer again. No one shall hold more than one elective position at a time.
- Section 2: Nominations - At the March General Membership meeting, the President shall appoint a Nomination committee of three (3). This committee shall prepare a ballot of one or more candidates for each office up for election and present this ballot at the April General Membership meeting. At this time floor nominations will be taken.

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Section 3: Elections - Elections will be held at the April General Membership meeting with a majority vote electing the officers. The election meeting shall be publicized in advance. New officers shall assume their duties at the May General Membership meeting.

ARTICLE X

Removal from Office and Vacancies

Section 1: Removal from office - An elected officer may be removed from office by a majority vote of the General Membership.

Section 2: Vacancies - Vacancies among the officers may be filled for the unexpired portion of the term by a majority vote of the Executive Board from a slate submitted by the General Membership.

ARTICLE XI

Amendments to the By-laws

These By-laws may be amended by a majority of the General Membership at any meeting, providing written notice of the proposed change is made available prior to the meeting. Proposed amendments and justification for such amendments shall be submitted in writing to the Executive Board, which shall present them to the General Membership. Amendments and changes will be effective immediately upon adoption.

ARTICLE XII

Dedication of Property

The purposes for which the Parents' Club is formed are confined to such purposes as would qualify it as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws, including, for such purposes, the making of distributions to organizations which qualify as tax-exempt organizations under that code.

(a) The Parents' Club shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation; nor shall it participate or intervene (by publication or distribution of any statements or otherwise) in any political campaign on behalf of any candidate for public office.

(b) No part of the net earning, properties or assets of the Parents' Club shall inure to the benefit of any private person or individual, or any member, officer, or trustee of the Parents' Club on dissolution or otherwise, and on liquidation or dissolution, all properties and assets of the Parents' Club remaining after payment or provision for all debts and obligations shall be distributed and paid over as determined by the General Membership to either the Sacred Heart School or to a successor organization or corporation organized and operated for the charitable purpose specified in Article II which qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

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Adopted: May 1992
Revised: May 2007, January 2010

