

Seton Catholic School  
Parents' Club  
By-Laws

PREAMBLE

The Seton Catholic School Parents' Club is a group of parents, teachers and administrators dedicated to providing quality programs addressing the spiritual, social, and educational needs of students and parents, as well as providing interaction between the home and school. In providing a cooperative support system, the Seton Catholic School Parents' Club will encourage and coordinate the developmental formation of a Catholic community centered on our Lord Jesus Christ.

ARTICLE I

Name

The official name of this organization shall be the Seton Catholic School Parents' Club.

ARTICLE II

Purpose

The purpose of this organization shall be to:

- Function as a support group to the faculty and school administration.
- Foster a caring Christian community of parents
- Strengthen parental involvement in all school programs
- Promote the advancement of a quality Catholic education
- Build a better understanding and create a common interest between parents and faculty through open and constant communication.
- Support financially, as well as with volunteer service, those activities and programs beneficial to the students of Seton Catholic School.

ARTICLE III

Membership

All parents and guardians of students enrolled at Seton Catholic School are members in the Parents' Club.

ARTICLE IV

Officers

Section I

Officers shall consist of President, Vice-President, Recorder and Treasurer. Election of officers for every office except that of the President shall be by ballot of the Parents' Club at the April meeting (as needed), with the installation of officers to follow at the May meeting. The Vice-President shall

serve a two-year term, first as Vice-President and then as President, the Recorder will serve one year and the Treasurer will serve a two year term.

## Section II

The Executive Council of the Parents' Club shall consist of President, Vice-President, Recorder, Treasurer, Faculty representative, Education Commission representative and committee chairpersons, with the Pastors' Board and the Principal serving as ex-officio members. The Education Commission representative and Faculty representative shall be determined by the Principal.

## Section III

### Duties:

- The President shall conduct all meetings of the Parents' Club according to simple parliamentary procedures, appoint chairpersons of all committees unless it is especially provided for or otherwise ordered by the Principal, and shall exercise general supervision over all affairs of the organization.
- The Vice-President, in the absence of the President, shall perform all the duties of the President, and shall perform such other duties as may be delegated by the President or the Principal.
- The Recorder shall maintain and preserve a written record of all proceedings and correspondence of the organization; conduct receive and dispose of all correspondence as directed. The Recorder shall perform such other duties as may be delegated by the President or Principal.
- The Treasurer will disburse all monies of the organization and shall maintain a record of all financial transactions, which are proper to the organization. The Treasurer shall make a report of the finances of the organization at the regular meetings. The financial books shall be available for a yearly audit by an impartial committee by June 30<sup>th</sup>. The Treasurer shall perform such other duties as may be delegated by the President or the Principal.

## Section IV

The incoming officers will assume their official duties at the conclusion of the May meeting. There will be a transitional period with both sets of officers working together until the beginning of the next school year in August.

## Section V

The officers may act in the best interest of the Parents' Club in all matters not specifically denied them in the by-laws or by the Pastors' Board.

## Section VI

In case of a vacancy in office, the President shall appoint a replacement for Recorder or Treasurer with majority approval of members present. For the office of Vice-President, a general election shall be held as soon as possible for replacement, following regular election procedures. No office shall remain vacant for more than thirty (30) days. The continued absence of any officer from three scheduled meetings shall be cause of dismissal with the approval of the majority of the Executive Council.

## ARTICLE V

### Finances

#### Section I

The Parents' Club yearly budget is to be approved by the Pastors' Board in conjunction with the Seton School Principal. Monetary allocations are made with the approval of the Pastors' Board.

#### Section II

On or before July 1<sup>st</sup> of every year the Seton Parents' Club shall remit to the Seton Catholic School all excess monies from their treasury. The Parents' Club shall retain no more than \$5,000 as seed money with which to begin the next fiscal year.

#### Section III

An impartial committee, representative of the membership, shall audit the financial books of the organization presenting any findings to the Seton Education Commission on or before the October meeting.

#### Section IV

Receipts for all purchases will be submitted to the Treasurer.

## ARTICLE VI

### Meetings

#### Section I

The Seton Catholic School Parents' Club shall hold a minimum of four (4) general meetings per academic year with no more than sixty (60) days elapsing between meetings. The President or the Principal may call a special meeting of the Seton Catholic School Parents' Club at any time when it is deemed necessary.

#### Section II

A simple majority of those present and voting for a measure shall constitute a recommendation to the Pastors' Board.

### Section III

All meetings of the Seton Catholic School Parents' Club shall be conducted according to simplified parliamentary procedures per Robert's Rules of Order.

## ARTICLE VII Committees

### Section I

The President in conjunction with the Principal will appoint committee chairpersons deemed necessary to promote the objectives and carry on the work of the Parents' Club. These volunteer positions will be reviewed annually and will be held by members in good standing of the Parents' Club.

### Section II

Committee Chairpersons shall serve no more than two (2) consecutive years. If there is a vacancy for the position at the end of the 2<sup>nd</sup> year the Chairperson may assume the chairmanship for one more year.

### Section III

The chairpersons of all standing committees shall present plans of work to the executive council and no committee work shall be undertaken without the approval of the executive council.

### Section IV

Special committees may be formed by authorization of the Parents' Club by formal resolution, action of the executive council or by the President. The President with the approval of the executive council shall appoint the chairperson and the members.

### Section V

The President shall be a member ex-officio of all committees except the nominating committee.

### Section VI

The chairpersons of all committees shall turn over all records/notes of events that took place during that school year to the President at the May meeting.

## ARTICLE VIII Elections

### Section I

Elections shall be conducted annually in March or April, concurrent to terms of office with installations of new officers in May.

## Section II

- The President and/or Principal shall appoint a Nominating Committee representative of the members of the Parents' Club at large.
- Appropriate notification of elections will be given to members of the Parents' Club.
- The nominating committee shall present a slate of nominees for Vice-President, Recorder and every other year, Treasurer to the Parents' Club members at the April meeting.
- Following the report from the nominating committee, an opportunity shall be given for nominations from the floor.
- If needed, voting by ballot of members present will be conducted. The nominating committee will conduct the election and count the ballot results. Persons receiving the simple majority in attendance will carry.

## ARTICLE IX Amendments

### Section I

These by-laws may be amended, supplemented, repealed in whole or in part, at any time by a vote of 2/3 of the members present and with the approval of the Pastors' Board.

### Section II

Prior to any proposed changes of these by-laws, members shall be notified of such proposals.

## ARTICLE X DISSOLUTION

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Seton Catholic School.

## ARTICLE XI

These by-laws and all actions pursuant thereto shall always be subject to and shall in no way contravene the Affidavit of Incorporation and the by-laws of the Parish Corporations, or the statutes of the State of Illinois under which it exists, the usage, customs, rules regulations, statutes, and canons of the Roman Catholic Church and the Catholic Diocese of Peoria, and the Bishop of said Diocese. This Article shall not be amended, changed or altered without written approval of the Bishop of Peoria or the Administrator of said Diocese.