

Parent Association of St. John Paul II Catholic High School Bylaws
Board of Trustees Approved: 4/27/23

ARTICLE I
ORGANIZATION

1.1 Name

The name of the organization is Parent Association (PA) of St. John Paul II Catholic High School, Inc. (JP II)

1.2 Purpose

The purpose of the PA shall be as follows:

- a) To encourage and promote a sense of community and provide a welcoming environment for new school families.
- b) To exist as a forum to address issues and concerns facing school parents, faculty and students.
- c) To assist in enhancing the quality of education through fundraising efforts.
- d) To assist in keeping the cost of tuition affordable through parental involvement and volunteerism.
- e) To communicate information between the school and parents.

1.3 Governance

All activities of the PA are covered under the Diocesan 501(c) non-profit umbrella. The PA itself is not considered a standalone non-profit organization but is covered as a restricted subsidiary organization. Officers of the PA may not engage in activities that may jeopardize the tax status of the Diocese. No PA officer or member of any committee may solicit or accept funds or services on behalf of the PA for any purpose without prior approval from the PA Board of Directors (PA Board).

1.4 Financial Affairs and Fundraising

The Diocese of Birmingham Policies state the final decision for all procurements are vested in the JP II Headmaster or Bishop's designee.

1.4.1. Fiscal Year

The fiscal year of the PA will be aligned with the fiscal year of the school: from July 1 to June 30.

1.4.2. Signatories

The Treasurer, President, and the school's Headmaster are check signatories. Checks for less than \$1,000 require only one authorized signature. Checks for \$1,000 or more require two signatures, one of which must be the Headmaster. No two-people related by blood or marriage or from the same household may sign together. A signatory cannot write a check to him/herself without a second signature.

1.4.3. Budget

The proposed Annual Operating Budget shall be approved by the PA Board at the first PA Board meeting of the school year. The PA Board will recommend an Annual Operating Budget for adoption by the general membership at the first general meeting of

the school year. The budget presentation will include an estimate of anticipated expenses and revenues for the coming year, as well as a comparison of the proposed Annual Operating Budget with actual revenue and expenses from the previous year.

The Annual Operating Budget may include a line item, Executive Fund, of no more than \$2,000 from which the PA President can provide money to support school programs, events, and items that directly benefit the students of the school. The PA President will report any expenditure from the Executive Fund at the next PA Board meeting. The PA shall make every effort to carry over funds of at least \$5,000 for the following fiscal year.

1.4.4. Non-Budgeted Items

All check requests or reimbursements for purchases of non-budgeted items over \$2000 require an approved by the Headmaster. All expenditures not included in the Annual Operating Budget at the time of its adoption must be recommended by the PA Board and approved by the general membership. The approved Annual Operating Budget may be amended by vote of the general membership at any general meeting. The PA Board shall have the authority to make expenditures up to ten percent (10%) of the Annual Operating Budget without the approval of the General Membership. A full accounting of the expended funds must be presented at the next general meeting.

1.4.5. Emergency Expenditures

Emergency expenditures are warranted when 1) the time between discovery of the need and the deadline for action is insufficient for approval through normal procedures, and 2) a majority of the elected members of the PA Board have been notified of the situation and concur with the emergency expenditure. An emergency expenditure may not exceed ten percent (10%) of the Annual Operating Budget. A full accounting of the funds expended for the emergency must be presented at the next general membership meeting.

1.4.6. Check Requests

The treasurer will match all bills, receipts, or proof of payment with the approved check request or reimbursement prior to making the payment. Reimbursements or check requests shall be submitted to the Treasurer for payment. Expenses included in the Annual Operating Budget may be paid immediately. Expenses not included in the Annual Operating Budget or out of tolerance with the Annual Operating Budget must be approved by the PA Board or general membership as per these bylaws.

1.4.7. Financial Records

Financial records of the PA will be retained for at least seven years. The school bookkeeper must approve the disposal of PA financial records.

1.4.8. Dissolution

If the PA is dissolved, all monies accruing to this association shall be donated to St. John Paul II Catholic High School to be used toward the benefit of the students. All material items accruing to this association shall revert to St. John Paul II Catholic High School. The PA may only be dissolved by a two-thirds (2/3) vote of the general membership.

ARTICLE II

MEMBERSHIP

2.1 Eligibility

All parents or guardians of students currently enrolled at JP II are eligible to be members of the PA. Parents or guardians become members of the PA by paying the annual PA membership dues. All members are eligible to participate in the general business meetings and to serve in any of the elected or appointed positions. Membership also includes access to the private PA social media site(s), which is reviewed and updated regularly.

2.1.1 Dues

PA membership dues are twenty-five dollars (\$25) per family per school year.

2.2 Voting

Each member is entitled to vote separately on any matter submitted for vote to the general membership. Members must be present to vote. Voting by proxy is not allowed.

2.3 Appointment (or Election) of Officers

There shall be a Nominating Committee composed of five (5) members whose purpose it is to put forth a slate of officers for the following school year, to be voted upon at the final PA general meeting of the present school year. These members consist of the four (4) class liaisons of the present PA Board and one member at large. The chairperson of the Nominating Committee shall be the Vice President. The committee shall nominate at least one eligible person for each office to be filled. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. The Nominating Committee will prepare a ballot for the election of the PA officers utilizing input from standing committees and other sources. The names of the candidates will appear on the ballot in alphabetical order under the title of the position for which they are nominated. The ballot will be presented to the PA members by email at least two weeks prior to the final PA meeting of the school year. Officers shall be elected by ballot at the final PA meeting of the school year. Ballots will be counted immediately following the election in a public area outside the meeting room. Results will be announced when tabulated. A plurality vote shall elect. Ballots will be retained for six months by the Vice President. However, if there is but one nominee for any office, the election for that office shall be by motion and voice vote of the general membership. This action will be included in the minutes.

ARTICLE III

OFFICERS

3.1 President

The president shall perform the following duties:

- a. Serve as the chief executive officer of the PA and fulfill the general powers and duties of supervision and management, including authorization to expend PA money, within limits set by the PA Board and these bylaws.
- b. Preside at all meetings of the general membership and the PA Board. In the absence of the Secretary at a meeting, the president will appoint a Secretary pro tem for that meeting.

- c. Perform such other duties as may be prescribed in these bylaws or assigned by the general membership or the PA Board.
- d. Create and appoint special committees as necessary, except the Nominating Committee, with the approval of the PA Board or the general membership.
- e. Attend JPll Board of Trustees meetings as the PA liaison as requested.
- f. Consult with the JPll Headmaster, as needed, on behalf of the PA Board and the general membership.
- g. Maintain awareness of the state of the PA financial situation and be a co-signatory on checks if needed. The president shall manage budgeted expenses when the treasurer is not available.
- h. Endeavor to ensure that the PA Board and the general membership are informed of PA business in a timely manner and seek advice and counsel from the board and membership regarding PA business.
- i. Meet with the school calendar committee before the beginning of the school year to schedule the PA events for the year and maintain the PA calendar.
- j. The President shall serve one year for up to two consecutive terms.

3.2 Vice-President

The Vice President shall perform the following duties:

- a. Act as aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Act as a keeper of the bylaws of the organization.
- d. Preside over the Nominating Committee.
- e. Serve as parliamentarian. The vice president must be familiar with Robert's Rules of Order, Newly Revised and these bylaws. He/she will be the final authority at all meetings when issues of procedure arise.
- f. The Vice-President shall serve one year for up to two consecutive terms.

3.3 Secretary

The Secretary shall perform the following duties:

- a. Attend all meetings of the general membership and PA Board.
- b. Keep an accurate and permanent record of all meetings of the PA Board and general membership. This will include copies of ancillary documents distributed.
- c. Prepare the minutes of each meeting in time for review and approval at the following meeting.
- d. Work with the school and class liaisons to notify appropriate members of PA Board of general or special meetings via email, social media and/or the school's web site.
- e. Have custody of the official documents of the organization, including, but not limited to, the bylaws and minutes of all meetings. Provide a copy of all official documents to the school for posting on the PA website for reference. Approved minutes will be maintained for a minimum of four years.
- f. Perform other delegated duties as assigned by the general membership, the PA Board, or the President.

3.4 Treasurer

The treasurer shall perform the following duties:

- a. Act as custodian of funds and perform all banking functions of the PA.

- b. Maintain full and accurate financial records of the PA.
- c. Receive and deposit all funds of the PA. Make all bank deposits within five (5) days of receipt by the organization.
- d. Make disbursements of PA funds in accordance with the approved budget or as authorized by the President or the PA Board. Verify there is proper documentation and approval for each request for payment or reimbursement prior to the disbursement of funds.
- e. Present a financial statement at every meeting of the PA Board and at other times when requested.
- f. Prepare an annual budget ("Annual Operating Budget") with input from the PA Board and the standing committee chairs. Present for approval by the general membership at the first general business meeting of the school year.
- g. Complete all financial updates by the close of the fiscal year and prepare a full year-end report. Present a projected year-end report at the last meeting of the school year.
- h. Assist the incoming Treasurer in the transition of duties and in the review of the financial records.

3.5 Term

The officers must have a student enrolled at JPll and shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Officers shall assume their official duties on July 1st and shall serve for one year. Officers shall participate in training as deemed appropriate by the Headmaster. If any officer wishes to serve more than one term, that officer's name must appear on the ballot and be presented to the general membership along with all other nominees at the election. The President and Vice-President may serve up to two consecutive one-year terms.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

3.6 Vacancies

When an officer fails to attend three (3) consecutive meetings without adequate excuse, the PA Board may declare such position vacant without written resignation. The PA Board shall have the power with a majority vote to remove from office any elected officer or committee chairperson for nonperformance of duty or conducting business not consistent with these bylaws. Such officers and chairpersons shall be notified of the PA Board's actions within forty-eight (48) hours by letter or phone call. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the PA Board, with five (5) days' notice of such election having been given to each member of the PA Board. If a vacancy occurs in the office of President, the Vice President shall assume the presidency and serve notice of a vacancy in the position of Vice President.

ARTICLE IV

BOARD OF DIRECTORS

4.1 Responsibilities

The duties of the PA Board shall be as follows:

- a. To govern itself and the PA consistent with these bylaws, the school's bylaws, and applicable law.
- b. To make decisions regarding the regular and normal operations and projects of the PA for matters not requiring vote of the general membership.
- c. To create standing and special committees.
- d. To approve the plans of work of the committees.
- e. To present a report at the meetings of the general membership.
- f. To fill vacancies occurring in officer positions as set forth in these bylaws.

4.2 Eligibility and Qualifications

The PA Board shall consist of the following people:

- a. The Officers of the organization.
- b. The Chairs of the standing committees.
- c. The Headmaster of the school or a representative appointed by the Headmaster.

ARTICLE V

MEETINGS

5.1 General Meetings

The PA shall endeavor to have at least two general meetings per school year, and other general meetings as deemed necessary by the PA Board. Notice of all upcoming meetings will be posted to the school website. Meetings will be held at JP11, except in extenuating circumstances. All members are encouraged to attend and participate at general meetings. Minutes of the general membership meetings will be kept by the secretary.

5.2 Board Meetings

The PA Board shall meet at least annually. One-third (1/3) of the PA Board shall constitute a quorum for the transaction of business at a PA Board meeting. Special meetings of the PA Board may be called by the President or by a majority of the board, five (5) days' notice being given to each member of the board. Minutes of the PA Board meetings will be kept by the Secretary. Any decisions made at PA Board meetings requiring general membership approval will be presented for ratification by the general membership at the next general meeting.

5.3 Special Meetings

The President, in consultation with the PA Board, may call other special meetings of the general membership. Notice of special meetings must specify the agenda for such meeting and must be sent to the entire membership. The meeting may take place no earlier than five (5) days after notice has been made to the membership.

5.5 Quorum

A quorum for a properly called General Membership meeting shall consist of those present. A quorum for The PA Board meetings shall consist of a simple majority of voting PA Board members.

5.6 Manner of Acting

All meetings of the PA should be conducted according to the regular order of business and parliamentary procedure as prescribed by Robert's Rules of Order, Newly Revised, adapted as follows:

1. Opening Prayer
2. President's Report
3. Treasurer's Report
4. Standing Committee Reports (upon request)
5. Special Committee Reports (upon request)
6. Old Business
7. New Business
8. Announcements including calendar review of upcoming events

ARTICLE VI

COMMITTEES

6.1 Standing Committees

The PA Board shall create the following standing committees to serve the needs of the PA and the school:

- a. Fundraising Committee - Organizes the annual fundraising event.
- b. Hospitality Committee - Helps with various events requiring serving of food, such as PA meetings, visit days and teacher appreciation events.
- c. Class Liaison Committee - Coordinates communication for PA members and conducts specific functions and events for the school community. Maintains a volunteer base from PA members to serve the school in various ways.

6.2 Appointment

Committee chairs are appointed by the PA Board. The PA Board will appoint an individual or individuals to serve as a committee chair or co-chairs, according to the needs of each standing committee. Chairs of these committees shall serve on the PA Board. Each chair may appoint members to serve on their respective committee. Upon request, each standing committee chair must be prepared to present an oral report to the PA Board regarding their plans and accomplishments. Each chair can submit a written or verbal annual report of their activities for the fiscal year no later than the last PA Board meeting of the school year.

6.3 Standing Committee (Fundraising)

Fundraising Committee - Organizes the annual fundraising event.

6.4 Standing Committee (Hospitality)

Hospitality Committee - Helps with various events requiring serving of food, such as PA meetings, visit days and teacher appreciation events.

6.5 Standing Committee (Class Liaison)

Class Liaison Committee - Coordinates communication for PA members and conducts specific functions and events for the school community. Maintains a volunteer base from PA members to serve the school in various ways.

6.6 Special Committees

Additional committees may be appointed by the PA board for such purposes as circumstances may warrant. Every such committee shall limit its activity to the accomplishment of the purpose for which it is created and shall have no power to act except as is specifically conferred upon it by action of the PA board and Headmaster. Upon completion of the duties for which any such committee was appointed, the committee shall be discharged.

ARTICLE VII

REVIEW AND AMENDMENTS OF THE BYLAWS

7.1 Amendments

These bylaws may be amended by the general membership, after approval by a quorum of the PA Board, provided the proposed amendment was presented at the previous meeting. Proposed amendments must be posted on the PA web site as early as possible. The approval requires a 2/3 vote of those members in attendance at the PA general meeting. These bylaws shall be submitted to the Headmaster for review annually, and if needed, revised.

7.2 Revision History

Adopted:	Date unknown
Revision 1:	May 11, 2006
Revision 2:	December 1, 2008
Revision 3:	May 18, 2009
Revision 4:	May 01, 2012
Revision 5:	March 28, 2019
Revision 6:	May 4, 2022
Revision 7:	March 31, 2023