



PARENTS CLUB BY-LAWS

ARTICLE I: PURPOSE

Statement of Purpose: The purpose of the organization shall be to provide support to Kapaun Mt. Carmel High School (KMC) consistent with and subordinate to the mission and purposes of the school as determined by the administration, by:

- A. Encouraging and facilitating adult participation in the KMC community;
- B. Serving as a vehicle for communication among parents, administration, faculty and other interested parties;
- C. Providing year-to-year continuity and resources for parent-supported group activities;
- D. Identifying the needs and concerns of parents and guardians of KMC students and providing a forum and resources for parent-supported group activities;
- E. Providing, from available funds, financial assistance for activities, education, and hospitality for parents, students and teachers

ARTICLE II: MEMBERSHIP

Section 1. Parent Members. All parents and guardians of students enrolled at KMC for any current scholastic year shall be voting members with the exception of the powers of the Board listed in Article III, Section 1 of Parents Club for that year.

Section 2. Supporting Members. All adults who subscribe to the purpose of the Parents Club but do not have students currently enrolled at KMC and who notify any member of the Governing Board of their interest to be involved in the Parents Club shall be non-voting members of the Club for the scholastic year

Section 3. Special Meetings. Special meetings of the Parents Club members, with the consent of the KMC administration, may be called at any time by the Governing Board or upon written request of 25% of the Parent Members. Notices of special meetings shall be given to each Parent Member not less than ten days prior to the scheduled date of the special meeting.

ARTICLE III: GOVERNING BOARD

Section I. Powers. All powers of the organization shall be exercised by, and the conduct and affairs of the organization shall be controlled by the Governing Board (Board). Without limiting the powers of the Board, it is expressly declared that the Board shall have the following powers:



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- A. To amend the by-laws of the organization with the approval of the KMC administration and Catholic School Office.
- B. To select officers of the organization.
- C. To conduct, manage, and control the affairs and conduct of the organization.
- D. To adopt such policies as are necessary to carry out the purposes of the organization.
- E. To authorize the payment of funds. No member may obligate the organization's payment of funds without approval of the Board and the KMC administration
- F. No financial obligation or pledge commitment of the organization shall span greater than year one.
- G. No member may obligate the organization to a written contract without signature approval of an authorized member of the KMC administration.
- H. To fill vacancies on the Board by majority vote of the Board.
- I. To remove, by a vote of a quorum of members of the Board, any member of the Board for good cause. Good cause may include, but not limited to, three or more absences.

Section 2. Representatives to the Governing Board

- A. Board shall consist of four elected officers, sixteen (16) elected representatives, a designee of the KMC administration, and the immediate Past President. The 16 representatives are made up of two representatives each from the Senior class, Junior class, Sophomore class, and the incoming Freshman class, plus eight at large representatives. Each representative must have a child or ward pre-enrolled for the upcoming school year. The immediate Past President and the KMC administration shall be non-voting members of the Board; however, in the event of tie vote by the officers and representatives, the KMC administration designee shall cast the deciding vote. Proxies may be permitted with a written statement from the absent Board member.
- B. Two representatives shall be elected annually from the incoming Freshman class, two from the incoming Junior class and four at-large members from the general membership. It is preferred that the Board consist of eight women and eight men. The representatives elected will serve two-year terms commencing the date of the June meeting.
- C. If a representative does not have a child or ward enrolled and attending KMC, that representative shall not be eligible to serve on the Board and that representative's office shall be deemed vacant.
- D. A vacancy occurring during the term of any representative position shall be filled by election of the Board to complete the unexpired term.
- E. No person may serve more than two consecutive terms as a representative.



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Section 3. Nomination of Candidates for Representative. Any parent or guardian desiring to be a candidate for representative shall declare his or her candidacy to any member of the Nominating Committee in the Spring after notification of openings, and shall indicate to the Nominating Committee whether he or she is a candidate for Freshman, Junior, or at-large representative. Candidates for representative shall be nominated by the Nominating Committee. The Nominating Committee shall designate which of its nominees are nominated for Freshman representative, which are nominated for Junior representative, and which are nominated for at-large representative.

Section 4. Election.

- A. If there are no more than two candidates for class representative or four candidates for at-large representative, they shall be elected by acclamation of the Board at the May meeting.
- B. If there are more than two candidates for class representative positions or four candidates for at-large positions, the positions shall be elected by ballot form. Parents or guardians of Juniors, Sophomores and incoming Freshman shall be notified in the Spring of positions available. They will be notified in a manner deemed appropriate and effective by the Nominating Committee and give their voting options (ex. mail, e-mail, etc.). The deadline for receipt of ballots will be included in the information and adhered to. The ballot shall contain spaces for two persons to vote. Each parent or guardian shall be entitled to two votes for the applicable representative(s) for their child's or children's class, and four votes for at-large positions. The candidates with the highest number of votes shall be elected.

Section 5. Regular Meetings. Regular meetings of the Board shall be held on the second Wednesday of each month and are open to all Parent Members and Supporting Members. A written agenda of the forthcoming meeting and minutes of the previous meeting will be sent to all Board members one week prior to the meeting by the President. Written notice of the meeting dates, specific topics, and special presentations will be accomplished by notification in any school publication which is distributed to students and or parents. A regular meeting may be cancelled by a vote of the Board.

Section 6. Special Meetings. Special meetings of the Board may be called at any time by the President or by three representatives to the Board. Written notice of the meeting shall be given to all members of the Board at least three days before the date of such meeting.



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Section 7. Quorum. Eleven representative members and officers of the Board shall be necessary to constitute a quorum for the transaction of business. A quorum shall be fifty percent of the board plus one.

ARTICLE IV: OFFICERS

Section 1. Officers. The officers of the organization shall be President, Vice- President, Secretary and Treasurer, all of whom shall be members of the Board.

Section 2. Elections. The President shall be elected by the current Board members at the April meeting. The other officers of the organization shall be elected by the current Board members at the May meeting. Each officer shall hold office for a term of one year or until the officer's successor is elected.

Section 3. Powers of Officers. The officers of the organization shall be as follows:

- A. **President.** The President or the President's designee shall preside at all meetings of the Board. The President shall see that all policies and resolutions of the Board are carried out; shall convene special committees, as he or she deems necessary; shall solicit volunteers for and appoint the chairpersons and members of special committees; and shall be an ex-officio, non-voting member of all committees; and shall be the Parents Club representative on the KMC School Council.
- B. **Vice-President.** The Vice President shall assist the President and shall exercise and discharge such other duties as may be required by the Board; shall be available to serve on or advise any standing committee; shall be responsible for seeing that incoming Board members are notified about committee descriptions prior to the June meeting; and shall make committee assignments no later than the June meeting.
- C. **Secretary.** The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board; shall keep a roster of current Board members; shall mail an agenda of upcoming meetings and minutes of the previous month's meeting to all Board members one week prior to regular meetings; and shall notify the KMC administration of upcoming Board meetings for publication.
- D. **Treasurer.** The Treasurer shall receive and deposit in an insured bank account all monies of the Parents Club; shall pay all funds as authorized by the Board; shall sign all checks and keep proper books of accounts; and shall provide a detailed written report of income, expenses, and current balances to the Board at each regular meeting. Prior to the conclusion of the Treasurer's term of office, there shall be an independent audit of



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the books of account. A member of the KMC administration shall also be an authorized signer on all accounts.

Section 4. Vacancies. A vacancy in any office shall be filled by election of the Board.

ARTICLE V: MISCELLANEOUS

Section 1. Robert's Rules of Order. The most current revision of Robert's Rules of Order shall be used for the conduct of all meetings.

Section 2. Standing Committees. Chairpersons and members for the following standing committees shall be assigned by the President no later than the August meeting. All committees will act in accordance with all Board policies and directives and will not function as a separate entity. Standing committees for this organization will be as follows:

- A. By-Laws Committee. This committee will review the By-Laws, Amendments, Policy Statements and Standing Committees at least once per scholastic year. Recommendations for changes will be presented to the Board members for their consideration.
- B. Smart Choices Committee. This committee will provide educational opportunities to parents and students on substance abuse and other issues regarding life choices. When appropriate, the committee may attend workshops, support school sponsored programs and provide speakers.
- C. Smart Choices Committee. This three-person committee, consisting of the President, a member of the KMC administration and one member appointed by the President are responsible for advertising representative positions, nominating candidates for each position and conducting the election, if required, as stated in Article III, Section 4 of these By-Laws. When considering nominations, the committee will make an effort to balance the Board with eight women and eight men. The committee will also strive for equal representation from each class when nominating the at- large positions. The Nominating Committee is also responsible for nominating officers of the Board.
- D. Hospitality Committee. This committee is responsible for providing hospitality at I functions for parents, students and/or faculty as authorized by the Board.
- E. Communications Committee. This committee is responsible for identifying and implementing avenues of communication among parents, students, administration, faculty and staff. Committee members will be available to assist other Board members with mailing or other projects that facilitate communication among administration,



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faculty, parents and students.

- F. Fund-Raising Committee. This committee may solicit donations from the membership and others, and shall conduct such other fund-raising projects as are approved or directed by the Board.
- G. Education Committee. This committee will assist the Board and KMC administration in obtaining, reviewing, and dispensing information relative to issues of education. In this capacity, the Education Committee will be responsible for obtaining parent/student input and presenting the findings to the Board and the administration.