

Parents' Community Bylaws

- Ratified October 10, 2001
- Amended April 9, 2003
- Further Amended September 20, 2006
- Further Amended October 11, 2006
- Further Amended October 22, 2008
- Further Amended May 25, 2011
- Major Revision April 1, 2021

ARTICLE I: NAME

The name of this organization shall be St. Theresa Parents' Community.

ARTICLE II: ORGANIZATIONAL AUTHORITY

1. The St. Theresa Parents' Community is organized pursuant to the authority of the Oakland Diocese, which shall be binding upon the St. Theresa Parents' Community. To the extent any provision of these bylaws conflict with diocesan authority, the diocesan authority shall govern.
2. The St. Theresa Parents' Community is organized exclusively for charitable, literacy or organizational purposes within the meaning of Section 501(c)(3) of the federal Internal Revenue Code or the corresponding section of any future federal Internal Revenue Code. All operations and funds collected by the St. Theresa Parents' Community are subject to these bylaws and the oversight of St. Theresa School and do not constitute a private account.

ARTICLE III: PURPOSE AND OBJECTIVES

The purpose of the St. Theresa Parents' Community:

The St. Theresa Parents' Community is an advisory board to the Principal and Pastor, established to provide an organization through which parents support the interests of the school community in the spirit of Christian values.

The objectives of the St. Theresa Parents' Community shall be:

1. To raise funds for the school.
2. To provide enrichment programs that serve the children.
3. To support and recognize the value of the staff and teachers at St. Theresa.
4. To provide parent education and promote community building within the school and the larger St. Theresa parish community.

ARTICLE IV: MEMBERSHIP AND MEETINGS

1. Regular Membership
 - a. Regular membership shall consist of the parents and guardians of children enrolled in St. Theresa School.

2. Ex Officio Membership
 - a. The following shall be non-voting members of the St. Theresa Parents' Community by virtue of their positions: Pastor, Principal of the School, and teachers of the School.
3. Only members of the St. Theresa School Parents' Community shall be eligible to participate in Business meetings, have voting privileges, or serve in any of its elective or appointive positions.
4. Regular general membership meetings of the St. Theresa Parents' Community shall be held at least once per trimester during the School year as determined by the President with the approval of the Pastor and Principal. The President may call a special meeting of the St. Theresa Parents' Community at any time, with no less than 48 hours advance notice to the membership.

ARTICLE V: OFFICERS, SELECTION AND DUTIES

1. Elective Officers
 - a. Candidates put forward by the Nominating Committee for officer positions are elected/voted on by the Parents' Community Board. Best practice for continuity will be to stagger the years in which officers are elected.
 - b. The elected officers of the St. Theresa Parents' Community shall consist of: President, Vice President, Secretary, Treasurer, and Parliamentarian.
 - c. Elected officers are expected to attend all the Parents' Community Board Meetings and Parents' Community meetings when they are scheduled throughout each school year. Attendance is considered critical to the effectiveness of the Board and the Community as a whole.
2. Nominating Committee
 - a. The Parliamentarian shall chair the Nominating Committee which shall consist of seven members: The President, Vice President, Parliamentarian, Chair of either Scrip, Auction committee, Chair of Volunteers Committee, and one at-large member from the general membership appointed by the Parliamentarian. The Principal or a designate shall serve as an ex-officio member of the Nominating Committee.
 - b. The President shall succeed from the office of Vice President and the Parliamentarian shall succeed from the office of President if the majority of the Nominating Committee so desires and the officers' consent. The Nominating Committee shall select all other nominees.
 - c. The Nominating Committee shall present a slate of one nominee for each office to the Principal and Pastor. After approval by the Principal and Pastor, the Nominating Committee shall secure the consent of the nominees. If the nominees accept, the slate of officers shall be proposed, in writing, to the general membership at least five (5) days prior to the April regular meeting.
 - d. At the April regular meeting, a vote will be held. Prior to the vote, further nominations may be made from the floor with the prior approval of the Principal and the prior consent of the nominee.
 - e. No elected officer may hold the same office for more than two consecutive years without the approval of two thirds (2/3) of the Nominating Committee.

- f. All members of the organization are eligible for nomination to any available elective office, subject to these bylaws.
- g. The slate must be approved by the Pastor and Principal before names are made public.

3. Duties of Officers

The responsibilities and descriptions of officer positions are as follows:

- a. The President shall preside at all meetings of the St. Theresa Parents' Community; appoint non-elective officers and chairpersons of standing committees, authenticate by personal signature all acts, orders, and proceedings of the assembly when they have been performed in accord with these bylaws; shall state and put to vote and announce the results of the vote; shall call special meetings when necessary; and shall perform such other duties as are necessary for executive administration. The President shall serve as an ex-officio member of all standing and special committees. The President shall serve as the organization's representative to the School Board. The President, having served a Vice President the previous year, serves as Parliamentarian the following school year.
- b. The Vice President shall perform all duties of the president during that officer's absence and such other duties as assigned by the President.
- c. The Secretary shall keep the minutes of the meetings of the organization and of the Parent Board; conduct the necessary correspondence of the organization as requested by the President or Vice President. The Secretary shall also coordinate and manage Parents Community communications to school families. Ensure that the Parents Community information is current and accurately reflected on the school website. Minutes will be posted on the website and the designated Parents' Community communication platform (currently Konstella).
- d. The Treasurer shall work closely with the President and Vice President in setting and adhering to an annual budget. The Treasurer shall receive all money and disburse the same in accordance with the regulations of the organization with final approval by Parent Community Board. This officer shall keep an accurate account of receipts and disbursements and report at all regular business meetings. Additionally, the Treasurer is responsible for reconciling accounts and bank statements. The Treasurer's books may be subject to annual audit. The Treasurer has oversight responsibility for all assets of the organization and is responsible for determining controls and procedures to ensure the safeguarding and accountability of such assets. The Treasurer will follow all rules and regulations set forth by the Diocese Financial Officer.
- e. The Fundraising Chairperson will oversee and coordinate all fundraising efforts. The Fundraising Chair will work in conjunction with the Parent Community board and principal to set the fundraising strategy and goals for the coming year. They will give a monthly report to the Parent Community Board on the state of the fundraisers.
- f. The Parliamentarian shall advise the president on questions of parliamentary procedure and the explanation and administration of the existing Bylaws when called upon to do so; shall call the first meeting of the Nominating Committee and shall oversee the election of the officers.

2. Vacancies and Continuity
 - a. Should a vacancy occur in the office of president, that office shall then be assumed by the Vice President for the remainder of that term.
 - b. In the event of a vacancy in any other office, the Parent Board will appoint someone from the general membership to fill the unexpired term.
 - c. It is incumbent on all Parent Board members to work to recruit, either from committee chairs or other active parents, new Board members to ensure continuity of the organization and prevent board members from working beyond their terms or initial commitment.

ARTICLE VI: PARENT BOARD

1. Membership
 - a. The Parent Board shall consist of the following: the elected officers of the St. Theresa Parents' Community, the Fundraising chairperson, the School Principal (ex-officio) and the Parents' Community appointed representatives to the School Board.
 - b. The President and the Secretary of the Parents' Community shall act as Chairperson and Secretary of the Board, respectively.
2. Meetings
 - a. The President shall set the time, place and agenda of Parent Board meetings with input from the Principal and shall notify all members of the Parent Board.
3. The Parent Board shall have general supervision of the affairs of this organization in the interim between regular meetings and make recommendations to the general membership. Any Parent Board action involving expenditures in excess of \$500 shall be ratified at the next subsequent regular meeting with approval of the Principal.
4. Minutes
 - a. The Secretary shall keep the minutes of the Parent Board meetings. Minutes will be posted on the school website and the Parents' Community designated communication platform (currently Konstella).

ARTICLE VII: COMMITTEES

1. Standing Committees
 - a. Upon election, the President shall appoint chairpersons for the Parents' Community's standing committees.
 - b. Each Chairperson shall be prepared to review the activities of their Committees at general membership meetings or submit a written report for presentation by the President at the meeting.
 - c. When a standing committee's purpose becomes unnecessary the Parent Board may elect to deactivate the committee until its work is again needed.
2. Special Committees
 - a. Such Special Committees (e.g., Special Project Fundraising) as may be found necessary by the St. Theresa Parents' Club may be formed and chairs appointed by the President with approval of the Parent Board and the Principal.

- b. A written report shall be presented to the St. Theresa Parents' Club by the chairperson of each Special Committee and placed on file with the Secretary.
3. Approval of Appointments
 - a. The Principal shall approve the appointment of all committee chairpersons prior to announcement.
4. Term of Chairpersons
 - a. The term of office for all committee chairpersons shall be two (2) years or until a successor is appointed.

ARTICLE VIII: ATTENDANCE, APPROVALS AND REPORTS

1. The Principal or a duly designated representative shall attend all general membership meetings.
2. The Principal and Pastor must approve the invitation of any guest speaker to a general membership meeting or the public announcement of any social activity.

ARTICLE IX: DUES

1. The Parent Board shall set the annual dues of the St. Theresa Parents' Community, which shall be due in September (usually combined with and due with school registration).
2. The fiscal year shall be from July 1 to June 30.

ARTICLE X: USE OF FUNDS

1. A primary objective of St. Theresa Parents' Community is to raise funds for the good of the school. All funds raised by the organization must be used for (a) meeting Parents' Community Commitment described in paragraph 3., below; (b) the support of the educational programs of St. Theresa School; or (c) for the operational expenses of the organization, including approved expenses for staff support, social, and fellowship functions consistent with the Objectives listed in Article III. The St. Theresa Parents' Community shall allocate net income as follows:
 - a. 75% to the school for operational expenses.
 - b. 25% for Parents' Community activities supporting students, staff, and community building efforts (including funding of the STAR committee). At the end of the school year, unspent funds will be given to the school for further support of its operational expenses.
2. This policy does not exclude participation of the organization in duly authorized fundraising efforts in conjunction with other parent groups, parishes, schools or agencies of the archdiocese that further the objectives of this organization.
3. All expenditures of funds by this organization are subject to the approval of the Pastor and Principal.
4. Each winter, the St. Theresa School Board Finance Committee, in conjunction with the Parents' Community treasurer and President determines the St. Theresa Parents' Community's goal financial commitment to the School budget for the following year (the

“Parents' Community Commitment”). This goal will be based on estimated fundraising ability for the coming year, and dependent upon the number of enrolled families. The organization shall plan and take all reasonable steps to meet its goal financial commitment to the School in order to avoid a supplemental assessment as provided for in the School contract.

5. At the second regular meeting of the following fiscal year, the Treasurer shall report to the membership regarding the existence of any unallocated funds (funds in excess of the Parents' Community Commitment and all other previously approved expenditures, which are transferred to the school on June 30) that are available for appropriation. Suggestions for the appropriation of such funds shall be solicited from the membership and from the Principal. All such suggestions shall be made in writing and submitted to the President no later than ten (10) days prior to the second regular meeting of the fiscal year. No later than five (5) days prior to the second regular meeting of the fiscal year, the organization shall notify its members in writing of the existence of any unallocated funds and the Parent Board's recommendations for the use of any such funds. At the second regular meeting of the fiscal year, the membership shall hear the Parent Board's recommendations and any other suggestions made by the members pursuant to this paragraph. The Membership shall vote on the Parent Board's recommendations, and any other suggestions made by the Members, during the next five (5) contiguous business days, starting at 8 a.m., Monday, and ending at 5 p.m., Friday.
6. All cash except start-up funds for the following year shall be transferred from the organization's account to the St. Theresa School account by the end of the fiscal year.
7. All checks drafted on the organization's account for over \$500.00 shall require two signatures as follows:
 - a. The President or Vice President
 - b. The Treasurer
8. All checks drafted on the organization's account for over \$2,000.00 shall require two signatures as follows:
 - a. The President or Vice President or Treasurer
 - b. The Principal or Vice Principal

ARTICLE XI: SOLICITATION OF MONEY

1. The solicitation of money from St. Theresa Parents' Community members for purposes not pertaining to the approved work of the St. Theresa Parents' Community is expressly prohibited before, during or after the meetings.

ARTICLE XII: POLITICAL CAMPAIGNING

1. The organization shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in the political campaign on behalf of, or in opposition to, any candidate for public office. No candidate for election to political office may address the group during any campaign.

ARTICLE XIII: RULES OF ORDER

1. The rules found in the current edition of Robert’s Rule of order (Newly Revised) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or standing rules or special rules of order the organization may adopt.
2. Ten families shall constitute a quorum of a general membership meeting. A majority of the Parent Board voting membership shall constitute a quorum of the Parent Board.

ARTICLE XIV: AMENDMENTS

1. These bylaws may be amended at any regular meeting of the St. Theresa Parents’ Community by a two-thirds (2/3) vote of the membership quorum present and voting, provided that written notice of the proposed amendment has been submitted in writing at the previous regular meeting or in writing at least five (5) days prior to the meeting at which the amendment will be proposed. ANY BYLAW AMENDMENTS MUST BE APPROVED BY THE PRINCIPAL OR PASTOR IN ACCORDANCE WITH DIOCESAN POLICY.

Version History

The version numbering is as follows:

- The Initial Version is .01
- Once the Bylaws have been finalized and approved, the document version becomes version 1.00
- After the initial version (v1.00), all subsequent minor changes should increase the version number by 0.01.
- For major changes (or multiple changes), it is recommended that the bylaws be re-approved. This would require the version to be changed to 2.00 (or the next whole number) and a new and complete set of concurrence would be obtained.

Version Number	Revision Date	Author	Summary of change
0.01	6/07/2006	Susana Corona	Initial Version
0.02	10/2/2006	Chris Olofson	Miscellaneous Items
0.03	10/22/2008	Kathy Murphy	Updates and corrections
0.04	5/25/2011	Dave Goerss	Authorize absentee voting and updates
2.00	4/1/2021	Bill Hackethal	Change name; revise Purpose and Objectives; Add Fundraising Chair to Parent Board; Amend use of funds section

NOTE: No changes to the document will be allowed when the document is pending approval.

