

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 ("PARENTS CLUB").

Article II Mission

Section 1: The mission of PARENTS CLUB is to enhance the educational experience for all students while supporting families, faculty, and administration. We work to promote the school community through academic, social, religious, and fundraising activities.

Article III Purpose

Section 1: The PARENTS CLUB shall work for the betterment of all students, families, faculty, and administrators by:

- ~Fundraising in order to provide additional monies for student and school needs.
- ~Supporting educational programs.
- ~Acting as a means of communication between parents and the school.
- ~Providing parents with an opportunity to gather in-order to promote enthusiasm and participation within the school community.

Article IV Membership and Dues

Section 1: Membership shall be open to Sacred Heart School ("SHS") faculty and staff, and to all families and legal guardians of children enrolled at SHS (the "MEMBERS").

Article V General Membership

Section 1: Regular and Special Meetings—General meetings will be held monthly during the school year. Special meetings shall be held at the discretion of the Executive Board.

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Section 2: Quorum and Voting—A quorum shall consist of seven (7) members for a general meeting or one-half of the OFFICERS (as set forth in Article X Section 1 below) for an Executive Board meeting. All matters shall be decided by a majority of the MEMBERS voting, except where in conflict with these By-Laws. OFFICERS and MEMBERS may attend meetings via conference call or other electronic means approved by the ADVISOR (as set forth in Article VII Section 1 below) and their attendance shall count for quorum and voting purposes.

Section 3: Meeting Notification—Members shall be notified of each general 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.

Section 5: Electronic Voting—Electronic voting is authorized for the Executive Board, Board of Directors and MEMBERS for any required votes.

Section 6: Absentee Voting—Absentee voting is authorized for the Executive Board, Board of Directors and MEMBERS for any required votes.

**ARTICLE VI
Officers and Their Duties**

Section 1: 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. The President shall have a minimum of one year prior Board of Directors service.

Section 2: Vice-President—The Vice-President shall act in the absence of the President. In addition, the Vice-President will also be responsible for public relations. The Vice-President **may** automatically assume the office of the President, upon **vacancy** of that office.

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Section 3: Secretary—The Secretary will attend and keep minutes of all Executive Board and general meetings. He/she will be responsible for PARENTS CLUB correspondence.

Section 4: Treasurer—The Treasurer shall keep adequate 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.

Section 5: PARENTS CLUB School Board Liaison—The PARENTS CLUB School Board Liaison shall attend all SHS School Board meetings, PARENTS CLUB Executive Board meetings, and General Meetings. The PARENTS' CLUB School Board Liaison will provide reports to the SHS School Board, representing SHS PARENTS CLUB business and provide reports to the MEMBERS representing SHS School Board business. The PARENTS CLUB School Board Liaison shall also perform those duties that the President may from time to time assign them.

Section 6: At Large Executive Board Member—The At Large Executive Board Member shall perform those duties that the President may from time to time assign them. The At Large Executive Board Member shall also take responsibility for overseeing, tracking, and inspecting PARENTS CLUB inventory of items purchased with PARENTS CLUB funds for the purpose of school events.

Section 7: SHS Athletic Booster Club Coordinator—The SHS Athletic Booster Club Coordinator shall attend all PARENTS CLUB Board and General Meetings; provide reports to both the Executive Board and the MEMBERS; and shall perform those duties that the President may from time to time assign them.

ARTICLE VII

Advisor, Parliamentarian, and Faculty Representative

Section 1: Advisor—The Principal of SHS shall act as the advisor to the PARENTS CLUB and shall serve as an ex-officio member of the Executive Board (the "ADVISOR").

Section 2: Parliamentarian—Upon completion of their term, the immediate past PARENTS CLUB President will be invited to serve as the Parliamentarian and can serve as an ex-officio member of the Executive Board.

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Section 3: Faculty Representatives—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 VIII
Executive Board and Board of Directors

Section 1: The Executive Board shall consist of the 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.

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 MEMBERS, act upon reports and recommendations of committees, approve expenditures and act upon emergency matters.

ARTICLE IX
Finances

Section 1: All expenditures over \$2,000.00 must be approved and voted on by a quorum of the MEMBERS, pursuant to these By-Laws.

Section 2: The President will be allowed to allocate up to \$1,000.00 of uncommitted funds for each event aggregate without the approval of the MEMBERS.

Section 3: The Executive Board will be allowed to allocate up to \$2,000 of uncommitted funds for each event aggregate without the approval of the MEMBERS.

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 ADVISOR.

Section 5: Decisions for major SHS fundraising will be made in collaboration of the PARENTS CLUB and the SHS School Board.

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Section 6: All funds generated by and for individual SHS classes will be tracked, managed and dispersed by the PARENTS CLUB, with the Treasurer overseeing thereof.

**ARTICLE X
Nominations and Elections**

Section 1: Officers—The officers of this organization shall be President, Vice-President, Secretary, Treasurer, PARENTS CLUB School Board Liaison, At Large Executive Board Member, and SHS Athletic Booster Club Coordinator (the “OFFICERS”). The term of the President, Vice-President, Secretary, PARENTS CLUB School Board Liaison, and SHS Athletic Booster Club Coordinator shall be for two (2) years. The term of the Treasurer shall be for three (3) years. In regard to the office of Vice President, after serving for two (2) years as Vice-President, that officer may become President. After serving as President for two (2) years, that officer shall be invited to serve as the Parliamentarian for the next two (2) years. No one shall serve more than a single term in the same elected office, unless there are no other nominations for the office. In this event, the person serving may then serve an additional one (1) year term. The term of At-Large Executive Board Member, shall be for one (1) year and shall not serve more than a single one (1) year term in the same elective office. Upon completion of any officer’s term, the officer must wait one year before serving as an officer again, with the exceptions listed above. In the event that no new candidates step forward to fill vacant positions, the Advisor may authorize the outgoing Officer to complete one additional one (1) year term. No one shall hold more than one elected position at a time.

Section 2: Solicitation of OFFICER Candidates—At least thirty (30) days, but no more than sixty (60) days, prior to the April general meeting, the President shall solicit candidates for OFFICER positions up for election from the MEMBERS. The President shall then prepare a ballot of one or more candidates for each office up for election and disseminate this ballot to the MEMBERS at least seven (7) days prior to the April general meeting.

Section 3: Elections—Voting will be conducted prior to the April general meeting if electronic voting is used, or, at the April general meeting if electronic meeting is not used, with a plurality vote electing the OFFICERS (i.e. the candidate receiving the most MEMBER votes shall be declared the winner even though that candidate’s vote total may not be greater than 50% of the total votes cast by the MEMBERS for that office). The election shall be publicized in advance. New officers shall assume their duties at the May general meeting.

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ARTICLE XI

Removal from Office and Vacancies

Section 1: Removal from office—An elected officer may be removed from office by a two-thirds vote of the MEMBERS voting.

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 MEMBERS.

ARTICLE XII

Amendments to the By-Laws

Section 1: These By-Laws may be amended by a two-thirds vote of the MEMBERS voting at any meeting, providing written notice of the proposed change is made available no later than seven (7) days prior to the meeting (“AMMENDMENT NOTICE DATE”). Proposed amendments and justification for such amendments shall be submitted in writing to the Executive Board, which shall present them to the MEMBERS in accordance with the AMENDMENT NOTICE DATE. Amendments and changes will be effective immediately upon adoption.

ARTICLE XIII

Dedication of Property

Section 1: 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 1986 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 PARENT’S 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,

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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 MEMBERS to either the SHS or to a successor organization or corporation organization 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 1986, or corresponding provisions of any subsequent federal tax laws.

Adopted: May 1992

Revised: May 2007, January 2010, March 2017, November 2020, **September 2022**