

SAINT IGNATIUS COLLEGE PREP PARENTS' ORGANIZATION

MISSION STATEMENT

The Saint Ignatius College Prep Parents' Organization ("Parents' Organization") exists to provide a forum for parents and guardians of present and past students of Saint Ignatius College Prep (collectively, "Saint Ignatius College Prep Parents") to support the administration, faculty, students, and mission of Saint Ignatius College Prep ("school"), and specifically:

To foster and maintain a united community among Saint Ignatius College Prep Parents, and provide opportunities for Saint Ignatius College Prep Parents to interact and provide service to the school and community; and

To plan, support, and participate in major events of the Parents' Organization and school, and encourage Saint Ignatius College Prep Parents to volunteer for and attend those events.

BYLAWS

ARTICLE I. – NAME

The name of this organization shall be the Saint Ignatius College Prep Parents' Organization ("Parents' Organization").

ARTICLE II. – OBJECTIVES

The objectives of the Parents' Organization are:

Section 1. To promote and maintain a spirit of community among Saint Ignatius College Prep Parents.

Section 2. To provide occasions for social gatherings and service for Saint Ignatius College Prep Parents.

Section 3. To assist the school administration to raise funds for the school.

Section 4. To assist and advise the school administration in any areas of mutual concern.

ARTICLE III. – MEMBERSHIP

Membership in the Parents' Organization is open to all Saint Ignatius College Prep Parents.

ARTICLE IV. – ORGANIZATION

Section 1. Executive Board.

The Executive Board shall consist of the officers, and a staff person designated by the school (the "Moderator") to work with the Parents' Organization.

Section 2. Officers.

The officers of the Parents' Organization shall consist of a President, Vice-President, Recording Secretary, and Corresponding Secretary (collectively "Officers"). Each officer must be a parent/guardian of an enrolled student at the school for the full term of office. The parents or legal guardians of a student may jointly hold a particular office. Each officer shall be elected to serve a term of one school year and may be elected to the same office for no more than two consecutive school years, except the Vice President shall automatically serve as President for the following school year.

a. President. The President shall:

(1) Preside at meetings of the Parents' Organization Board of Directors ("Board"), Executive Board, and membership;

(2) Appoint the members of standing committees; appoint the chairperson of each standing committee based on the recommendations of class reps for the class-hosted events (i.e., Mini-Class Night, Class Masses, Open House), and giving due consideration to the recommendations of the event chair and members of other standing committees (i.e., Used Book Sale, Adult Fall Social, Post-Prom Event); appoint the chairperson of each fundraising committee, subject to approval by the Moderator; establish special committees, subject to approval or ratification by the Board, and appoint the chairperson and members of each special committee;

(3) Appoint class representatives and alumni representatives to the Board (May or June for returning classes and alumni; after Mini-Class Night in September for entering class);

(4) Appoint the chairperson and members of the Nominating Committee;

(5) Serve as ex-officio member of all committees, including the Nominating Committee;

(6) Prepare proposed Bylaw amendments for consideration by the membership;

(7) Serve as official liaison between the Parents' Organization and school administration, work with the Moderator to carry on day-to-day activities of Parents' Organization, prepare a schedule of Parents' Organization events for presentation to the Board in August, monitor and report on expenses for events, and maintain a directory of officers, class reps, and committee chairpersons ("event chairs");

(8) Attend Parents' Organization events, welcome new parents and volunteers at Mini-Class Night in September, and present an overview of Parents' Organization activities at new parent welcome events in May;

(9) Provide reports and articles to the Moderator describing Parents' Organization meetings and activities for use in school publications and for posting on the Parents' Organization page of school website;

(10) Submit a Book of Reports to the Moderator and Vice President at the end of the school term, consisting of meeting agendas and minutes, invitations and announcements, event reports, planning notes, and other related documents and communications.

b. Vice-President. The Vice-President shall:

(1) Perform duties of President in President's absence;

(2) Assist President in planning and development of Parents' Organization meetings and activities;

(3) Plan and coordinate general membership meetings based on program content determined by the school administration;

(4) Maintain an Operations Guide for the Board describing volunteer duties and procedures;

(5) Coordinate volunteer sign-up at Mini-Class Night in September, and work with Moderator and school staff to maintain a directory of members who volunteer to assist with Parents' Organization events;

(6) Coordinate Board Christmas party;

(7) Coordinate Parents' Organization service projects;

(8) Perform other duties as requested by the President.

c. Recording Secretary. The Recording Secretary shall:

(1) Prepare minutes of all meetings of the Board, Executive Board, and membership, and distribute copies at next meeting;

(2) Provide copies of all minutes to outgoing President, incoming President, and Moderator at end of school term;

(3) Post meeting minutes on Parents' Organization page of school website;

(4) Assist President to prepare reports on Parents' Organization meetings and activities for use in school publications;

(5) Promote use of Parents' Organization page of school website, and coordinate with school staff to post information, invitations, announcements,

photos, and other documents and information about Parents' Organization meetings and activities;

(6) Perform other duties as requested by the President.

d. Corresponding Secretary. The Corresponding Secretary shall:

(1) Provide reasonable notice to the Board and appropriate members of upcoming Parents' Organization meetings and events;

(2) Distribute information to the membership as directed by the President, Moderator, or Board;

(3) Send appropriate correspondence to any member of school community as directed by the President, Moderator, or Board;

(4) Coordinate with Event Chairs to assure timely preparation of invitations and announcements;

(5) Coordinate with event chairs and school staff to assure timely preparation of mailing labels, labeled envelopes, and post cards, and to mail invitations and announcements for Parents' Organization events (event volunteers and ad hoc volunteers stuff envelopes);

(6) Coordinate with the President, Moderator, and school staff to prepare mailings for notices of Board and membership meetings;

(7) Develop and administer program for email communications to Board and membership about Parents' Organization meetings and activities;

(8) Perform other duties as requested by the President.

e. Resignation/Death.

In the event an officer other than the President is unable or unwilling to fulfill the duties of the term of office, a successor shall be appointed by the Board. The Vice-President shall serve as President for the remainder of the school year in the event the President is unable or unwilling to fulfill the duties of such office for the entire term.

Section 3. Board of Directors.

a. The Board shall be comprised of the officers, the chairpersons of the Parents' Organization fundraising committees, at least two (2) class representatives ("class reps") from each class (i.e. freshman, sophomore, junior, senior), and at least one (1) representative from the alumni parents/guardians. Class reps appointed to the Board shall continue to serve from year to year until a class rep resigns, is removed, or no longer has a student enrolled at the school.

b. Board members shall:

- (1) Attend Board meetings;
- (2) Consult with the Officers and Moderator about the schedule for Parents' Organization meetings and activities;
- (3) Approve/disapprove requests from Officers and committees;
- (4) Provide support and guidance to Parents' Organization Officers and committees, and to school administration.
- (5) Provide information on Parents' Organization meetings and activities to other members;
- (6) Promote attendance and participation at Parents' Organization meetings and events;
- (7) Serve as volunteers for class-hosted event; optional service as needs arise as volunteers for other Parents' Organization events, particularly the Open House and Auction.

Section 4. Committees.

a. Fundraising Committees.

(1) Auction Committee. The Auction Committee shall be a standing committee of the Board that plans and staffs the Parents' Organization's annual auction fundraising event in the spring. The chairperson of the Auction Committee, in consultation with the Moderator and the Special Events staff of the school, shall establish subcommittees for silent auction tables and other duties, solicit and appoint the members thereof, and oversee planning, volunteer staffing, and other arrangements for the event.

(2) Benefit Committee. The Benefit Committee shall be a standing committee of the Board that plans and staffs the Parents' Organization annual benefit fundraising event in the fall. The chairperson of the Benefit Committee, in consultation with the Moderator and the Special Events staff of the school, shall establish subcommittees, solicit and appoint the members thereof, and oversee planning, volunteer staffing, and other arrangements for the event.

b. Other Standing Committees.

In addition to the Auction Committee and Benefit Committee, the Board shall have the following standing committees:

- (1) Mini-Class Night, the members of which shall include the sophomore class reps;

- (2) Freshman/Sophomore Mass and Reception, the members of which shall include the junior class reps;
- (3) Fall Parent Social;
- (4) Open House, the members of which shall include the senior class reps;
- (5) Junior Class Mass and Reception, the members of which shall include the freshmen class reps;
- (6) Post-Prom Event;
- (7) Used Book Sale.

c. Event Chairpersons. The chairperson for each standing committee shall, as applicable:

- (1) Solicit volunteers to serve on the event committee; designate and train one or more volunteers who may serve as event chairperson the following year; form subcommittees as needed, assign tasks, and coordinate work with the volunteers, Moderator, and school Admissions Department (Open House);
- (2) Review event guidelines and prior year event report;
- (3) Prepare invitation, announcement, or notice of event, and submit to Moderator for approval; solicit parent donations of food for selected events (Mini-Class Night, Post-Prom), and food and other items for Parents' Organization service projects;
- (4) Obtain mailing labels, labeled envelopes, or post cards from Corresponding Secretary; stuff envelopes with invitation/announcement, and deliver to school switchboard (unsealed) for mailing;
- (5) Prepare floor plan for set-up of designated room location and review with Moderator;
- (6) Confirm participation of class reps and/or ad hoc volunteers at event;
- (7) Prepare menu with quantities and sources of food and beverages, and review with Moderator; coordinate kitchen access in advance with school's Quest Food Service coordinator; check Parents' Organization closet for supplies;
- (8) Purchase food, beverages, decorations, and paper goods using school's tax-exempt letter, and submit receipts to Moderator for reimbursement;
- (9) Coordinate volunteer set-up, clean-up, and hosting at event;

(10) Prepare and submit a report to the President and Moderator within two weeks following the event, describing planning, preparation, volunteer staffing, attendance, guest feedback, financial results, recommendations for changes in the event, and recommendations of one or more persons to serve as event chairperson or vice chairperson the following year; confirm event chair recommendations for the following year prior to the Board meeting in April.

d. Special Committees.

The President, subject to approval or ratification by the Board, may establish special committees as deemed necessary.

ARTICLE V. – MEETINGS

Section 1. Membership.

The Executive Board shall determine the schedule for membership meetings in consultation with the Moderator and submit the schedule at a Board meeting in August. The Executive Board shall provide reasonable advance notice of all membership meetings, which shall be conducted at the school unless the Executive Board designates another location.

Section 2. Board of Directors.

The Executive Board shall determine the schedule for Board meetings in consultation with the Moderator and submit the schedule at a Board meeting in August. The Executive Board shall provide reasonable advance notice of all Board meetings, which shall be conducted at the school unless the Executive Board designates another location.

Section 3. Special Meetings.

The President, or one-third of the Board members may call a special meeting of the Board or members as deemed necessary.

Section 4. Meeting Agenda.

The Executive Board, in consultation with the Moderator, shall determine the order of business, if any, at membership meetings. The order of business for Board meetings, unless otherwise designated in the notice of meeting, shall be:

- a. Call to order and prayer;
- b. Submission of minutes;
- c. Committee reports;
- d. Old business;
- e. New business;

- f. Moderator's comments;
- g. Announcement of next meeting;
- h. Adjournment.

ARTICLE VI. – ELECTION OF OFFICERS

Section 1. Nominations.

a. The Officers shall be elected pursuant to nomination by the Nominating Committee or by a member at a membership meeting in March, or in accordance with the procedures provided in Section 2 of this Article; provided however, the Vice President shall automatically serve as President the following year unless the Vice President is unable to do so.

b. Nominating Committee.

(1) The President shall appoint the Nominating Committee and provide notice thereof to the members prior to the membership meeting in March.

(2) The Nominating Committee shall consist of eight (8) members: one representative from each class (i.e. freshman, sophomore, junior, senior); one representative from the alumni parents/guardians; two additional members of the Board; and the President, who shall be a non-voting ex-officio member. Members of the Nominating Committee shall not be eligible for candidacy for the year they are slating.

(3) The Nominating Committee shall:

- (a) Be called by the President to their first meeting;
- (b) Elect a Chairperson;
- (c) Solicit candidates for nomination from the Officers, Moderator, Board members, event chairs, and other members;
- (d) Solicit nominations of candidates by members at the membership meeting in March;
- (e) Verify that all candidates are willing to serve;
- (f) Evaluate all candidates who are nominated; and
- (g) Nominate a slate consisting of at least one qualified candidate for each officer position, which may include the office of President if the current Vice President is unable to serve as President the following school year.

Section 2. Voting and Removal.

Voting for election of Officers shall take place at a membership meeting in April. The Chairperson of the Nominating Committee shall present the slate of the Nominating Committee and any other candidates nominated by members at the March membership meeting. The vote may be by written ballot at the discretion of the President. Those candidates receiving a majority of the votes of the members present at the April meeting shall be duly elected. If any Officer position remains unfilled following such election, the Executive Board, by majority vote, may elect a candidate for such position. The Board, by vote of a majority of Board members present at a meeting for which such action was stated in the meeting notice, may remove an Officer who does not fulfill the duties of office or for other cause, and elect a replacement to serve for the remainder of that school year.

Section 3. Installation.

The newly elected Officers shall be installed at an induction meeting of the Board in May.

ARTICLE VII. – RULES OF ORDER

Section 1. Approval of any action at a meeting of the membership or Board, shall be by majority vote of the members or Board members present at such meeting. The presiding officer may vote in the event of a tied vote.

Section 2. Roberts Rules of Order, latest edition, shall be recognized as the authority governing meetings of the Board or members in all instances wherein its provisions do not conflict with these Bylaws.

ARTICLE VIII. – AMENDMENTS

These Bylaws may be amended by a majority vote of the Board members present at a meeting of the Board.

Revised: March 2007