

Pope Francis Global Academy Parents' Club Constitution
Revised March 15, 2017

Name

The name of this organization is the "Pope Francis Global Academy Parents' Club".

Mission Statement

Pope Francis Global Academy Parents' Club is an organization that is focused on enriching the lives of the students in our school community, by supporting their educational and faith development through the use of our time, talents, and treasure.

We strive to promote mutual support and Christian fellowship between the parents, students, teachers, school administrators, and the Pope Francis Global Academy Community.

Objective

The objectives of this organization will be:

1. To provide or assist with programs and social activities for the benefit of the students and school community.
2. To cooperate with the Pope Francis Global Academy leadership, including School Board, and Administration.
3. To foster and strengthen personal/social relationships between parishioners, parents, and families.

Membership

Section A: Eligibility of membership to this organization will be:

1. The parent or guardian of any child attending Pope Francis Global Academy.
2. Relatives, former members, present teachers, Sisters and Priests of Pope Francis Global Academy are honorary members.

Section B: To be member in good standing and receive benefits provided, one must have paid annual dues of \$20.00 per family.

Section C: Membership benefits include:

1. Meeting attendance
2. Voting privileges
3. Eligibility to hold office
4. Opportunity to make new friends and provide a service that enhances our school, parish, and community
5. Invitation to website networking groups
6. Mass for deceased members, spouses, and children

7. Hospitality at meetings

Election of Officers

Section A: The elective officers will consist of ONE President, Vice President, Secretary, Treasurer, Membership and Marketing, (2) Homeroom Coordinators and Hospitality Coordinator (2) that will serve both North and South campus .

Section B: Election of officers will be conducted in the following manner:

1. There will be a Nomination Committee formed at the January meeting composed of three volunteers: One officer, and two members *one from each campus* of the General Assembly. This committee will select candidates for each office. A nominee must be a paid member. No one will be placed in nomination without consent. A candidate for office may not serve as a member of the Nominating Committee. The slate is to be presented at the March meeting. Additional nominations will be allowed from the floor at this time.
2. Election will be held annually at the March meeting. The tenure of office for President, Treasurer, Homeroom Coordinators and Membership and Marketing is a minimum of two (2) year term with a third (3) year option. The person elected to the position holds that position for two(2) years, unchallenged. If they wish to have the office for the third year, they must run again and can be challenged by other nominees. The tenure of office for Vice President, Secretary and Hospitality Coordinators is a one (1) year term. If Officers wish to hold office for a second or third year, they must run again and can be challenged by other nominees. A person may hold an office for a maximum of three (3) years. After a period of one school year off the board, a former officer may be nominated for any office. The new officers will be installed at the April meeting.
3. The chairperson of the Nominating Committee will conduct the election with the aid of her committee.
4. Vote will be by written secret ballot. Majority of votes cast will elect.
5. Vacancies in any office, except President, due to death, resignation, absence from four meetings in one fiscal year, or other inability to serve will be filled by general election prior to six months of a regular election. If a vacancy occurs within six months of a regular election, the position will be filled by a vote of the remaining officers. Any position filled under these circumstances will be just for the remaining term of office vacated. This officer may then run for a full term after vacancy is completed.
6. A Parents' Club officer may not concurrently serve as a School Board officer.
7. Officers must commit to attend 80% of all meetings.

Parents' Club Election Process Proposal

JANUARY MEETING

**Upcoming elections will be announced for the month of March*

**A search/election committee will be formed*

**It will be stated that two weeks prior to the February meeting notification will go out indicating what positions are available and if the President, Treasurer, Homeroom Coordinators and Membership and Marketing are seeking a third year term. It will also be stated if the Vice President, Secretary and Hospitality Coordinator are seeking a second or third year in office. The positions available for election and re-election must be communicated in writing to all members of the Parents' Club. A person may hold an office for a maximum of three (3) years.*

**A term is considered from the months of April to May of the following year.*

FEBRUARY MEETING

** The search/election committee will state that they will be searching for interest in the available positions.*

**Accurate job descriptions of the available positions should be distributed at this meeting.*

**Those interested in holding a position must submit their intention to run for a position in writing. The committee should also discuss possible names to fulfill positions and ask those people to run for positions. All nominations MUST be completed two weeks prior to the March meeting.*

**Two weeks prior to the March meeting (official date should be set at February meeting) the committee must communicate, in writing, to all members, the nominations. At this point each vacant position MUST have at least one nominee.*

MARCH MEETING

** A formal written ballot should be given to each paid member of Parents' Club. Balloting should be confidential.*

**Ballots should be counted by two members of the search/election committee.*

**Winners will be announced one week after the March meeting.*

APRIL AND MAY MEETINGS

**The April and May meeting should be run with both the incoming and outgoing board members.*

**These meetings are considered to be the calendar meetings, therefore it would be helpful to have input from both boards. Incoming members need to recognize that the Parish wide calendar meeting is their responsibility.*

**The May Parents' Club meeting is the final official duty for outgoing board members.*

Duties of Officers

Section A: The duties of the officer will be as follows:

1. The duties of the President will be to preside at all board meetings and monthly meetings. The President will be ex-officio, a member of all committees, except Nominating, represent the Parents' Club in official capacity, and have the usual powers of supervision and management as may pertain to the office. The president will authorize formation of ad hoc committees as needed.
2. The duties of the Vice President, in the event of the absence, disability, or death of the President, will be to exercise the powers and to perform all duties of that office and such other duties to which the President may assign her. They will attend monthly School Board meetings and keep them informed of the Parents' Club activities. The Vice President will keep all volunteer records and oversee the online volunteer app for Parents' Club.
3. The duties of the Secretary will be to keep minutes of all meetings, give a copy of the minutes to the Pastors, Administration and Board Members. They will keep a permanent file of the Constitution and Committee Reports. The Secretary will send thank you notes and other special occasion cards, and to read all Club correspondence at the board and general meetings.
4. The duties of the Membership and Marketing will be to accurately publicize all meetings and special events by written and electronic form to Parish Bulletin and Catholic New World. They will maintain all marketing standards—ensuring the official Parents' Club logo is present on all materials for distribution to parish and school community. Membership and Marketing will provide special materials such as posters, flyers, etc. They will also keep a scrapbook of all publicized new articles and pictures. *Membership and Marketing will publish a monthly school Newsletter.* Membership and Marketing will also coordinate biannual membership drives. They will also maintain membership records and collect and record all membership dues.
5. The duties of the Treasurer will be to receive all the monies for the Club and be custodian of such funds. The Treasurer will also be responsible for receiving a monthly statement from the PFGA Bookkeeper and will reconcile the account monthly. The Treasurer will present an itemized monthly report at each meeting. An annual report based on the Treasurer's annual audit will be prepared and a copy given to the Pope Francis Global Academy Treasurer. They will handle all ballots except election ballots. The Treasurer shall deliver to their successor in the office all Club property by June 15th.

6. The duties of the two (2) Homeroom Coordinators *one for each campus* are to recruit and organize homeroom parents. They will provide them with a guideline and homeroom parents will be responsible for activities in their grade. They will also be responsible for collecting homeroom fees by a predetermined date on the school calendar and distributing the monies to the homeroom parents in a timely manner. They will collect detailed ledgers from each homeroom parent at the end of the school year.
7. The duties of the Hospitality Coordinator will be to provide hospitality supplies for each meeting including, but not limited to, beverages and appetizers.

Moderator

The Moderator of this organization will be a priest from one of our four founding parishes. He will act as Spiritual Director and as Advisor to the organization.

Board Definitions

Section A; Definition: The Executive Board will be comprised of all elected officers, Administration and Pastors.

Section B: The duties of the Executive Board will be:

1. To act in an advisory capacity to the President
2. To approve all expenditures up to \$500
3. To serve on all fund raising committees
4. All Board Members will submit written reports to secretary

Committees

There will be a Teacher Appreciation Committee and a Social Committee. Each committee will consist of a parent from each campus and will hold a one (1) year term. These committees will be formed during the first meeting of the school year.

Duties of Committees

1. The Teacher Appreciation Committee will take up the monetary collection for teacher gifts at Christmas. They will also host Teacher Appreciation Lunch during Catholic Schools Week and other events during the school year.
2. The Social Committee will organize community building events for the school.

Meetings

Meetings will be held monthly. Each campus hosting 5 meetings each. The date and time may be changed or special meeting called, provided the members and *communities are notified in a week in advance.*

Standing Rules

- 1. The bylaws will be reviewed every five (5) years and suggested revisions by a Revision Committee comprised of at least three (3) Officers and three (3) Members of the General Assembly, with the Chairperson to be elected by the entire Revision Committee. A Report will be submitted to the Members for approval.**
- 2. Amendments of the Constitution must be submitted at the February meeting orally or in writing, discussed, and then voted upon at the following meeting. A two-thirds majority of those voting is required for passage of new amendments.**
- 3. The fiscal year will be from July 1st to June 30th, inclusive—at which time the Treasurer's Annual Audit will be prepared.**
- 4. The Secretary's minutes and the Treasurer's books are considered the official records and are accessible to any member and may be corrected by any member of the floor. The Secretary's minutes and the Treasurer's report will be read at each business meeting.**
- 5. All requested expenditures must be submitted to each Secretary by the 1st of the month to be included on the Agenda for the current months meeting. All expenditures over the sum of \$500.00 will need approval of the General Assembly by written ballot at a business meeting.**
- 6. Each officer shall deliver to her successor in office all Club property by the end of the school term.**

Robert's Rule of Order will govern all meetings of the Organization when met in conflict with the bylaws.