

St. Rose Catholic School PRIDE Bylaws

Article I – Name

The name of the organization shall be the “Parents Responsible in Determining Education” (hereinafter “PRIDE”), under the umbrella of St. Rose of Lima Catholic School. PRIDE shall function as St. Rose of Lima’s Parent Teacher Organization.

Article II – Purpose

The organization’s purpose is to support the education of children at St. Rose of Lima Catholic School by fostering relationships among the school, parents, staff and community, as well as raising funds to support school activities and providing a broad range of activities for and in support of the families of St. Rose of Lima Catholic School.

PRIDE shall comply with all the requirements of St. Rose of Lima School’s non-profit legal status.

Article III – Members

Any parent, guardian or other adult who is a parent or stands in the position of a parent for a student at the school may become a member. All members shall have voting rights. The administration and any teacher employed at the school is a member. Any member acting as a volunteer or otherwise working in a position in contact with students must adhere to all diocesan requirements including all mandatory safety training and background checks.

Article IV – Offices and Elections

Section 1. Offices. The offices shall be a President, Vice-President, Secretary, and Treasurer. All are elected positions.

a. President; The President presides over meetings of the organization, serves as the primary contact for the administration, represents the organization at meetings outside the organization, prepares the agenda, and coordinates the work of all the officers and committees so that the purpose of the organization is served. The President shall provide a copy of all meeting agendas to the principal for approval at least 48 hours before the meeting.

b. Vice-President; The Vice-President assists the President and carries out the duties in his or her absence or inability to serve.

c. Secretary; The Secretary keeps all records of the organization, takes and records notes from meetings, promotes PRIDE meetings and activities to members. The Secretary also keeps a copy of the meeting minutes, bylaws, rules, and any other necessary supplies, and brings them to meetings. Minutes of all meetings shall be made publicly available in a timely fashion.

d. Treasurer; The Treasurer is accountable all funds of the organization, keeps an accurate record of receipts and expenditures, and requests payment of funds in accordance with school policy. He or she will present a financial statement once per quarter and at other times of the year when requested, and make a full report at the end of the year. The Treasurer will work with PRIDE committee event budgets.

Section 2. Nominations and Elections. Any person eligible for PRIDE membership may volunteer to hold office and so be placed on the ballot at any point prior to the opening of voting. Elections will be completed during the May general meeting. Votes will be written secret ballot in the general meeting. In the instance that there is not one person willing or able to fulfill all the the responsibility of President for the St. Rose of Lima Catholic School, there will be an option to install Co-Presidents for the given year. A second nominee will be identified and the election process is followed.

The candidate receiving the most votes in the initial ballot of the election will be the winner; a majority is not required. In the event of a tie, the tie shall be broken by the pastor of the parish.

Elections of officers shall alternate on a yearly as follows. Election of the President and Treasurer shall occur on years ending in an even number. Election of the Vice-President and Secretary shall occur on years ending in an odd number.

Section 3. Eligibility. Members are eligible for office if they are members in good standing, meet the Diocesan volunteer requirements (including all mandatory safety training and a background clearance) and are not employees of St. Rose of Lima Catholic School.

Section 4. Terms of Office. Officers are elected for 2 years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. If there are no other nominations for an office, the person currently serving in that office may be asked to remain in office for not longer than one more year. Officer terms are from June 1st to May 31st.

Section 5. Vacancies. If there is a vacancy in the office of President, the Vice-President shall become the President. If there is a vacancy in any other office, members will fill the vacancy through the election process. In the event there is a necessity for an officer to be replaced prior to the next meeting where an election can be held, the principal shall appoint a willing PRIDE member to temporarily serve until such time as an election can be held.

Article V – Meetings and Activities

Section 1. The regular meeting of the organization shall be once each month during the school year at a time and place determined by the officers at least one month before the meeting. A calendar of events will be determined with the Principal. A special meeting of PRIDE may be called, but may only conduct general business if it has been published in the Know News and all distribution email at least 7 days in advance.

Section 2. Notification of all PRIDE activities using school facilities or employees, or occurring during school hours shall be given to the Principal's office at least 45 days in advance. The Principal's office shall

be responsible for approving and calendaring all such events. The Principal, in his or her sole discretion, may deviate from the 45 day requirement upon good cause shown.

Section 3. In order for action to be taken on any business at a meeting, there must be a quorum. For purposes of this article, a quorum shall exist when at least two of the officers of PRIDE are present AND the number of general members present is equal to or greater than the number of officers present.

Article VI – Committees

Section 1. Membership. Committees shall consist of members, with the President acting as an ex-officio member of all committees as needed.

Section 2. Committees. The PRIDE officers may appoint committees as needed.

Article VII – Finances

Section 1. Budgets. A tentative budget per event will be drafted at the onset of planning for each event. Such event budgets will be reviewed for approval by the PRIDE officers. Budgets over \$500 shall be reviewed by the Principal.

Section 2. Records. The Treasurer shall keep accurate records of any disbursements and income and work closely with the Principal for reports.

Section 3. Statements. The Treasurer shall prepare a financial statement no less than once per schoolbquarter.

Section 4. Fiscal Year. The fiscal year shall coordinate with the school’s fiscal year.

Section 5. Handling of Cash Monies. All cash monies collected shall be counted and handled in accordance with the requirements of the Archdiocese Policy on Internal Control available at http://www.archindy.org/finance/files/parish/parish-finance/ic_policy.pdf

Article VIII – Approval of Funding.

The funding of items in an amount less than \$250 may be done by vote of the officers of PRIDE without referral to the membership. Amounts greater than \$250 must be approved by a majority vote of the membership at a regular PRIDE meeting or a special PRIDE meeting whose scheduling has been published in both the Know News and via all school e-mail at least 7 days in advance of the date of the special meeting.

Article IX – Amendments

These bylaws may be amended by the following process. Any member of PRIDE may submit, in writing, a proposed amendment to the St. Rose School Commission and the Principal for review and preliminary approval. The School Commission shall, by majority vote, recommend approval or rejection of the

proposed amendments. Upon review of the School Commission's recommendation, the Principal shall either tender the proposed amendment to PRIDE for adoption or rejection at an open meeting, or shall decline to tender the proposed amendment if the Principal determines that it is not in accord with the principles and purpose of St. Rose School.

If the Principal declines to tender a proposed amendment, the Principal shall provide the officers of PRIDE a written explanation of why the amendment was declined.