

**ST. PATRICK CATHOLIC SCHOOL
PARENTS AND TEACHERS ORGANIZATION
(PATs Club)
REVISED BYLAWS**

ARTICLE I.

Name

The name of this body shall be the St. Patrick Catholic School Parents and Teachers Organization, hereinafter referred to as the "PATs Club".

ARTICLE II.

Mission, Purpose and Function

Section A - Mission

It is the mission of the PATs Club to advance the mission, philosophy and vision of St. Patrick Catholic School, hereafter referred to as the "School", by providing leadership, guidance and support to the Pastor, Principal and the school's support organizations, including but not limited to the St. Patrick School Advisory Council, "School Advisory Council" and the St. Patrick School Fund Governing Board, "School Fund Governing Board".

Section B – Purpose

The PAT Club has been established to support the efforts of the School's Principal, faculty and staff, and upon the advice and consent of the Principal, to coordinate and pursue efforts to:

1. Strengthen the School's parent-teacher-student community
2. Solicit non-tuition funds
3. Identify opportunities for:
 - a. Teacher development
 - b. Student development
 - c. Curriculum development
 - d. Capital improvement

Section C. Function:

As directed by the Principal, the functions of the PATs Club are to:

1. Support the positive presentation of the School to the parents, public, civil authorities and the greater Catholic community
2. Develop, coordinate and implement:
 - a. Events with a focus to strengthen the parent-teacher-student community
 - b. Events with a focus to raise non-tuition funds
 - c. Events with a focus to both friend-raise and fund-raise
3. Establish and maintain effective communication conduits through which:

- a. Parents may offer non-tuition fund solicitation and distribution suggestions concerning teacher, student and curriculum development and school capital improvements
- b. The Principal may provide information to parents
- c. PATS Club officers may provide information to School support organizations

Section D. Promoting Cooperation and Consistency Among School Support Organizations: As directed by the Principal, the PATS Club shall develop and maintain relationships among members of the PATS Club, School Advisory Council, Parish Advisory Council, Parish Finance Board, and School Fund Governing Board to facilitate:

1. Positive exchanges of guidance and support among the organizations
2. Complementary pursuits of efforts to support the mission, philosophy and vision of the School and the missions of each organization.

Section E. St. Patrick School Fund Governing Board Guidelines: Any matter that may come before the PATS Club, concerning the solicitation, preservation and growth and/or distribution of non-tuition funds, shall be subject to the parameters, guidelines and procedures established by the School Fund Governing Board.

ARTICLE IV.

Membership and Dues

Section A. Membership:

1. Membership in the PATS Club is an incident of student enrollment for all parents or legal guardians of students registered with the School.
2. All school faculty members and administrative staff shall be members of the PATS Club.

Section B. Dues

1. Annual dues shall be established and published by the Executive Board in May for the following school year.
2. Dues shall be assessed on a family basis.
3. Dues shall be payable and collected at the time of student enrollment.
4. There shall be no dues assessed for school faculty members and administrative staff who do not have students enrolled in the school.

ARTICLE V.

Officers, Term and Length of Service, Appointment and Retirement

Section A. General Eligibility: Persons meeting the following criteria may serve as an officer of the PATS Club:

1. At least 18 years of age
2. A parent or legal guardian of a School student
3. Possess a desire to be active in the School

4. Committed to advancing the mission, purposes and functions of the PATS Club and expending the time and energy necessary to fulfill the commitment

Section B. Description: The PATS Club officers shall consist of the following: President, Vice-President/President-elect, Solicitations Chair, Community Oversight Chair, Communications Chair, Secretary and Treasurer. Individuals or parent couples may serve as officers.

Section C. Term and Length of Service:

1. An officer's term of service shall run from May 1 to April 30.
2. In the absence of a written waiver signed by the Principal permitting such, no more than two persons from the same grade level may serve as an officer.
3. A person may not serve as President for more than one term.
4. A person serving as Vice-President/President-elect shall serve a two-year term:
 - a. The first year as Vice-President
 - b. The second year as President
5. A person may not serve as an officer for more than three consecutive terms. After a lapse of one year, a former officer may be appointed to serve another term.

Section D. Officer Appointment:

1. The Officer Nominating Committee shall be composed of the following persons:
 - a. The School Principal
 - b. President
 - c. Vice-President/President-elect
 - d. Eight (8) parents representing Grades K-8 who have not previously served upon the Officer Nominating Committee.
2. During December, the Executive Board will circulate to the General Membership a call-out for those persons desiring to serve as class representative members to the Officer Nominating Committee.
3. The Principal will select the class representatives to the Officer Nominating Committee
4. Between January 1 and March 1 of each year, the Officer Nominating Committee shall assemble a slate of eligible persons, one for each of the officer positions, nominated to serve the next term of office and deliver the Slate of Officer Nominees to the Principal and Pastor for consideration and approval for appointment.
5. During March, the Pastor and Principal shall consider the Slate of Officer Nominees and deliver their Notice of Nominee Approval.
6. Upon receipt of the Notice of Nominee Approval, the Officer Nominating Committee shall secure the consent to serve from each nominee.
7. Upon nominee acceptance, the newly appointed officers will be presented to the General Membership no later than the last general meeting of the school year.

Section E. Officer Retirement:

1. An officer may deliver, in writing, a notice of voluntary retirement from the PATS Club.
2. An officer may be deemed by the Executive Board to have involuntarily retired from the PATS Club whenever the officer:
 - a. Fails to attend three consecutive scheduled meetings, regardless of their nature, without excuse,

- b. Has been found by a 2/3 vote of the Executive Board, to have:
 - i. Impermissibly disclosed PATS Club information,
 - ii. Failed to fulfill the required commitments of the office held, or
 - c. Has been found independently by the Pastor to engage in conduct inconsistent with and/or detrimental to the Mission or the purposes of the PATS Club and/or the School.
- 3. Within 10 days of the delivery of a written notice of involuntary retirement, the involuntarily retired officer may present a written request for reinstatement as an officer to the School Principal, which the Principal must consider, but is not required to grant, no later than the next scheduled Executive Board meeting.
- 4. The Principal, upon the recommendation of the Executive Committee, shall appoint a person to serve the remainder of the term of a retiring officer.

ARTICLE VII.

Officer Duties

Section A. President: The President shall perform any and all duties incident to the office of President, including:

- 1. Calling all regular and special meetings
- 2. Presiding at all General meetings, Executive Board and Executive Committee meetings
- 3. Directing the functions and goals of the PATS Club
- 4. Monitoring and supporting the efforts of the PATS Club Officers and Committee Chairs.
- 5. Enforcing the PATS Club bylaws and Standing Rules
- 6. Recommending for Executive Board approval the appointment of all standing and ad hoc committees and their chairpersons.
- 7. Serving as a member of the Principal's Leadership Group
- 8. Serving as an ex-officio member to the School Advisory Council and School Fund Governing Board
- 9. Appointing ex-officio representatives to the School Fund Governing Board's Fund Solicitation and Distribution Committees.

Section B. Vice-President/President-elect: The Vice-President/President-elect shall be responsible for:

- 1. Coordinating with the Community Oversight Chair in the planning, approval and execution of all events with a focus to strengthen the parent-teacher-student community.
- 2. Performing all duties delegated by the President or Principal.
- 3. Performing the duties of the President, in the absence of the President.

Section C. Solicitations Chair: The Solicitations Chair shall be responsible for all non-tuition fund raising solicitation efforts pursued by the PATS Club. Such responsibilities shall include, but are not limited to:

- 1. Coordination with the President to identify and qualify those persons to be recommended to the Executive Board for approval as Chairpersons of standing and ad hoc committees that focus upon the non-tuition fund-raising efforts.
- 2. Coordination with the Chairpersons and President to identify and qualify those persons to be recommended to the Executive Board for approval as members of the standing and ad hoc committees that focus upon the non-tuition fund-raising efforts.

3. Coordination with the Chairpersons in the development, presentation for approval, planning, execution and reporting of each committee's non-tuition fund-raising efforts.

Monitoring the committees' efforts to insure consistency with the parameters, guidelines and procedures established by the Principal, Executive Board and the School Fund Governing Board.

Section D. Community Oversight Chair: The Community Oversight Chair shall be responsible for all parent-teacher-student community development efforts pursued by the PATS Club. Such responsibilities shall include, but are not limited to the:

1. Coordination with the President to identify and qualify those persons to be recommended to the Executive Board for approval as Chairpersons of standing and ad hoc committees that focus upon the parent-teacher-student community development efforts, including but not limited to:
 - a. Field Day
 - b. Social
 - c. Historian
 - d. New Family Buddy System
 - e. Welcome/Membership
 - f. Room mothers
 - g. Cafeteria
 - h. Safety Patrol
 - i. School Directory Coordinator
2. Coordination with the Chairpersons and President to identify and qualify those persons to be recommended to the Executive Board for approval as members of the standing and ad hoc committees that focus upon parent-teacher-student community development efforts.
3. Coordination with the Chairpersons in the development, presentation for approval, planning, execution and reporting of each committee's parent-teacher-student community development efforts.

Section E. Communications Chair: The Communications Chair shall be responsible for the coordination of all internal and external communication efforts pursued by the PATS Club, including but not limited to:

1. Marshaling the PATS Club critical dates arising from:
 - a. By-Law and Principal mandates
 - b. Non-tuition fund-raising efforts
 - c. Parent-teacher-student community development efforts
2. Maintaining and distributing a master calendar of all PATS Club critical dates
3. Coordinating with the Solicitations and Community Oversight Chairs, as external communications in any form are proposed, to insure consistency with the parameters, guidelines and procedures established by the Principal, Executive Board, and the School Fund Governing Board.

Section F. Secretary: The Secretary shall perform any and all duties incident to the office of Secretary, including:

1. Recording the minutes of the regular monthly business meetings
2. Maintaining a high level of integrity and confidentiality
3. Coordinating the preparation and safe-keeping of minutes of each meeting of the PATS Club, the Executive Board, Executive Committee and the various committees, including copies of all

written reports presented at meetings, and providing a complete set of minutes to the members and the Principal.

4. The original minutes shall be contained in the school files and considered an official record of the school.
5. Minutes shall be published for member review prior to the next regularly scheduled meeting.

Section G. Treasurer: The Treasurer shall be responsible for the pursuit of established procedures relating to the:

1. Collection and depositing of all sums related to donations generated by PATS Club fund-raising efforts
2. Accounting and reporting of all PATS Club financial activity related to:
 - a. Community strengthening efforts
 - b. Non-tuition fund-raising efforts
3. Development and approval of proposed budgets for
 - a. Community strengthening efforts
 - b. Non-tuition fund-raising efforts
4. Receipt, analysis, and approval for payment of all PATS Club expenses
5. Issuance of checks in satisfaction of PATS Club expenses, as such may be generally or specifically authorized by the Principal.

Section G. Principal: The Principal shall serve as a non-voting, ex-officio member of the Council. The Principal may, in his or her sole discretion, with respect to any PATS Club matter:

1. Provide direction and consent
2. Provide pertinent information regarding school affairs
3. Participate in all deliberations

Section H. Confidentiality: All PATS Club Executive Committee, Executive Board, and committee matters shall be considered to be confidential, especially any and all discussions and materials considered that were preliminary to any final position adopted. All records, electronic or otherwise, shall be maintained in manners that preserve confidentiality. The PATS Club Executive Board may establish guidelines identifying information concerning matters that may be disclosed upon Principal approval.

ARTICLE VIII.

Executive Board

Section A. Members: The Executive Board shall consist of the following persons:

1. PATS Club officers
2. Standing Committee Chairpersons

The Principal, Pastor and School Advisory Council President shall be ex-officio members of the Executive Board.

Section B. Duties: The duties of the Executive Board shall include the transacting of necessary business between regular meetings, including:

1. Creating or dissolving standing committees as proposed by the President
2. Reviewing, analyzing and approving events as proposed by the Vice-President and Committee Chairs.

ARTICLE IX.
Executive Committee

Section A. Members: The Executive Committee shall consist of the officers of the PATS Club.

Section B. Duties: The duties of the Executive Committee shall include the:

1. Monitoring and oversight of the events of the PATS Club.
2. Identification, development and recommendation of event goals, objectives and plans to the Executive Board.

ARTICLE X.
Standing Committees

Section A. Standing Committees Generally

1. Upon the recommendation of the President, the Executive Board shall:
 - a. Create, expand and/or dissolve those Standing Committees as may be required to promote the mission, purposes and functions of the PATS Club.
 - b. Define the objectives, duties and responsibilities of each Standing Committee
 - c. Appoint the Chairperson of each Standing Committee
2. PATS Club members shall be eligible to be selected to serve as a Standing Committee:
 - a. Chairperson
 - b. Member.
3. Each Standing Committee Chairperson shall recommend PATS Club members for selection by the Executive Committee.
4. A Standing Committee Chairperson shall serve for a term of one year.

Section B. Standing Committee Chairperson Duties and Responsibilities:

Each Standing Committee Chairperson shall be responsible for:

1. Recommending for Executive Board approval the design, timeline of effort, and budget and personnel requirements necessary to achieve the objectives, duties and responsibilities of the Standing Committee
2. Pursuing the timeline of efforts consistent with the budget as approved by the Executive Board
3. As soon as obstacles that may prevent the successful pursuit of the Standing Committee's efforts arise:
 - a. Advising the Executive Committee of the nature and scope of such obstacles
 - b. Recommending for Executive Committee consideration the adjustments necessary to resolve such obstacles.
4. Providing to the Executive Board:
 - a. No less often than monthly, reports of the Standing Committee's progress.
 - b. At the completion of the Standing Committee's efforts, a final report that includes a discussion of:
 - i. Objectives achieved and not achieved
 - ii. Obstacles encountered and addressed
 - iii. Recommendations for future effort pursuit

ARTICLE XI.
Meetings

Section A. General Membership Meetings:

1. At least four general membership meetings shall be held during the course of the school year.
2. The schedule for such meetings shall be established and published no later than the opening day of school.
3. A quorum shall exist when there are at least 25 members present, including three officers.
4. The general meeting agenda shall include:
 - a. Welcome
 - b. Opening prayer
 - c. Reading or posting of minutes and financial report
 - d. Unfinished business, if any
 - e. New business, if any
 - f. Program Event
 - g. Closing prayer
 - h. Adjournment
5. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation.
6. Recommendations of a major nature, as determined by the presiding officer, arising from the meeting floor shall not be considered until the next General Membership meeting following the recommendation's review, analysis and recommended action adopted by the Executive Board at its next scheduled meeting.

Section B. Executive Board Meetings:

1. The Executive Board shall meet at least monthly, except for December, during the school year.
2. The schedule for such meetings shall be established and published no later than the opening day of school.
3. Upon the advice and consent of the Principal or the Pastor, the President or a majority of the Executive Committee may call special meetings of the Executive Board.
4. The President, upon the advice and consent of the Principal, shall establish the agenda for each Executive Board meeting.
5. A quorum shall exist when there are at least 2/3 of the officers present.
6. The Executive Board Members shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using "Roberts Rules of Order."
7. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation.

Section C. Executive Committee Meetings:

1. The Executive Committee shall meet at least monthly during the school year.
2. The schedule for such meetings shall be established and published no later than the opening day of school.
3. Upon the advice and consent of the Principal or the Pastor, the President or a majority of the Executive Committee may call special meetings of the Executive Committee.
4. A quorum shall exist when there are at least 2/3 of the officers present.

5. The Executive Committee Members shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using "Roberts Rules of Order."
6. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation.

Section D. Annual Meeting: The Annual Meeting of the Executive Board shall be held no later than June of each year. That meeting shall constitute a planning meeting and shall include on its agenda a general orientation regarding PATS Club service, the installation of officers for the ensuing year and the recognition of those members whose terms will expire.

ARTICLE XII.

Disposition of Funds Raised

The preservation and growth and the distribution of all funds raised by the PATS Club, not otherwise specifically designated by the Principal to be held in reserve for PATS Club operating expenses, shall be pursued in accordance with the guidelines for non-tuition funds established by the School Fund Governing Board.

ARTICLE XIII.

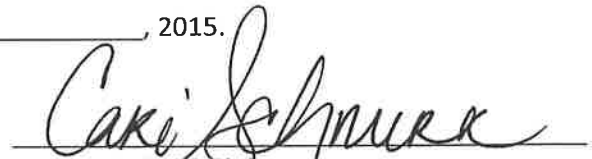
Standing Rules and By-Law Amendments

Standing Rules and these Bylaws may be amended at any General Membership Meeting of the PATS Club by an affirmative vote of two-thirds of the membership quorum of the PATS Club present and voting; provided that; having been adopted by the PATS Club, the proposed written amendments become effective upon the approvals and signatures by the School Principal and the Church Pastor.

ADOPTED this _____ day of _____, 2015.



President, PATS Club



Secretary, PATS Club

APPROVED:



Principal, St. Patrick Catholic School/Date



Pastor, St. Patrick Catholic Parish/Date