



St. Isidore School

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Saint Isidore Home and School Association: Constitution and Bylaws

(Revised 4/2018)

Article I. New Name

The name of this organization shall be: St. Isidore Parents as Partners Association referred to as PAPA within bylaws.

Article II. Objectives

Section 1. The objective of this association shall be to support the school in a Catholic Centered environment that benefits all school children.

Section 2. Further, it shall support the fundraising and social functions established or created by the association and the school.

Section 3. In addition the association will work to maintain partnerships between the entire parish, school and local community to sustain the financial commitment necessary to maintain the school.

Section 4. Finally, it shall be to act in the promotion of parents/guardian and school activities to increase among its members, interest in education and civic affairs creating a positive Parents as Partners within the school and within the community.

Article III. Authority

Section 1. The Pastor has the responsibility for the management of the parish school and receives that power from the Archbishop. He shall therefore retain the authority to approve or disapprove all decisions made by this association. This association shall function only with his consent and receive its authority to act directly from the Pastor and/or his delegate some of the responsibility he receives from the Archbishop.

Section 2. The authority and the responsibility to address issues from the PAPA and its members shall be that the President of the PAPA be the first contact. In effect the protocol will continue to the Executive Board, then to the Pastor representative and if there is still no resolution to the situation the Pastor is then consulted.

Article IV. Membership

Section 1. The membership shall be open to individuals interested in the objectives of this association, and who express this interest by applying for membership and paying dues. Parents/Guardians of current students are encouraged to hold Board positions. Board members are required to pay Parents as Partners dues. Furthermore, meetings shall be open to all members of the school and parish community, but voting is open only to dues paying members. The teaching faculty and staff have the option of exercising dues-free and School membership status with full voting privileges. Family membership dues of \$15.00 must be paid by October 1st of each school year. Families of students that enroll after October 1st will have their dues pro-rated allowing for voting membership upon payment.

Article V. Officers

Section 1. The officers of this association shall be a President, Vice-President, Secretary, and Treasurer. The term of the office shall be two years, and they shall not be eligible to hold the same office for more than two consecutive terms. The terms are divided with President and Secretary, followed by the next year of intervals for Vice President and Treasurer, this is in effort to maintain consistency and not have the entire board be new members at the same time.

Section 2. The President shall preside at all meetings of the association and of the Executive Board; shall appoint special committees; shall be an Ex-Officio member of all committees; and shall receive notice of all meetings. The President along with the Treasure shall be the responsible parties for any and all fundraising events held through the representation of the PAPA.

Section 3. The Vice-President shall perform the above duties whenever the President is absent; shall assume the duties of that office until the next opportunity arises for an election if the office of the President becomes vacant. The Vice-President along with the Secretary shall be the responsible parties for any and all school social activities and events held through the representation of the PAPA as well as supporting activities through the school during the course of the term.

Section 4. The Secretary shall keep minutes showing a true and accurate record of all meetings of the PAPA and of the Executive Board and shall send notices of regular meetings to members prior to said meetings. The Secretary is responsible for all communications from the PAPA including but not limited to: letters, website and Internet postings, e-mails, flyers, church and school bulletin announcements and the PAPA parent booklet. The principal will assist in all levels of communication. The Secretary shall also be responsible for tracking all Volunteer Units of the school families with support from the Principal and Business Manager. The Secretary along with the Vice-President shall be the responsible parties for any and all school social activities and events held through the representation of the PAPA as well as supporting activities through the school during the course of the term.

- a. It is the St. Isidore PAPA Board Members (including chairpersons) responsibility to electronically send all communications to the Principal a minimum of 24 hours prior to any publication or communication deadlines. It will be the Secretary's role to ensure all communications are in line with the Governing principles of St. Isidore PAPA.
- b. If the Secretary is unable to fulfill the role of communication due to illness, vacation etc. it will be the responsibility of the President.
- c. Any and all communication will be sent to the School Principal for approval and distribution via the school's email listing and the bulletin.
- d. Any questions regarding communication following review by the Secretary should be referred to the PAPA President or the Principal.

Section 5. The Treasurer shall receive and record all members and their annual payment of all dues and other monies and shall make disbursements only as directed by the Executive Board and approved by the Pastor or designee. All event monies are to be collected and the Treasurer shall make all bank deposits. The treasurer is to keep on file a record of all members and their annual payment. The Treasurer shall make a verbal financial report at each general meeting in addition to a written report that shall be examined and certified by an Audit Committee through the Parish office. The account will be submitted monthly to the Parish Office by the 10th of each month for review. The Treasurer along with the President shall be the responsible parties for any and all fundraising events held through the representation of the PAPA. The Treasurer is also to support the funding requests made by the Chairpersons for socials. A copy of the Treasurer's report will be given to the Pastor at the end of the school with a complete summary of the account from the previous year. A hard copy is available to all members of the organization at the first general meeting of the year upon request.

Article VI. Executive Board

Section 1. The administrative body of this Association shall be known as the Executive Board. The board shall consist of the Pastor (or representative), the Association's President, Vice-President, Secretary, Treasurer and School Principal.

- a. No Board Member shall possess more than one vote if serving in more than one capacity.
- b. No parent who is a teacher, who has a child in the school in which he/she teaches, may serve on the Executive Board of that school.
- c. The Principal and/or a Principal designated faculty member represent the school's faculty and teaching aides on the Executive Board.

Section 2. A quorum of the Executive Board shall be a majority of the members thereof.

Section 3. Meetings of the Executive Board shall be held at the call of the President and must include the Pastor (or representative), and the school Principal.

Section 4. The Executive Board shall have the right to fill any and all vacancies among the officers of the association, subject to subsequent approval of the membership.

Section 5. The Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint a chairperson(s).

Section 6. All items discussed in Executive Board meetings shall be strictly confidential unless otherwise agreed to by the Executive Board.

Article VII. Elections

Section 1. Nominations for officers shall be accepted up to one month prior to the last general Association meeting of the calendar school year. Additional nominations may be made from the floor at the nominating meeting only with the consent of the nominee and prior to the election process. Officers will be elected prior to the completion of the school year that their term has been completed.

Section 2. Voting shall be made via ballot to faculty, school staff and all dues-paying members. There is only one vote per dues paying family including those that are members of the teaching staff. The transition of authority from the present Board members to the newly elected members shall occur before the beginning of the next school year.

Article VIII. Committees

Section 1. The Executive Board shall appoint committees. Committees are within one of two categories: Socials or Fundraisers. Volunteers and faculty members make up the committees.

Section 2. The efforts of the PAPA committees must be directed to support the PAPA and the Partnership with the School and Parish.

Article IX. General Membership Meetings

Section 1. There shall also be general meetings during the school year at such times as the President of the Executive Board shall decide. It is recommended that a minimum of four be held.

Section 2. At a regularly scheduled general meeting of the membership, those present shall constitute a quorum.

Article X. Parliamentary Procedure

The “Robert’s Rules of Order, Revised” shall govern this association in all cases not otherwise covered by this Constitution and Bylaws.

Article XI. Amendments

Section 1. The PAPA President, Pastor Representative, and/or School Principal will present any Board-agreed upon amendments to the Pastor for consideration at any time that an issue arises with the current Constitution or Bylaws.

Section 2. Amendments to the Bylaws shall be proposed by the Board. Approval can only be given by the Pastor, those approved changes will become the new governing PAPA Bylaws. A copy of the bylaws should be made available to all dues paying members. Members of the Association may suggest changes to the bylaws through the Board and the Board may submit requests for changes annually.

Article XII. Standing Rules

Section 1. The Executive Board without the vote of the membership may request approval of expenditures to the Pastor. Any expenditure voted by the membership must have had prior approval by the Executive Board and final approval by the Pastor.

Section 2. Fundraising activities shall be undertaken only with the consent and approval of the Pastor.

- a. Membership dues and funds acquired through PAPA activities make up the PAPA treasury.
- b. Members of the PAPA may be asked to assist with general Parish fundraising projects. The return from such activities would go into the Parish treasury.

Article XII. Expectations of Conduct

Section 1. As members of a Catholic learning community, the PAPA Board and general members must show respect for themselves and others in the school community, in public and on the internet. PAPA members are required to show respect for the school's reputation and for the people including but not limited to students, faculty, staff, parents, and administration at all times. This includes all types of communication, including but not limited to: verbal, written, Internet and social networking sites etc.

Section 2. The PAPA Board and general members who defame or portray the school, including but not limited to students, faculty, staff, parents, administration or the general community, in a negative light will be subject to disciplinary action up to and including the loss of all privileges associated with the St. Isidore PAPA for the duration determined by the Pastor.

Revised April 2018

Approval:

Father Frederick J. Riegler

Date