

**St. Thomas Aquinas Parents' Association By-Laws**  
(Revised Summer 2017)

**Article I: Name**

The name of this organization shall be the St. Thomas Aquinas Parents' Association (PA).

**Article II: Purpose**

The purpose of this organization shall be to provide support for the principal and teachers, to provide communications between home and school, to provide enrichment opportunities for parents and children, to provide family support in times of crisis, to foster parish, community, and business support for the school, and to provide financial assistance to St. Thomas Aquinas School as needed and deemed necessary by this association and the principal.

**Article III: Membership**

All parents and persons assuming responsibility for children attending St. Thomas Aquinas School and the principal are members of this Association.

**Article IV: Officers**

Section 1. Board of Directors. The President, Vice-president, Secretary, Treasurer, Immediate past president, and Chairpersons of the Standing Committees, the principal or his/her representative, constitute the Board of Directors. The purpose of the Board will be to provide the coordination, the direction, and the leadership for the activities of the Association. The Board meetings will be open to the membership of the Association.

Section 2. Eligibility. In order to provide continuity, it is recommended that any member being considered for the office of president should have served on the Board of Directors previously. All Board positions are open to any member of the Association.

Section 3. Nominations. The slate of officers and standing committee chairpersons shall be selected and prepared by the board of directors and presented at the final general meeting of the year. Self-nominations and Requests are both acceptable means for soliciting chairpersons. The Board of Directors will actively solicit interest in all Board positions and all Standing Committee Chair positions in the spring.

Section 4. Elections. Officers and standing committee chairpersons will be elected at the last general meeting of the school year. These officers shall assume their duties immediately. The terms of each position will be annual (July 1 – June 30) with an option to renew each year.

Section 5. In the event that any elected official is not able to fulfill his or her duties to elected office, such person shall be replaced by appointment of the President with the consent of the Board of Directors.

Section 6. Powers and Duties.

Board of Directors: shall act upon all plans submitted by standing committees and recommend to the general membership such policies as it deems necessary and advisable. The board shall have the power to act for the Association when the Association is not in session. The Board of Directors shall report to the President and be subject to the orders of the Association and none of its acts shall conflict with the action taken by the Association.

Principal. Shall represent the needs of the school to the Association as a non-voting member.

President. Shall preside at all meetings. Shall vote at Board meetings only in the event of a tie. Shall not serve as a chairperson of a standing committee. Shall serve as PA rep to Parish Council and to School Commission.

Vice-President. Shall be prepared to perform all the duties of the President in the absence of the President or when called upon to do so. Shall not serve as chairperson of a standing committee.

Secretary. Shall keep minutes of all general meetings and distribute to the general membership. Shall notify the Board of Directors of all meetings, both regular and special. Shall keep minutes of said meetings and distribute to the Board of Directors and General Membership, as well as provide to school for posting on school website. Shall write all letters that bear the Association signature. Shall promote the PA by communicating to general membership about meeting and events. Shall work with the Board of Directors and Standing Committee Chairperson(s) to highlight happenings in the school made possible by the works of the PA. Shall not serve as a chairperson of a standing committee.

Treasurer. Shall review all transactions posted by the parish office to PA accounts. Shall present financial statements to the board of directors and general membership. Shall prepare and present the budget for the upcoming year no later than August meeting prior to the start of school. Shall not serve as a chairperson of a standing committee.

Immediate Past President. Shall attend all board of directors meetings and meetings of general membership to provide continuity from year to year.

Executive Committee. Shall consist of the President, Vice-President, Secretary, Treasurer, and Immediate Past President and shall meet in the event that a majority of the Board cannot be convened, or as deemed necessary.

**Article V. Committee and Chairpersons**

Section 1. Standing Committees.

- Enrichment
- Family Support
- Hospitality

## Teacher Appreciation Ways and Means

Such other committees shall be appointed by the President, Principal, or Board of Directors as shall, from time to time, be necessary to carry out the work of the Association.

Section 2. The chairpersons of the standing committees shall submit to the Board of Directors for approval all plans of work and expected expenses in line with appropriate budgets, prior to the work being done. At the end of the school year, each chairperson shall present in writing a full report of work done by the committee, including a detail of expenses incurred. These reports shall be used as a reference when budgeting and planning the next year's activities.

Section 3. Each committee will have at least one chairperson and each committee will have one vote. One committee member needs to be at each meeting. He/she will be responsible for informing the rest of the committee members as to the agenda. If a vote is coming up, a poll should be taken amongst the committee concerning which way to vote.

### Section 4. Responsibilities of Standing Committees.

Enrichment: To suggest, organize, and be responsible for those programs that are extra to the school curriculum. To work closely with the Principal and staff and assist them when they request special programs for the children.

Family Support: To aid school families in crisis periods by sending cards, flowers, helping with meals, baby-sitting, etc. This committee will also work as a liaison to new families, matching new families with existing mentor families and will coordinate room parents.

Hospitality: To coordinate events honoring students, parents and special guests. This includes but is not limited to: Grandparents Day, Art Show, Sock Hop, ISTEP breakfasts, and other occasions as deemed necessary by the chair.

Teacher Appreciation: To express appreciation and support for our faculty by arranging special breakfasts, luncheons, etc. throughout the year. To purchase gifts for teachers as requested by the Association.

Ways and Means: To suggest, organize, and be responsible for all fund raising and community building projects of the Association. The School Lunch fundraisers and the Trash Bag fundraiser exist as sub-committees of the Ways and Means committee, but retain their own chairpersons. All other means to generate income to support the works of the PA fall under the Ways and Means Committee.

## **Article VI. Meetings.**

Section 1. General Meetings. There will be at least three general meetings (fall, winter, and spring) per school year. Additional meetings may be called by the President or the principal when necessary. The last general meeting will be held for the purpose of electing officers and receiving annual reports.

Section 2. Board Meetings. Regular Board meetings will be held with the President presiding and 2/3 quorum to vote. A quorum is defined as all voting members of the Board of Directors. Additional meetings may be called by the President or principal when deemed necessary.

## **Article VII: Amendments**

These by-laws may be amended at any regular meeting of the Association by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment shall have been given in writing at least seven (7) days prior to the meeting at which the amendment is voted upon. It will become effective and added to the by-laws upon such a vote. The Board of Directors may rephrase or reword any by-law without action by the general membership as long as they do not change the purpose, meaning, or intent of such by-laws.

## **Article VIII: Budgets and Financials**

The annual budget for the Parents' Association shall be written by the Executive Committee after seeking information from the various committees, teachers and administration. Once written, the budget will be proposed to the entire Board for amendment as needed and approval. The budget shall be approved no later than the August meeting, but prior to the first day of school. The budget will be presented to the Association during its summer meeting. Any error reported to the Board may be corrected at the September meeting of the Board.

After the September meeting, the budget may only be amended if voted on during two successive meetings of the entire Board. One Executive Committee meeting may be substituted for one meeting of the entire Board for the purposes of budgetary amendment. Any change of under \$500 may be approved by the Executive Committee alone, if circumstances warrant it. The Executive Committee must report the expenditure at the next meeting of the entire Board.