

**SHAKOPEE AREA CATHOLIC SCHOOL  
PARENTS IN PARTNERSHIP BYLAWS**

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**ARTICLE I: NAME**

The name and location of this organization shall be Shakopee Area Catholic School Parents in Partnership (PIP), 2700 Seventeenth Avenue East, Shakopee, MN 55379.

**ARTICLE II: MISSION STATEMENT**

In an effort to make Shakopee Area Catholic School even better, PIP strives to support and strengthen the bonds between students, families and staff of the SACS community.

**ARTICLE III: POLICIES**

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

**ARTICLE IV: MEMBERSHIP**

General members shall be all parents, step-parents, or guardians of students. All general members shall have the right to vote on issues before the membership.

**ARTICLE V: THE EXECUTIVE BOARD**

The Executive Board shall consist of the following elected officers: a president, vice president, secretary, and treasurer.

**ARTICLE VI: DUTIES**

**SECTION I: Duties of the Executive Board**

1. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.

2. The board shall hold monthly executive board meetings throughout the school calendar. Special meetings of the executive board may be called by the president, by any member of the board, or any member of the SACS administration if needed.
3. The board shall hold monthly general member meetings throughout the school calendar. The board shall determine this calendar in advance of the school year and make it available to the general membership by the first meeting of the year.
4. The board shall transact necessary business in the intervals between meetings.
5. The board shall create standing committees and appoint chairpersons and shall approve the plans of work submitted by committees' chairpersons.
6. The board shall have the authority to reassign specific job duties as required.
7. The board shall develop an annual budget to be approved by the membership and work from that budget to meet the needs of the organization.
8. A board member may be removed from his/her position if the member has not performed his/her duties.
9. The board shall hold elections for new board members if it is necessary to replace a board member before the next scheduled election.
10. No member shall hold more than one office on the executive board at a time, unless as a temporary measure if a board member needs to leave his/her position before an election may be arranged.
11. The board shall obtain the school principal's approval for planned activities. He/ She may or may not approve an activity if he/she does not deem it in the best interest of the school. Any material, such as activity information, that is to be sent home with the children needs prior approval of the principal or his/her designate.

## SECTION II: Duties of the President

The president shall

1. Preside at all regular, special, and executive board meetings and communicate with the vice president if unable to attend.
2. Coordinate the work of the officers and committees in order that the organization's objectives may be accomplished.
3. Shall serve as primary contact for the principal.
4. Cast the deciding vote in case of a tie at all board and membership meetings. Otherwise the president is not able to vote.
5. Execute decisions of the executive board.

## SECTION III: Duties of the Vice President

The vice president shall

1. Attend PIP meetings and communicate with the president if unable to attend.
2. Act as aide to the president.
3. Perform duties of the president in the absence or inability of that officer to serve.
4. Assume the office of president until an election can be held at the next general membership meeting, should the president be unable to complete his/her term.
5. Maintain the membership, classroom representative and volunteer list(s) for the organization and provide copies for the other board members and the principal as requested. All lists shall be passed to the succeeding vice president.

## SECTION IV: Duties of the Secretary

The secretary shall

1. Attend PIP meetings to record the official minutes and communicate with the president if unable to attend.
2. Publish and distribute a summary of the minutes within two weeks or sooner.
3. Preside at PIP meetings in the event the president and vice president are unable to attend.
4. Update and distribute the yearly PIP activity calendar after it has been approved by the board.
5. Distribute the by-laws to all board members and other interested parties.
6. Be responsible for other miscellaneous typing and copying, including issuing formal invitations for guest speakers, administrators, teachers, and committee chairs.
7. Keep a log of attendance for the meetings.
8. Forward all appropriate materials to the school designate for web page updates of important PIP-related information and submit PIP news to the principal or his/her designee for the weekly newsletter.

## SECTION V: Duties of the Treasurer

The treasurer shall

1. Attend PIP meetings and communicate with the president if unable to attend.
2. Coordinate with the school financial director to reconcile the monthly expenditures and deposits.
3. Fill out, maintain and reconcile the fund request forms.
4. Present a financial statement at each PIP meeting.
5. Work with the executive board to put together a yearly budget and present it at the beginning and end of each school year.
6. Preside at PIP meetings in the event the president, vice president and secretary are unable to attend.

## SECTION VI: Duties of the Immediate Past President

The immediate past president shall serve as an advisor to the executive board for one year immediately following his/her term in office.

## SECTION VII: Classroom Representative

A classroom representative shall

1. Contact other parents in his/her child's classroom to assist with school events, PIP events, and other activities as necessary.
2. Work directly with the teacher to provide assistance as the teacher requests to make the teacher's day run smoothly.
3. Coordinate the Marathon classroom basket with the teacher and other parents and ensure that it is ready for the Marathon, as directed by the Marathon committee.

## SECTION IX: Duties of General Members

General members shall

1. Attend as many PIP meetings as possible.
2. Volunteer for or help chair at least one PIP-sponsored event per year.
3. Share their time and talents when requested by PIP to the extent possible.

## SECTION X: Duties of Committee Chairpersons

Committee chairpersons shall

1. Attend at least one PIP meeting annually and provide a report on his/her committee.
2. Recruit the members for his/her committee with possible assistance from the PIP executive board.
3. Fill out and present a fund request form annually for all supplies needed. This must include a summary of plans and activities for the committee. (See Article X, Section IV, fund requests.)
4. Use the approved budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval by the PIP board, if the overage is less than \$250. If the amount is greater than \$250, the committee chairperson must submit another fund request at a general meeting.
5. Update their records at the conclusion of the activity or of their term as chairperson and relinquish said records to the new chair of the committee at that time.
6. Keep receipts of purchases and file necessary paperwork with receipts to the school financial director for reimbursements within 60 days.
7. At the end of the school year, chairperson(s) shall present a report of their activities and monies spent to the treasurer and, if possible, to the general membership at the final meeting of the school year.

## **ARTICLE VII: MEETINGS**

SECTION I: There will be monthly general meetings throughout the school calendar. In general, meetings are held the second Tuesday of the month, beginning at 6:30 pm, and are held in the library. Any variations from this shall be announced well in advance, if possible.

SECTION II: Additional meetings of the organization may be called, either by vote of the executive board or by petition of the members. Special meetings may be called by the president or by any two or more members of the board. The time and place of all special meetings shall be announced at least seven days prior to the meeting, except in the case of an emergency.

SECTION III: There will be monthly executive board meetings. The time and place of the meetings shall be announced to the executive board.

SECTION IV: General meetings shall last no longer than 60 minutes. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits, and the attendees agree by voice vote, other topics may be raised for discussion. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather or other emergency, meetings may be canceled and rescheduled at the discretion of the president, in collaboration with the school administration.

SECTION VI: The quorum shall be two out of four executive board members present.

## **ARTICLE VIII: TERMS OF SERVICE**

SECTION I: Each officer shall serve a term of two school years. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term.

SECTION III: An officer does not have to step down at the end of his/her term if he/she chooses not to. The officer may sign up for another two year term. No more than two terms for a total of four years may be held in any one office. If a current holder of an office wishes to continue his/her term, and another person would like a chance to serve in this office, there will be an election for the office.

SECTION IV: Each outgoing officer shall present a resume of their responsibilities to the newly elected officer and assist them as needed for up to one year. The outgoing officer shall transfer all files, paper and electronic, and properties of PIP to the incoming officer.

SECTION V: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

SECTION VI: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by a special election. However, should a vacancy occur in the office of president, the vice president shall immediately assume the office until the special election.

SECTION VII: Officers not renewing their terms must make it known to the executive board in writing no later than January.

SECTION VIII: Staggered terms: To assist in continuity, officer turnover will occur in staggered terms. For example:

Odd-numbered years: President and Secretary elected

Even-numbered years: Vice President and Treasurer elected

## **ARTICLE IX: VOTING PRIVILEGES**

SECTION I: All regular members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION II: Executive board members shall not vote on issues before the general membership. The president shall vote only in the case of a tie in a vote of the executive board or the organization.

SECTION III: All members will have one vote and must be present to vote.

## **ARTICLE X: FINANCES**

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The treasurer shall keep accurate records of any disbursements, income, and bank account information, based on information provided by the school financial director. The treasurer shall also be responsible for preparing fund request forms, based on requests approved at general meetings or meetings of the executive board. (See Section IV, Fund Requests)

SECTION III: The Treasurer shall present a financial report at each general meeting of the organization and shall prepare and present a report on the previous year's finances at the beginning of the school year.

SECTION IV: Fund Requests: a fund request is money put aside for a specific purpose. Any money put into a fund request shall only be used for that purpose. The following procedures apply to fund requests:

A. All chairpersons of committees requiring funding for the school year must make a formal fund request. The chairperson or other individual making the request shall contact the treasurer for a fund request form and shall provide a written explanation of how the committee or individual intends to use the money. Except in extraordinary cases, if the amount of funds requested is greater than \$250, the request must be presented at a regular, general meeting.

B. In most cases, fund requests greater than \$250 will only be considered at the October and February general meetings. The chairperson or his/her designate of the committee seeking funding shall be responsible for presenting the fund request. The presenter is responsible for addressing all of the specifics of the activity or event, including how the money will be used, the estimated cost, whom it will benefit, when and where it will occur, and what, if any, additional financial support will be received. The presenter is also responsible for answering any questions after the presentation. If the request is being made outside of the October or February general meetings, the chairperson(s) shall contact the executive board to ensure that the request is on the agenda for that meeting.

C. After discussion, the general membership will make a motion to approve the fund request, approve it with changes or amendments, or deny the request. The full membership will vote on the request. In case of a tie, the president shall cast the deciding vote.

D. If the membership believes that the budget does not allow approval of the full amount requested at the October meeting, the chairperson(s) may present an additional request at the February meeting.

E. For fund requests less than \$250, the chairperson or individual shall contact the treasurer for a fund request form and provide a written explanation of how the committee or individual intends to use the money. The executive board shall meet to discuss and approve or deny the request within seven days of receiving the request. The treasurer shall communicate the executive board's decision to the requestor.

F. After a fund request has been approved, the presenter shall make any changes on the fund request form, based upon the discussion and final approval, and submit it to the executive board. At least two members of the executive board must sign the approved fund request. The treasurer will submit the original (white) copy of the fund request form to the school financial director, provide the pink copy to the president and retain the yellow copy.

G. The school financial director shall file the fund request. All chairperson(s) shall submit valid receipts and invoices to the school financial director for reimbursement or payment of invoices. If the amount spent exceeds the amount of the approved fund request, the chairperson(s) shall submit a new fund request form for reimbursement or payment.

H. The school financial director shall provide the treasurer with a report of deposits and disbursements by the first or second business day of the month. The treasurer shall verify that the monies have been spent according to the agreed upon conditions of the fund request.

I. All purchase receipts must be turned into the Parents In Partnership Treasurer. Treasurer will then be responsible to turn those receipts in to the school Financial Director.

J. Fund request notices must be given to the Parents In Partnership Board as a "heads up" two weeks in advance to the October and February Fund Request meetings either via email or paper form.

SECTION V: No loans shall be made by the organization to its officers and members.

SECTION VI: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION VII: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

SECTION VIII: The fiscal year shall coordinate with the school year.

SECTION X: Dissolution: upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

## **ARTICLE XI: ELECTIONS**

SECTION I: Nominations should be made at the meeting prior to the voting meeting.

SECTION II: Officers shall be elected at the May meeting of the organization by the voting members present. If a position is left open at the end of school year and a candidate volunteers during the summer to fill that position, the board will meet and decide whether to approve or not.

SECTION III: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait outside so that the voting may take place.

SECTION IV: A majority of the votes cast by the general members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two who received the largest number of votes shall be held immediately.

SECTION V: Elections occurring in even numbered years (e.g., 2012) shall be for the offices of vice president and treasurer. Elections occurring in an odd numbered years (e.g., 2013) shall be for the offices of president and secretary.

## **ARTICLE XII: AMENDMENT OF BYLAWS**

SECTION I: These bylaws can be amended at any General Membership Meeting by a two-thirds majority vote of the members in attendance. Notice of a proposed change in the bylaws shall be given at the previous meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership.

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**These Bylaws were adopted by the Shakopee Area Catholic School Parents in Partnership (PIP) by a majority vote during a General meeting properly called on 6 December 2011 and shall take effect immediately.**

**Bylaws created by 2011-2012 Executive Board. Bylaws updated 9/8/2013.**