

BY-LAWS OF THE CENTRAL CATHOLIC PARENTS' CLUB

May 5, 2011

Article I. Name

The name of the organization is and shall be **Central Catholic Parents' Club** (hereinafter referred to as "club").

Article II. Purposes

To promote parent/guardian participation in the accomplishment of the mission of CCHS; to provide a structured means for parents/guardians to sponsor and participate in spiritual, educational, and recreational activities for themselves and their sons; to represent the parents/guardians in matters relating to the governance and administration of CCHS; to assist and support the school and booster clubs with fund raising and other activities; to promote unity and cooperation among all booster club efforts; and to provide financial support to CCHS.

Article III. Membership

All parents or guardians of students who attend or have attended CCHS; all current school administration, faculty and staff.

Article IV. Officers and Standing Committees

The following officers shall oversee, coordinate, and operate the club:

- Moderator
- President
- Vice-Presidents
 - Food & Drink
 - Parent Event
 - Truck Raffle
 - Volunteers
- Secretary

Standing committees shall include the following:

- Athletic Booster Club
- Band Booster Club
- JROTC Booster Club
- Father/Son Games Day
- Mother/Son Luncheon
- Project Graduation

A representative from each booster club shall attend and report on the booster club's activities at each regular monthly meeting of the Executive Committee. The President shall annually appoint a chairperson for the Father/Son Games Day, the Mother/Son Luncheon, and Project

Graduation at the May meeting of the Executive Committee. The representatives and chairpersons of the standing committees shall not be considered officers of the club.

Article V. Committees

The officers of the club shall constitute the Executive Committee. The School President and the School Principal shall be members of the Executive Committee ex officio.

Article VI. Duties of Officers/Purpose of Committees

A. Duties of Officers

The **President** shall be responsible for coordinating all activities of the club, including all committee activities. The President may appoint additional committees and Vice Presidents as needed on an ad hoc basis. The President may provide, from year to year, additional specific duties for committee chairpersons and/or officers. The President shall preside over all meetings of the Executive Committee.

The **Vice-Presidents** shall be responsible for at least one assigned committee, i.e., Food & Drink, Parent Event, Truck Raffle, or Volunteers, and answer to the President with regard to the functions of each committee.

The **Secretary** shall prepare, distribute and maintain copies of the agenda and minutes for all Executive Committee meetings and provide notice to all officers of all Executive Committee meetings.

B. Committees: Structure and Duties

B.1. Executive Committee

- a) **Purpose:** To administer the club to achieve its purposes in a successful manner.
- b) **Structure:** Moderator, President, Vice-Presidents, Secretary

B. 2. Food & Drink Committee

- a) **Purpose:** To budget for, provide and secure quality food and refreshments for any club-sponsored or supported function or event. Assist other committee chair persons and boosters when requested to do so.
- b) **Structure:** Food & Drink Vice-President and an appropriate number of volunteers.

B.3. Volunteers Committee

- a) **Purpose:** To maintain volunteer lists, coordinate and secure volunteers as needed for all club-sponsored or supported activities, functions and events.
- b) **Structure:** Volunteers Vice-President and an appropriate number of volunteers.

B. 4. Parent Event Committee

- a) **Purpose:** With the assistance of other needed committees, to plan, organize, and to execute a successful major fund raising and entertaining annual event.
- b) **Structure:** Parent Event Vice-President and an appropriate number of volunteers.

B.5. Truck Raffle Committee

- a) **Purpose:** To work closely with the Moderator to plan, coordinate and execute an annual fund raising Truck Raffle.
- b) **Structure:** Moderator, Truck Raffle Vice-President, and sub-committee chairs with an appropriate number of volunteers.

Article VII. Moderator

The Parent Club Advancement Associate, who is employed by CCHS, shall serve as moderator of the club. All administrative actions and sponsored activities of the club, including schedules, publications, awards, letters, fund raising activities, etc., must be approved by the moderator who is accountable to the president and the principal for proper execution of the policies and administrative guidelines of CCHS.

Article VIII. Election of Officers

The School President and the President of the club shall determine a suitable nominee for President and present the nominee to the Executive Committee at the May meeting of the Executive Committee. All other officers will be nominated by the Executive Committee and elected at the May meeting of the Executive Committee. A majority of the officers present at the May meeting of the Executive Committee may disapprove a nominee. If a nominee is disapproved, the President shall nominate a replacement nominee. A majority of the officers present at the May meeting of the Executive Committee must approve a slate of officers. Officers shall be installed at the first regular meeting of the Executive Committee in August. The terms of the office shall begin and end on each respective date of installation. If a vacancy occurs in the office of President, the Executive Committee shall appoint a member of the club to fill said vacancy. No person shall serve more than (2) consecutive terms in the same position as an officer of the club unless a majority of the officers present at a regular meeting of the Executive Committee votes to extend an officer for additional terms.

Article IX. Meetings

Regular meetings of the Executive Committee will be held on a monthly basis at a time, date, and place designated by the President prior to the first regular meeting in August. In addition to regular meetings, the Executive Committee will meet as needed at a time, date, and place designated by the President and presented to the Executive Committee at least five days in advance of the meeting. Presence of the Moderator, the President, and two other officers will constitute a quorum. All meetings will be conducted by the President. All officers must attend the regular meetings of the Executive Committee. Any officer missing two or more regular meetings may be dismissed from the Executive Committee by a majority vote of the officers.

Article X. Budget and Disbursement Policy

The President and the Moderator will be responsible for ensuring that all events and activities of the club are budgeted by the beginning of the school year, including the two major fundraisers.

Any requests for reimbursement or payment of expenses for an event sponsored by the club will not be reimbursed or paid by the business office without the written approval of the President or Moderator.

Any request for payment or reimbursement must be supported by an invoice or receipt along with a check request form. Check request forms and all support documentation should be forwarded to the President or Moderator for approval. Once approved, the check request will be forwarded or faxed to the business office for payment. Checks are processed in the business office on Thursday of each week; therefore, the President or Moderator must receive any requests for payment by Wednesday morning.

The business manager must sign or approve any type of contract that commits CCHS to any type of financial obligation. Committee chairs and/or officers of the club are not allowed to sign contracts.

Article XI. Booster Clubs

Each Booster Club is organized to provide participative support and services to a particular student activity group. Booster Club Presidents are responsible for ensuring that all events and activities of the Booster Club are budgeted by the beginning of the year. Each Booster Club must submit an annual budget of the Booster Club's finances and events/activities to the Moderator no later than August 1st. The budget will have separate line items for income and expenses designated as part of the school's operating budget and income and expenses designated as part of the Booster Club's budget. Each Booster Club must meet with the Business Manager and Moderator promptly after the budget has been submitted to review and approve the annual budget and the designation of line items.

Article XII. Co-officers

Any position of club officer may be held by a single member of the club or by a member and spouse as co-officers.

Article XIII. Amendments

These by-laws shall be enacted upon approval by a majority vote of the officers present at a regular meeting of the Executive Committee. Any amendment to these by-laws must be presented at a regular meeting of the Executive Committee and posted in the CCHS secretary's office during normal school hours for thirty consecutive days. After the thirty days have elapsed, a proposed amendment must be approved by a majority vote of the officers present at a regular meeting of the Executive Committee.

The foregoing by-laws were adopted and approved as amended this 5th day of May, 2011.

Moderator

President

Secretary