



# St. Anne School Dads' Club Constitution

## Article I - Name

This organization shall be known as the St. Anne School Dads' Club.

## Article II - Purpose

### Section 1. General

1. The purpose of this organization shall be to provide financial and/or physical support for St. Anne School, its organizations, and individuals as deemed appropriate by the Pastor, Dads' Club members and school Principal.

### Section 2. Specific

1. To promote and/or aid the activities of other organizations of the school, and related organizations when approved by the membership of the Dads' Club.
2. To provide such means as are necessary to finance this club, and the activities that it sponsors.

## Article III - Membership

All men who are (or have spouses or children who are) active members of St. Anne Parish or St. Anne School, and whose names have been inscribed in the official Dads' Club roster shall be members of the club. Full privileges, including voting rights, will be attained by a new member upon attendance of their first meeting, and completion of an appropriate Dads' Club questionnaire.

## **Article IV - Officers**

### **Section 1.**

1. A President, Vice-President, Secretary, Second Secretary, Treasurer and Sergeant-at-Arms shall be the elective officers of the club.
2. The President from the prior fiscal year shall be asked to serve in the current year in the office of Past President.

## **Article V - Standing Committees**

### **Section 1.**

1. The standing committees shall be:
  - a. the Program and Entertainment Committee
  - b. the Membership and Attendance Committee
2. The Dads' Club shall establish such additional committees as its welfare and progress demands.

## **Article VI - Executive Committee**

### **Section 1.**

1. Voting members of the Executive Committee shall be the elective officers of the Dads' Club. Additionally, the Past President, St. Anne School principal, and the Reverend Pastor, or their designees shall serve as Ex-Officio members of the Executive committee.
2. The operations of the Dads' Club shall be the responsibility of the Executive Committee.
3. New business may be presented to the Executive Committee prior to presentation at a general membership meeting.

## **Article VII - Government**

This organization exists pursuant to current diocesan policy (policies) regarding parent organizations, which reads, in part: "Parent Organizations...may be formed, with the approval of the school administrator, to assist in performing such functions as fund raising, coordinating volunteer activities..."

## **Article VIII - Election and Appointments**

### **Section 1. Elections**

1. The President, Vice-President, Secretary, Second Secretary, Treasurer and Sergeant-at-Arms shall be elected annually. Nominations will be presented in March, voting will be held by ballot at the regular meeting in the month of April.
2. A majority of ballots cast for each office shall decide an election. No ballot shall be cast by absentee or by proxy.
3. The tenure of office shall be one year.
4. The officers elect shall take office June 1st following the election. Outgoing and incoming officers will work together in May following the election for smooth transition of club status and activities.
5. Two candidates for each office shall be proposed by a nominating committee. Additional nominations can be made from the floor.
6. At the regular meeting in March, the President, who shall chair the nominating committee, will nominate four additional members in good standing to serve on the committee. Additional nominations may be made from the floor. A vote will be taken, and the four persons receiving the largest number of votes will, together with the president, comprise the nominating committee.

### **Section 2. Appointments**

1. In the event of the death or resignation of any officer except the President or past president, the Executive Committee will appoint a replacement.
2. In the event of the death or resignation of the President, the Vice-President will assume his duties, and the resulting vacancy will be filled by the Executive Committee.
3. In the event that the Past president is unwilling or unable to serve for any reason, his office will remain vacant for that fiscal year, or any portion thereof.

## **Article IX - Meetings**

### **Section 1. General Membership**

1. At least nine regularly scheduled general membership meetings will be held in each calendar year.

### **Section 2. Executive Committee**

1. The Executive Committee will have scheduled meetings during the months of August, March and June. Additional meetings may be held to review funding requests or other proposed new business prior to general membership meetings, or as otherwise deemed necessary by the President.

### **Section 3. Special Meetings**

1. Special meetings will be held upon call by the President, or a majority of the Executive Committee, provided notice of said meeting, stating the purpose of the meeting, be communicated to each member in good standing.

## **Article X - Finances**

### **Section 1. Responsibility**

1. All finances of the club will be under the supervision of the Executive Committee.

### **Section 2. Fiscal Year**

1. The fiscal year for the club will be the 12 months beginning June 1, and ending May 31.

### **Section 3. Signatures**

1. Any check drawn for an amount over \$300 will require two authorized signers, one of which will be the Treasurer's.
2. The St. Anne School principal, or their designee, will also be an authorized signer on all accounts of the club.

### **Section 4. Financial Overview**

1. The club will raise funds throughout the fiscal year, and generally allocate funds as the amounts generated from each fund raising activity are collected, and all associated expenses are settled.
2. The allocation of funds will be governed by the Constitution, and will require (except as noted in Section 8) the approval of the majority of members present at a general membership meeting.

### **Section 5. Funding Requests**

1. Non-Budgeted Funding requests exceeding \$300 must be presented in writing to an Executive Committee member, and be received by the President no later than 10 days prior to a regularly scheduled general membership meeting. The Executive Committee will review all requests, and will ensure that input from the appropriate school or parish

official has been solicited relative to the inherent benefits of the proposed project. Incomplete requests will be returned to the individual submitting the request for revision or completion. The Executive Committee will prioritize all properly submitted requests for presentation to the general membership.

2. Non-Budgeted Funding requests of \$300 or less may be presented directly to the general membership at any regularly scheduled meeting, provided that the President is notified in writing of the request prior to the commencement of such meeting.
3. Funding requests must include:
  - a. a detailed description of the project
  - b. the benefits to be received by St. Anne School
  - c. the total cost of the project
  - d. the amount requested from the Dads' Club
  - e. the date that the funds will be needed
4. All funding requests approved by the Executive Committee will be presented at a general membership meeting. A reasonable discussion period will be allowed for each funding request. Upon completion of discussion of all Executive Committee approved funding requests, a general membership vote for approval of each individual request will be conducted. A simple majority of members in attendance is required for approval.

## **Section 6. Budget Preparation**

1. The Executive Committee will prepare a budget at the beginning of each fiscal year listing fund raising opportunities and estimates. Funding requests, including requests carried over from prior years, will be listed for consideration.
2. The budget will be presented to the St. Anne School Priest and Principal for approval during the month of August. The budget should include types and proposed dates for all fund raising activities, expected income, and proposed disbursement of funds.

## **Section 7. Presentation**

1. The budget will be presented to the general membership to serve as the basis of the current year fund raising, and project funding activity.
2. The Treasurer will present a Financial Standing at each general membership meeting outlining actual income from fund raising, and all expenses.
3. Once the budget is approved by the General Membership and the St. Anne School Priest and Principal, disbursements of funds shall be deemed authorized within the limits of the approved budget.
4. In accordance with Diocesan guidelines, a report will be presented to the St. Anne School Priest and Principal at the end of the school year outlining all income and expense items and variances from budgeted amounts.

## **Section 8. Non-Budgeted Expenditures**

1. The Executive Committee will have the authority to approve and disburse up to \$300 per year in emergency project funding without prior approval of the general membership.

Such expenditures must be announced at the next regularly scheduled general membership meeting.

2. The Executive Committee will have the authority to approve and disburse up to \$750 per year in miscellaneous expenses (postage, supplies, etc.) without the approval of the general membership.

## **Section 9. Over Budget Expenditures**

1. The Dads' Club will not be responsible for the payment of bills which, without prior approval of the Executive committee, have been charged to it.

## **Article XI - Removal of Officers**

### **Section 1. Requirements**

1. The Executive Committee may, without general membership approval, remove an elected officer from office if that officer has, without fault, failed to attend three general membership, and three Executive Committee meetings.

### **Section 2. Replacement of Removed Officers**

1. A replacement for a removed officer will be made by majority vote, from nominations made from the floor, at the next general membership meeting.

## **Article XII - Amendments**

### **Section 1.**

1. Amendments will be made at a general membership meeting of the Dads' Club when approved by three-fourths vote of the attending members in good standing.
2. Proposed amendments will be reviewed by the Executive committee prior to submission to the general membership.
3. Proposed amendments must be presented in writing, and read at the regularly scheduled meeting previous to the vote.

# **By-Laws**

## **Article I - Duties of Officers**

### **Section 1. The President will:**

1. Preside at all meetings of the dads' Club, and the Executive Committee.
2. Plan the meetings and activities of the Dads' Club, and hold the several officers responsible for the activities entrusted to them.
3. Sign all official documents and papers of the Dads' Club.
4. Chair the Nominating Committee.
5. Be an Ex-Officio member on all committees, both standing and appointed.
6. Perform such other duties as are usually attached to the office of the President.

### **Section 2. The Vice-President will:**

1. Have all the powers, and perform all the duties of the President, in the absence of the latter.
2. Chair the Program and Entertainment Committee.
3. Present at all general meetings, a calendar of upcoming scheduled activities.

### **Section 3. The Secretary will:**

1. Keep a record of the proceedings of the Dads' Club, and read those minutes at the following meeting, and keep the minutes of the Executive Committee meetings.
2. Conduct the correspondence of the Dads' Club.
3. Notify the members of the Executive Committee of the date and time of the Executive Committee meetings.
4. Receive and file reports of all committee chairmen.
5. Promptly provide a copy of the minutes of each general membership meeting to each member in good standing, and to the Reverend Pastor, and the St. Anne School principal, together with the Treasurer's report.

### **Section 4. The Treasurer will:**

1. Supervise the financial affairs of the Dads' Club.
2. Maintain accounting of the financial affairs of the Dads' Club, and present such accounting at each general membership meeting. Said accounting will include:
  - a. statements of assets of the Dads' Club
  - b. statement of current expenditures and revenues
  - c. statement of the status of the budget

### **Section 5. The Sergeant-at-Arms will:**

1. Maintain order at all meetings when called upon by the presiding officer to do so.
2. Be the chief parliamentarian at all meetings.
3. Notify the members of all general meetings.

4. Chair the Membership and Attendance Committee.
5. Maintain an accurate membership roster, and attendance record of general membership and special meetings.
6. Be responsible for determining the eligibility for voting rights, and be responsible for tallying all votes.

### **Section 6. The Past President will:**

1. Serve in an advisory role to the remainder of the executive Committee to ensure continuity from one fiscal year to the next.

### **Section 7. The Second Secretary will:**

1. Maintain email and phone lists of Dads' Club members.
2. Maintain the website with current information as needed
3. Assist the Secretary as needed.

## **Article II - Committees**

### **Section 1. Membership and Attendance Committee**

1. Will be chaired by the Sergeant-at-Arms, and be comprised of members in good standing, the number of which will be left to the discretion of the chairman, appointed by the Chairman, and approved by the Executive Committee.
2. Be responsible for notifying members by telephone and / or by email of general membership meetings, and of other items as requested by the Executive Committee.
3. Be responsible for welcoming dads of new families, a list of which will be obtained from the school office, to the school as possible new members to the club.
4. Perform such other duties as may be established in the Constitution.

### **Section 2. Program and Entertainment Committee**

1. Will be chaired by the Vice-President, and be comprised of members in good standing, the number of which are left to the discretion of the Chairman, appointed by the Chairman, and approved by the Executive Committee.
2. Be responsible for scheduling, planning and execution of all Dads' Club social and fund raising activities.
3. Be responsible for refreshments, and at its discretion, entertainment at general membership meetings.
4. Perform other such duties as required by the Constitution and/or general membership.

## **Article III - Amendments**

### **Section 1.**

1. An amendment, in order to be presented to the membership for review and vote, must have the previous support and approval of the Executive Committee. Two-thirds majority vote at a general membership meeting is required for formal adoption. No amendment will be made unless a formal notice of the proposed amendment has been presented at the previous regular meeting.

## **Article IV - Government**

### **Section 1. Rules**

1. Roberts Rules of Order (Revised) will govern in all cases.