

St. James Catholic Cathedral School  
Panther Parent Association Bylaws

Article I

Name

- Sec.1.1 The name of this organization shall be St. James Catholic Cathedral School Panther Parent Association

Article II

Purpose

- Sec. 2.1 The purpose of this Association shall be to promote the social and spiritual growth of our students, parents, and school personnel through the organization and execution of activities that foster fellowship, community, and faith.

Article III

Parental Involvement

- Sec. 3.1 Parental Involvement shall be open and encouraged to all parents and guardians of children attending St. James Cathedral School.
- Sec. 3.2 Appointed officers (refer to Article V, Sec. 5.1) are expected to vote at all Executive Board meetings.
- Sec. 3.3 A School Liaison and the preceding President shall be members of the Executive board in an "ex-officio" capacity.

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Article IV

Executive Board

- Sec. 4.1 Members of the Executive Board shall consist of four core officers and up to two optional appointed officers (refer to Article V, Sec. 5.1) and the other “ex-officio” members. The Executive Board shall conduct the Association’s business affairs as set forth in Article II, Sec. 2.1.
- Sec. 4.2 A Quorum shall consist of a majority of voting members on the Executive Board

Article V

Officers

- Sec. 5.1 The core officers of the Association consist of: President, Vice-President, Treasurer, Secretary. Two optional appointments may also include the Volunteer Coordinator Officer and/or any Officer title as to support an effort as defined by the Executive Board. Additionally, “ex-officio” members will be included titled Past-President and School Staff Liaison.
- Sec. 5.2 No officer shall be eligible for the same office for more than two (2) consecutive terms, unless there is an exception and vote by a quorum of voting members. A term consists of one (1) school year or until a successor is determined.
- Sec. 5.3 Vacancies occurring during terms of office shall be filled by the President, in consultation with the Executive Board; except in the office of President, which shall be filled by the Vice- President.

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- A. A vacancy that is filled prior to December 31<sup>st</sup> of the term shall constitute a full term. Any vacancy that is filled after January 1<sup>st</sup> of the year shall not constitute a full term.
- B. A vacancy will be assumed should any board member fail to attend two or more executive board meetings without prior notice and/or providing a written update to the Executive Board on his/her area of responsibility.

Sec. 5.4      Qualifications and Duties

- A. The President shall preside at and prepare for all Executive Board and General meetings of the Association; shall be a member “ex-officio” of all committees; shall serve on the School Advisory Board; shall appoint the chairpersons of all committees of the Association, in consultation with the Executive Board; shall be an “ex-officio” member of the Executive Board for one year after leaving office, and shall perform all other duties usually pertaining to the office. The President shall be a voting member and Catholic supporting parishioner of St. James Cathedral Church.
  - i.      Should the Past President be unable to serve as an “ex-Officio” member for one year after leaving office, another Past officer will be appointed by the Executive Board.
- B. The Vice President shall act as an aide to the President and shall perform all duties in the absence or at the request of the President. The Vice President shall be a voting member and Catholic supporting parishioner of St. James Cathedral Church and is to succeed the President at the end of the President’s term.

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- C. The Treasurer shall collect all monies due this organization and deposit these funds in the name of St. James Catholic Cathedral School Panther Parent Association. All bills shall be authorized by the PPA Treasurer and paid by the Accounting Department of the school. The Treasurer shall give and up-to-date budget report at each Board Meeting and will be a voting member of the Executive Committee.
  
- D. The Secretary is a voting member that shall keep an accurate record of all meetings; shall keep permanent records of by-laws and minutes; and shall perform such other duties as may be delegated. Minutes of the Executive Board meetings shall be distributed to all Executive Board members within seven (7) days of the next scheduled Board meeting. Approved minutes will be submitted for publication on the school website under the Panther Parent Association tab monthly and a written copy provided to the school Front Office. The Secretary will be a voting member of the Executive Committee.
  
- E. The Volunteer Coordinator will provide support and guidance to the event committee chairs. This position will ensure the Chairpersons have proper coordination of administrative support to include communication to the school community of the event and recruitment of volunteers for the events. This position will share with the Executive Committee any needs and provide up-to-date reports to the status of events. The Volunteer Coordinator is a voting member of the Executive Committee.
  
- F. The Members-at-Large (2) will serve as voting members of the Executive Board and will serve in any position that is left vacant or identified as a need throughout the year.
  
- G. The Staff Liaison is an identified school staff person that will attend the Executive Board meetings as a representative of Administration. The Staff Liaison will serve as a non-voting member and the position can be filled by more than one staff person designated by Administration to attend the meetings.

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Article VI

Meetings

- Sec. 6.1 All Panther Parent Association meetings are open to the school community, unless otherwise ordered by the Association: the dates are set by the Executive Board, in consultation with the School Administration. Installation of officers will be held at the first meeting of the school year corresponding to the term of office as defined in Article V, Sec. 5.2.
- General Meetings are to be held within the first 30 days of the school year and within 30 days of the second half of the school year upon returning from Christmas break.
- Sec. 6.2 Executive Board meetings shall be held monthly during the school calendar year to transact such business as deemed necessary by the President and are open to any member of the Panther Parent Association as defined in Article III, Sec. 3.1
- Sec. 6.3 The Executive Board shall meet with the Committee Chairs/ Co-Chairs twice during the year, or as deemed necessary by the President, in consultation with the Executive Board, but no less than once per school calendar year.
- Sec. 6.4 The Executive Board shall meet with the Committee Chairs/Co-Chairs within the first 30 days of the school calendar year to ensure roles and responsibilities of Committee Chairs/Co-Chairs are clearly defined, review fiscal prudence and guidelines for engaging with the School administration are reviewed. (501c3 status, utilizing space such as the Assembly Hall and/or Cafeteria, purchases and reimbursements, communication, tracking volunteer hours, etc).

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Article VII

Nominations and Appointments

Sec. 7.1 For consideration, all nominees must have previously and successfully served as a Committee Chair for a minimum of one school calendar year. Nominations for the appointed officers will be taken from the recommendations from the existing Executive Board and the School Administration. The Executive Board will then appoint the new officers.

A notice in the Weekly memo shall advise interested Committee Chairs as to when Board positions are open. Parents who have previously served for one full school year as Committee Chairs are welcome to self-nominate themselves via an application process for current open or upcoming school calendar Board positions.

Sec. 7.2 The annual appointments will take place at the last Board meeting of the School year, with assumption of duties at the first meeting of the following school year.

Article VIII

Rules of Order

Sec. 8.1 Roberts Rules of Order, Newly revised Edition, shall prevail at all meetings. The rules contained in these by-laws shall govern the organization in all cases to which they are applicable and which they are not inconsistent with the rules of order of this organization.

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Article IX  
Amendments

- Sec. 9.1 These by-laws may be amended, in consultation with the School Administration, at any Executive Board meeting. The Proposed amendments to these by-laws must be put in the form of a motion to the Executive Board and voted on by the voting members.

Article X  
Dissolution

- Sec. 10.1 Prior to the meeting to dissolve, all General Members will be notified of a meeting to vote to dissolve.
- Sec. 10.2 The Association may dissolve by a majority of the votes of the General Membership, and approval by the Priest and School Administration.
- Sec. 10.3 Upon dissolution, exiting funds will be turned over the St. James Catholic Cathedral School.