

IRONTON CATHOLIC SCHOOL SUPPORT ORGANIZATION

Constitution and Bylaws

Adopted August 23, 1998

ARTICLE I .NAME:

The name of this organization shall be the Ironton Catholic Schools Support Organization.

ARTICLE 2- OBJECT:

Section 1. The object of this association shall be the advancement of Catholic education and the welfare of all the school children of the Ironton Catholic Schools.

Section 2. It shall further be to act in the promotion of parent .school activities and to increase, on the part of its member, interest in academic, athletic, and other activities of the School.

Section 3. It shall attempt to enhance the parent's and teacher's role in the education and development of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of children, and also by providing an opportunity for parents and teachers to work together for the good of the Schools.

Section 4. Finally, it shall work toward the enrichment of the educational and athletic programs of St. Joseph and St. Lawrence Schools.

ARTICLE III .MEMBERSHIP

The membership shall be open to individuals interested in the objectives of this association.

ARTICLE IV .OFFICERS

Section 1. The officers of this association shall be a President, two Vice-Presidents, a Secretary, and a Treasurer. The term of the office shall be for one year, and no person shall be eligible to hold the same office for more than two consecutive terms.

Section 2. The President shall preside at all meetings of the association and of the Executive Board. He/she shall perform all the duties pertaining to the office, shall appoint special committees, shall be an Ex-Officio member of all committees, and shall receive notices of all meetings. The President shall represent the association upon the School Board.

Section 3. There shall be two Vice-Presidents; one to chair the Academic Committee, and one to chair the Athletic Committee. The Vice-Presidents shall jointly perform the duties of the President in his absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant.

Section 4. The Secretary shall send notices of regular meetings to members prior to said meetings. He/she shall keep a minute book showing a true and accurate record of all meetings of this association and of the Executive Board. He shall perform such other duties as the President or the Executive Board shall designate.

Section 5. The Treasurer shall receive all moneys and shall make disbursements only as directed by the Executive Board and countersigned by the President. He/she shall provide a written financial report at each general meeting in addition to a written annual report which shall be examined and certified by the School Board Appointed Auditor.

ARTICLE V . EXECUTIVE BOARD

Section 1. The administrative body of this association shall be known as the Executive Board. The Board shall consist of the Pastoral Administrator, the Association's President, two Vice-Presidents, Secretary, Treasurer, immediate Past President, the School Principal, and the chairpersons of the permanent committees.

Section 2. All matters of policy and administration shall be vested in this Board and the Association members present at the meetings.

Section 3. A quorum of the Executive Board shall be a majority of the members thereof.

Section 4. Business can only be conducted at a meeting where there are at a minimum of five Executive Board members, one of which must be either the President or a Vice-President.

Section 5. The Executive Board shall have the right to fill any vacancies among the officers of the association, subject to a subsequent approval of the membership.

Section 6. The executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint temporary chairpersons of said committees with the approval of the membership.

ARTICLE VI .ELECTIONS

Section 1. Nominations for officers shall be made by a nominating committee of three members selected by the Executive Board. The nominating committee shall report the names of the candidates for each office to be filled at least one meeting prior to the meeting in which elections are held. Additional nominations may be made from the floor at the nomination meeting. The consent of all nominees must have been obtained.

Section 2. Voting shall be by public show of hands by those in attendance at the meeting unless there is an objection made by any attending the meeting. Should an objection be made, then voting shall be conducted by secret ballot by member present at the meeting.

ARTICLE VII .GENERAL MEMBERSHIP MEETINGS

Section 1. The election meeting shall take place at the May Meeting of the Association. Officers will assume their positions at the next business meeting.

Section 2. There shall also be monthly meetings during the year at such times and places as the President or Executive Board shall decide.

Section 3. At a regularly called meeting of the membership, those present shall constitute a quorum assuming a quorum of the executive board is present.

ARTICLE VIII- PARLIAMENTARY PROCEEDLJRE

The rules contained in Robert's Rules of Order, Revised shall govern this Association in all cases not otherwise covered by this Constitution and Bylaws, or Standing Rules.

STANDING RULES
OF THE
IRONTON CATHOLIC SCHOOLS SUPPORT ORGANIZATION
As **Adopted on August 23, 1998**

1. Expenditures up to \$250.00 may be approved by the Executive Board without vote of the membership. Any expenditures voted by the membership must have had prior approval by the Executive Board.
2. Copies of the Treasurer's report shall be given to the principal and the School Board monthly.
3. No fund raising activities shall be undertaken without the consent and approval of the principal.
4. All moneys shall be expended only upon the approval of the principal.
5. All moneys shall be received and expended in accordance to generally accepted accounting practices.
6. There shall be a least 6 regularly called meeting of the Association during the year. Said meetings will be held on the Fourth Sunday day of each month at 7PM unless otherwise by the Board.