



Dads' Club Constitution

Article 1 - Name

Section 1

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

Article 2 – Purpose

Section 1

2.1.1 The purpose of this organization shall be to provide financial and/or physical support for St. Monica School, its organizations, and individuals as deemed appropriate by Dads' Club members.

Section 2

2.2.1 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.

2.2.2 To provide such means as are necessary to finance this Dads' Club and the activities that it sponsors.

Article 3 - Membership

Section 1

3.1.1 All men who are (or have spouses or children who are) active members of St. Monica Parish or St. Monica School shall be members of the Dads' Club. Full privileges, including voting rights, will be attained by a new member upon attendance of their first meeting.

Article 4 – Officers

Section 1

4.1.1 A President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms shall be the elected officers of the Dads' Club.

4.1.2 The President from the prior fiscal year shall be asked to serve in the current fiscal year as the Past President.

4.1.3 No officer may serve in any position for more than two consecutive years.

Article 5 - Executive Board

Section 1

5.1.1 Voting members of the Executive Board shall be the elected officers of the Dads Club.



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5.1.2 The immediate Past President, the St. Monica School principal and the Reverend Pastor, or their designees, shall serve as Ex-Officio members of the Executive Board but are not voting members.

5.1.3 The operations of the Dads' Club shall be the responsibility of the Executive Board.

Article 6 – Committees

Section 1

6.1.1 The Executive Board may establish standing and ad-hoc committees to manage Dads' Club events or activities to meet the needs of the Club.

Article 7 – Government

Section 1

7.1.1 This organization exists pursuant to Diocesan Policy #2010 SCHOOL SUPPORT ORGANIZATIONS - School support organizations and budgets of these organizations are under the direct jurisdiction of the school's chief administrator.

Article 8 - Election and Appointments

Section 1 - Elections

8.1.1 The President, Vice-President, Secretary, and Sergeant-at-Arms shall be elected annually to one-year terms by ballot at the regular meeting in the month of May. The Treasurer's ~~shall be elected to a two-year term once every two years in the month of May~~ term shall be one year, and he will take office following a one-year term as Deputy Treasurer. The Deputy Treasurer, as described in the by-laws, will be elected annually for a one-year term, a non-voting board member and elected each May by the membership

8.1.2 The winning candidate of each officer position must receive a minimum of 50.1% of the ballots cast for that office by the members present at the May meeting. If on the first ballot, a candidate does not receive 50.1% of the votes, the top two candidates will continue on into a run-off election. No ballot shall be cast by absentee or by proxy.

8.1.3 The officers elect shall take office at the end of the next Executive Board meeting following the election, but no later than June 30 each year.

8.1.4 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 Nominating Committee. Additional nominations may be made from the floor. A vote will be taken, the four persons



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receiving the largest number of votes will, together with the President, comprise the Nominating Committee.

8.1.5 A minimum of two candidates for each office shall be proposed by a Nominating Committee. Additional nominations can be made from the floor.

Section 2 -Appointments

8.2.1 In the event of the death, resignation, or removal of any officer except the President or Past President, the Executive Board will appoint a replacement.

8.2.2 In the event of the death, resignation, or removal of the President, the Vice-President will assume his duties, and the Executive Board will nominate a new Vice President who needs to be affirmed by a vote of the Club at the next General Membership meeting. Additional nominations may be taken from the floor.

8.2.3 In the event that the Past President is unwilling or unable to serve for any reason, the office will remain vacant for that fiscal year, or any portion thereof.

Article 9 - Meetings

Section 1 - General Membership Meetings

9.1.1 At least nine regularly scheduled General Membership meetings will be held in each fiscal year.

Section 2 - Executive Board Meetings

9.2.1 The Executive Board will have scheduled meetings during the months of August, March, and June at a minimum. Additional meetings may be held to review funding requests or other proposed new business prior to General Membership meetings, or as deemed necessary by the President.

Section 3 - Special Meetings

9.3.1 Special meetings may be held as determined by the President, or a majority of the Executive Committee, provided proper notice of the meeting and the stated purpose of the meeting are communicated to the General Membership at least 7 days prior to the meeting.

Article 10 - Finances

Section 1 - Responsibility

10.1.1 All finances of the Club will be under the supervision of the Executive Board.



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Section 2 - Fiscal Year

10.2.1 The fiscal year for the Club will be the same as the school year beginning July 1 and ending June 30.

Section 3 - Signatures

10.3.1 All checks will require two authorized signers, one of which will be the Treasurer's.

10.3.2 Only the St. Monica School principal, or his/her designee, the President, and the Vice President will be the other authorized signers on all accounts of the Dads' Club.

Section 4 - Financial Overview

10.4.1 Money raised throughout the fiscal year shall fund activities consistent with this Constitution.

10.4.2 The Dads' Club membership will approve and maintain a Finance Policy to provide more complete guidance regarding the financial activities of the Club and Executive Board.

10.4.3 The expenditure of Dads' Club funds will be governed by the Constitution, and will require (except as noted in Section 5.2) the approval of the majority of members present at a General Membership meeting.

Section 5 - Budget Preparation

10.5.1 The Executive Board will prepare a budget at the beginning of each fiscal year listing expected revenues and expenses, including cash carried over from the prior year.

10.5.2 The Annual Budget will be presented to the General Membership for approval at the first General Membership meeting each fiscal year and presented to the St. Monica School Board during the month of August.

Section 6 - Non-Budgeted Funding Requests

10.6.1 Non-Budgeted Funding Requests exceeding \$250 must be presented in writing to an Executive Board member, and must be received by the President no later than 10 days prior to a regularly scheduled General Membership meeting. The Executive Board will review all requests and ensure that input from the School Principal 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 Board will prioritize all



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properly submitted requests for presentation at the next General Membership meeting.

10.6.2 Non-Budgeted Funding Requests of \$250 or less may be approved by the Executive Board and reported to the General Membership at the next regularly scheduled meeting.

10.6.3 Non-budgeted funding requests must include:

- A. Detailed description of the project
- B. The benefits to be received by St. Monica School or the Dads' Club
- C. The total cost of the project
- D. The amount requested from the Dads' Club
- E. The date that the funds will be needed

10.6.4. All Non-Budgeted Funding Requests approved by the Executive Board will be presented at the next General Membership meeting. The proposed budget amendment should be distributed to the Club at least 7 days prior to the meeting. A reasonable discussion period will be allowed for each funding request. Upon completion of discussion of all Executive Board approved funding requests, a General Membership vote for approval on each individual request over \$250 will be conducted. A simple majority of members in attendance is required for approval.

Section 7 – Reporting and Disbursements

10.7.1 A Financial Report will be presented at each General Membership meeting comparing actual revenues and expenses to date to the Annual Budget.

10.7.2 Once the Annual Budget is approved by the General Membership and reviewed by the St. Monica School Board, disbursements of funds shall be deemed authorized within the limits included in the approved Annual Budget.

10.7.3 A final Financial Report will be presented to the St. Monica School Board at the end of each fiscal year summarizing actual revenues and expenditures and variances from the budgeted amounts.

Section 8 - Unauthorized Expenditures

10.8.1 The Dads' Club will not be responsible for the payment of bills which were not approved by the Executive Board or within the scope of the Annual Budget.

Article 11 - Removal of Officers

Section 1 - Requirements



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11.1.1 The Executive Board may, without General Membership approval, remove an elected officer from office if that officer has, without cause, failed to attend three General Membership and three Executive Board meetings in a fiscal year.

Article 12 - Constitutional Amendments

Section 1

12.1.1 Amendments will be made at a General Membership meeting of the Dads' Club when approved by a three-fourths vote of the attending members in good standing.

12.1.2 Proposed amendments will be reviewed by the Executive Board prior to submission to the General Membership.

12.1.3 Proposed amendments (in "red-line form") must be submitted to the General Membership at least 14 days in advance, and must be presented in writing, and read at the regularly scheduled meeting previous to the vote.

12.1.4 Past Revisions

- A. Revised: May 14, 1997
- B. Adopted: May 31, 1997
- C. Revised and Adopted: 2001
- D. Revised and Adopted: March 11, 2010

ST. MONICA SCHOOL DADS' CLUB BY-LAWS

Article 1 - Duties of Officers

Section 1 - The President will:

Preside at all meetings of the Dads' Club and the Executive Board.

Plan the meetings and activities of the Dads' Club, and hold officers responsible for the activities entrusted to them. With the exception of constitutional provisions stated above, the President may reassign responsibilities based on the skill mix of the person(s) holding officer positions.

Sign all official documents and papers of the Dads' Club.

Chair the Nominating Committee.

Be an Ex-Officio member on all committees, both standing and appointed.

Perform such other duties as are usually attached to the Office of the President.

Section 2 - The Vice-President will:



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- 1.2.1 Have all the powers and perform all the duties of the President in the absence of the latter.
- 1.2.2 Present a calendar of upcoming scheduled activities at all general meetings.

Section 3 - The Secretary will:

- 1.3.1 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 Board meetings.
- 1.3.2 Conduct the correspondence and communications of the Dads' Club.
- 1.3.3 Receive and file reports of all committee chairmen.
- 1.3.4 Promptly provide a copy of the minutes of each General Membership meeting.

Section 4 -The Treasurer will:

- 1.4.1 Supervise the financial affairs of the Dads' Club.
- 1.4.2 Follow all of the policies and procedures identified in the Dads' Club Finance and Budget Policy.
- 1.4.3 Mentor the Deputy Treasurer.

Section 5 - The Sergeant-at-Arms will:

- 1.5.1 Maintain order at all meetings when called upon by the presiding officer to do so.
- 1.5.2 Be the chief parliamentarian at all meetings.
- 1.5.3 Notify the members of all General Membership meetings.

Section 6 - The Past President will:

- 1.6.1 Serve in an advisory role to the Executive Board to ensure continuity through the next fiscal year.

Section 7 – The Deputy Treasurer will:

- 1.7.1 Familiarize himself with Dads' Club financial practices to be able to assume the office of Treasurer the subsequent school year.
- 1.7.2 Act as the treasurer for the annual Dads' Club Gala and report to the Treasurer the financial status of the Gala as needed or requested.

Article 2 – By Law Amendments



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Section 1

- 2.1.1 Amendments will be made at a General Membership meeting of the Dads' Club when approved by two-thirds vote of the attending members in good standing.
- 2.1.2 Proposed amendments will be reviewed by the Executive Board prior to submission to the General Membership.
- 2.1.3 Proposed amendments (in "red-line form") must be submitted to the General Membership at least 14 days in advance, and must be presented in writing, and read at the regularly scheduled meeting previous to the vote.
- 2.1.4 Past Amendments: A.
 - Revised: May 14, 1997
 - B. Adopted: May 31, 1997
 - C. Revised and Adopted: 2001
 - D. Revised and Adopted: March 11, 2010

Article 3 – Rules of Governance

Section 1

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