



ST. JAMES PARENT ACTIVITY COMMITTEE (PAC) CONSTITUTION

(REVISED April 25, 2017)

ARTICLE I: NAME

The name of this organization shall be the Parent Activity Committee (PAC) of St. James the Less Catholic School.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. To promote a broader appreciation of the ideals of Catholic education.
2. To utilize to the spiritual, educational, and social resources of both home and school to assist and promote the school in a positive manner.
3. To provide additional communication for parents and teachers.
4. To provide a solid organization to improve the school's fundraising efforts.
5. To foster the integration of families into the life of the parish community.

ARTICLE III: AUTHORITY

- Section 1. As distinguished from a school board/education committee, this organization does not have an official role in the formation of policy.
- Section 2. Since the Pastor of St. James the Less Catholic Church and the Principal have ultimate responsibility for the school, the decisions of the organization are subject to their approval.

ARTICLE IV: MEMBERSHIP

- Section 1. All parents and guardians of children presently attending St. James the Less Catholic School are eligible for active membership.
- Section 2. Persons, who wish to promote the work of the PAC but do not have children presently in the school, may be extended an associate membership.
- Section 3. Meetings shall be open to all members of the school community.

ARTICLE V: OFFICERS

- Section 1. The Principal of St. James the Less Catholic School shall be the ex-officio Moderator of the organization.
- Section 2. The elected officers of the organization shall include: President, Vice-President, Secretary, and Treasurer. The terms of the office shall be for one year form July 1st to June 30th, and no person shall be eligible to hold the same office for 3 consecutive terms.
- Section 3. The administrative body of the organization shall be known as the Executive Board. This board shall consist of the Principal of St. James the Less Catholic School and Officers of the PAC.

ARTICLE VI: EXECUTIVE BOARD

- Section 1. All matters of the organization’s policy and administration shall be submitted in writing by the Officers for approval by the Principal.
- Section 2. A quorum of the Executive Board shall be four (4) members thereof.
- Section 3. The Executive Board shall meet at the call of the President or any three members of the Executive Board.
- Section 4. The Executive Board shall have the right to fill, for the remainder of the term, any vacancies among the offices of the organization, subject to subsequent approval by the Principal.
- Section 5. The Principal shall act as Advisor to the Executive Board. The duties and responsibilities of members of the Executive Board shall be:
 - A. The Principal shall be a voting member of the Executive Board and shall, as far as possible, attend all meetings of that body. The Principal’s approval shall be required for all expenditures of the organization’s funds, and for all speakers who are invited to address the organization. All decisions and/or requests for activities, fundraising and policies must be submitted in writing to the Principal for approval. These written requests

will be maintained in the PAC binder. Further, the principal may request a report from any officer of the organization at any time.

- B. The President Shall:
 - 1. Preside at meetings of the PAC and the Executive Board;
 - 2. Appoint committee chairpersons and/or ad hoc officers;
 - 3. Serve as ex-officio member of the committees except the Nominating Committee;
 - 4. Call regular and special meetings of the PAC and Executive Board;
 - 5. Otherwise act as necessary to further the goals of the PAC.
- C. The Vice-President shall perform all the duties of the President during the President's absence, as well as any other duties assigned by the President.
- D. The Secretary shall keep accurate record of all meetings of the organization and of the Executive Board. He/She shall provide members with notice of regular meetings, publish the business agenda, maintain a membership list, handle the correspondence of the organization, perform such other duties as the President or Executive Board shall designate.
- E. The Treasurer shall receive all money and submit to school office for recording and disbursement in accordance with the best practice financial policies of the Diocese. He/She will also keep accurate records of receipts and disbursements and make them available at any time to the Executive Board. The Treasurer shall make a financial report at each general meeting, in addition to a written annual report.
- F. The Executive Board's responsibilities are to:
 - 1. Set goals to the current year's activity and fundraising efforts of the PAC;
 - 2. Take necessary action to reach these goals;
 - 3. Communicate the goals and activities to the general membership and seek the input of the individual or collective membership;
 - 4. Enlist and encourage the maximum participation of the general membership into activities of the PAC;
 - 5. Provide individual and collective knowledge and expertise for the benefit and growth of the school community as a whole.

ARTICLE VII: NOMINATION AND ELECTION OF OFFICERS

- Section 1. Nominations to elective office will be made by a committee of three, one to be appointed from Executive Board members and two to be appointed from the general membership. The appointments shall be made by the President under the advisement of the Principal.
- Section 2. The Nominating committee is responsible to present a slate of active members as nominees for elective offices to the Executive Board and subsequently to the

general membership by April of the school year. They shall accept the advisement of the Principal prior to securing the consent of any nominee or publishing the name of any nominee.

- Section 3. After presentation of the slate to the general membership by the Nominating Committee, the President shall ask for nominations from the floor. Nominees from the floor need to be present at the meeting and should have prior approval of the Principal before being nominated.
- Section 4. After all floor nominations have been received, the President may request a motion to close nominations. A majority vote is required for the motion to pass.
- Section 5. If there is more than one nominee for any office, the election for that office must be written vote. The President will appoint two Tellers from those present, members who are not nominees in the current election. These Tellers shall report the winner of the contested office when the tally is completed.
- Section 6. If there is only one nominee for any or all offices that office or slate may be elected by hand vote for the general active membership.
- Section 7. All officers elected at the regular April meeting will be installed in their respective offices at an installation to be held during the June meeting. The installation will be handled by a committee appointed by the President. The installation shall be spiritually orientated. All materials of the outgoing officers will be passed on intact to the new officers. Nothing will be purged or destroyed without the authorization of the Principal.

ARTICLE VIII: MEETINGS

The general membership shall meet at least three times during the school year. The date and time will be set by the President of the PAC. Special meetings may be called by the President or the Executive Board. At any regular or special meeting a quorum of the Officers must be present.

The agenda of the meeting shall be ordered as follows:

1. Call to order
2. Prayer and Salute to the Flag
3. Reading of Minutes of Previous Meeting
4. Reading of Communications
5. Report of Treasurer
6. Reports of Standing Committees
7. Reports of Special Committees
8. Unfinished business
9. New business
10. Adjournment

ARTICLE IX: MANAGEMENT AND USE OF FUNDS

- Section 1. The funds of the organization shall be employed only for the benefit of the School and for the operational expenses of the organization. Solicitation of money from members for purposes not pertaining to the approved work of St. James the Less PAC is prohibited.
- Section 2. All funds shall be maintained in the General Ledger of the school. All money received must be reconciled through the school office for deposit into the General Checking account of the school. All checks written on behalf of the PAC must be accompanied by receipts and invoices with payment made through the school office in accordance with the General Accounting Principles and Best Practices.

ARTICLE X: PARLIMENTARY PROCEDURES

The rules contained in Robert Rules of Order shall govern this organization in all cases not otherwise covered by this Constitution.

ARTICLE XI: AMENDMENTS

Amendments to this Constitution will be submitted according to the following procedures:

- A. The amendment shall have been proposed in writing by an active member of St. James the Less PAC.
- B. The desired amendment shall have been presented to the Executive Board which precedes the general meeting at which the amendment is to be voted upon.
- C. A two-thirds majority of those present is necessary to pass any proposed amendment.

