

**BY LAWS**  
**SAINT MATTHEW PARENTS' CLUB**

**ARTICLE I**  
**TITLE**

The name of this organization shall be the Saint Matthew Parents' Club, Champaign, IL ("Parents' Club").

**ARTICLE II**  
**MISSION**

The Parents' Club will strive to enhance the school environment by supporting the educational, spiritual, and social experiences of students, staff, and families of Saint Matthew School ("School"); encouraging communication, volunteerism, fund raising, and fellowship.

**ARTICLE III**  
**MEMBERSHIP**

Membership in the Parents' Club shall include the School staff and faculty and all parents or guardians of students attending the School.

**ARTICLE IV**  
**SUPPORT FEE**

A support fee shall be assessed and collected annually.

**ARTICLE V**  
**OFFICERS**

**Section A:**

There shall be four officers including a President, Vice-President, Secretary, and Treasurer. The officers may be a husband and wife serving jointly.

**Section B:**

The officers shall assume their duties at the May General Meeting. The term of office shall be for one year following the May installation. All officers may serve a maximum of two consecutive terms in the same office. The Vice-President shall automatically assume the Presidency if the President resigns or is removed.

Section C:

Officers may resign by providing written notice to the Executive Committee. Officers may be removed by a majority vote of the Executive Committee approved by the Pastor.

**ARTICLE VI  
DUTIES OF THE OFFICERS**

Section A: President shall:

- 1) call and preside at all meetings;
- 2) be an ex-officio member of all committees;
- 3) have general supervision over all activities;
- 4) appoint ad hoc committees as needed;
- 5) be an automatic member of the Education Commission of Saint Matthew Parish ("Parish");
- 6) designate the chairperson, for a one-year term, for each standing committee at the May General Meeting, which selection will be included in the minutes for that meeting; and
- 7) make an oral year end report at the May General Meeting, which will be included in the minutes for that meeting.

Section B: Vice-President shall:

- 1) assume the duties of the President in the absence of the President; and
- 2) fulfill all tasks as assigned by the President.

Section C: Secretary shall:

- 1) keep records of all meetings and attendance;
- 2) prepare minutes for all meetings;
- 3) handle correspondence for the Parents' Club; and
- 4) update and maintain the records of the Parents' Club.

Section D: Treasurer shall:

- 1) be responsible for receipts and expenditures of all funds in accordance with the direction of the Executive Committee and financial accounting principles as directed by the Diocese of Peoria;
- 2) prepare regular monthly reports concerning income and expenses;
- 3) obtain the approval of the Executive Committee for any expenses not covered in the budget prior to payment;
- 4) have the books of the Parents' Club ready for review at any reasonable time; and
- 5) prepare a budget in conjunction with the various committee chairpersons for presentation at the April General Meeting;

- 6) provide monthly financial statements to the Pastor and Bookkeeper in the parish office.

## **ARTICLE VII EXECUTIVE COMMITTEE**

### Section A:

The Executive Committee shall consist of the officers, the chairpersons of the current Parents' Club standing committees (or a representative appointed by the chairperson), the Principal of the School (or a representative appointed by the Principal), and a faculty representative.

### Section B:

The Pastor will provide guidance and control over the Executive Committee.

### Section C:

The Executive Committee shall have the power to recommend the budget presented at the April General Meeting. The budget shall be approved by the Pastor before the start of the next school year.

### Section D:

Mid-term vacancies on the Executive Committee shall be filled at the discretion of that committee.

## **ARTICLE VIII NOMINATING COMMITTEE**

### Section A:

The Nominating Committee shall consist of three members, including:

- 1) the Chairperson, appointed by the President and who is not currently serving an office;
- 2) the President; and
- 3) the Principal of the School.

### Section B:

The Nominating Committee shall be formed in February of each year and will nominate a slate of officers, subject to approval by the Pastor, to be presented to the Executive Committee prior to the April General Meeting. The slate of officers shall be presented for election by majority vote of the Executive Committee members present at the April General Meeting.

### Section C:

The President shall be selected from the Executive Committee where he/she will have served at least one term. Preference should be given to the Vice-President succeeding to President.

## **ARTICLE IX MEETINGS**

### Section A:

A General Meeting of the Parents' Club shall be held monthly from September through May at 7:00 p.m. or some other reasonable time determined by the President. The President must select the General Meeting dates and give notice to the members. The General Meeting dates and times should be included in the Parents' Club Directory, the School monthly calendar and if possible the Parish Sunday Bulletin.

### Section B:

Business at the General Meetings should be conducted in accordance with Robert's Rules of Order as Revised. Members attending each General Meeting must be given an opportunity to speak about relevant issues.

### Section C:

Special meetings may be called by the President with the approval of the Pastor. Notice for such special meetings shall be made at least 48 hours in advance when possible.

### Section D:

Any member may make a recommendation for consideration by the Executive Committee. A majority vote of the Executive Committee members present at a General Meeting is sufficient for adoption of any appropriate motion. Each Executive Committee member has one vote.

### Section E:

The incoming and outgoing officers and committee chairpersons shall attend the General Meeting in May for the purpose of orientation.

## **ARTICLE X NOTICE**

Notice, as used in these Bylaws, shall be by mail, bulletin, telephone, email, or any other means reasonably expected to provide actual notice.

## **ARTICLE XI AMENDMENTS**

These By-laws may be amended by a majority vote at any General Meeting, providing at least seven (7) days notice is given of any proposed change.

Adopted:        September 17, 1962

Amended: November 13, 1969; March 13, 1975; May 11, 1978; May 17, 1979;  
November 11, 1979; January 26, 1981; February 4, 1988; April 1, 1993;  
March 11, 1998; December 8, 2004; April 13, 2011