



# IMMACULATA HIGH SCHOOL SPARTAN PARENT CLUB

## By-laws

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**Article I. Name**

The name of the organization shall be the Spartan Parent Club.

The Spartan Parent Club operates as an organization within the Church of the Immaculate Conception, Somerville, NJ, under the auspices of the Diocese of Metuchen. The Diocese of Metuchen is a non-profit religious corporation and is exempted from taxes under Section 501(c) 3 of the Internal Revenue Code. As such, no Federal or State tax filings are required by the Spartan Parent Club.

**Article II. Purpose**

The objectives of the Spartan Parent Club shall be to:

- Further the mission of Immaculata High School as stated in the Immaculata High School Mission Statement.
- Support initiatives for the betterment of the school and to promote parent participation in the school, by way of conducting fundraising events to help offset the financial obligations of the school.

**Article III. Membership**

Membership in the Spartan Parent Club is open to all family and friends of Immaculata High School. All parents/guardians are automatically members of the Spartan Parent Club when their child is enrolled in Immaculata High School. Charter members will be considered as those who have signed the registration roster prior to May 31, 1965. Membership in the Spartan Parent Club may be terminated or suspended by the Spartan Parent Club for actions which might reflect adversely upon the good name and reputation of the school. A voting member of the Spartan Parent Club shall meet the following criteria:

- A Charter Member
- Have a child currently enrolled at Immaculata High School

**Article IV. Organization**

**Section 4.01 Executive Board**

The Executive Board will consist of:

- Current Elected Officers
- Head of School and Dean of Students (as non-voting participants)
- Advisory Board
  - Active Past President members with a child enrolled at Immaculata High School
  - The immediate former Past President member while not holding another Elected Position

**Section 4.02 Standing Committees**

Standing Committees shall be:

- Executive Committee
- Nominating Committee
- Advancement Committee
- Hospitality Committee
- Social Events Committee

**Section 4.03 Ad hoc Committees**

Created as needed for specific tasks as needed by the Spartan Parent Club.

The President shall appoint a chairperson. Each chairperson should be responsible for filling their committee.

## **Article V. Officers and Duties**

### **Section 5.01 Elected Officers**

The Officers of the Spartan Parent Club shall be:

- A. President
- B. Vice-President
- C. Treasurer
- D. Assistant Treasurer
- E. Secretary
- F. Social Events Coordinator

### **Section 5.02 Eligibility for Office**

All elected Officers shall be members in good standing.

### **Section 5.03 Duties of Officers**

#### **A. President**

The President shall be the Chief Executive Officer of the Spartan Parent Club and shall preside over all meetings of the Spartan Parent Club and its Executive Board; report to the Executive Board and the membership all matters coming to the President's notice relating to the interests of the Spartan Parent Club; and perform other such functions as usually pertain to the office of the President. Specific duties are as follows:

- Serve as liaison between Immaculata High School and the Spartan Parent Club
- Represent the Spartan Parent Club at Immaculata High School functions
- Notify Immaculata High School of dates of all meetings for the school year for inclusion in the school calendar
- Appoint a chairperson to each of the Standing Committees, if the Standing Committee has not identified its own chairperson
- Establish Ad hoc Committees as the Spartan Parent Club's needs require and appoint a chairperson for the committee
- Appoint a Nominating Committee at the February meeting to consist of from three to five members
- Be an ex-officio member of all Standing Committees and Ad hoc Committees which may be formed, with the exception of the Nominating Committee, with all rights and privileges of its members
- Authorize the disbursement of funds of the Spartan Parent Club, in accordance with Spartan Parent Club's Fiscal Policies and Procedures Guidelines and review the financial reports of the Spartan Parent Club
- Handle any Spartan Parent Club issues that arise and make final decision on the outcome
- Maintain documents of importance relating to the office of the President and pass documents onto his/her successor
- Make him/herself familiar with *Robert's Rule of Order (Revised)* as it pertains to meeting procedures and presenting business of the Spartan Parent Club

## **B. Vice-President**

The Vice-President shall perform all duties of the President of the Spartan Parent Club at the request of or in the absence of the President, and perform other such functions as usually pertain to the office of the Vice President. Specific duties are as follows:

- Maintain Spartan Parent Club operating records, including permits, contracts, licenses, committee reports and event committee folders
- Liaison to Immaculata Office of Advancement to ensure all fundraising activities have proper permits, contracts, licenses, as well as, if applicable, security and maintenance support
- Represent the Spartan Parent Club at Immaculata High School functions
- Maintain documents of importance relating to the office of the Vice President and pass documents onto his/her successor
- Make him/herself familiar with the New Jersey Administrative Code (N.J.A.C. 13:47) governing legalized games of chance
- Make him/herself familiar with Robert's Rule of Order (Revised) as it pertains to meeting procedures and presenting business of the Spartan Parent Club

### **C. Treasurer**

The Treasurer shall be the custodian of all funds of the Spartan Parent Club and perform other such functions as usually pertain to the office of the Treasurer. Specific duties are as follows:

- Keep full and accurate accounts of receipts and disbursements as authorized and render to the Executive Board and the membership an accounting of the transactions and of the books at each monthly meeting, in accordance with Spartan Parent Club's Fiscal Policies and Procedures Guidelines
- Collect and deposit funds in the name of the Spartan Parent Club in the bank accounts authorized by the Executive Board and the School's Director, in accordance with Spartan Parent Club's Fiscal Policies and Procedures Guidelines
- Disburse funds of the Spartan Parent Club, in accordance with Spartan Parent Club's Fiscal Policies and Procedures Guidelines
- Be responsible for the annual review of the Spartan Parent Club's Fiscal Policies and Procedures Guidelines with the Executive Board
- Serve as the liaison between the Immaculata High School Business Manager and the Spartan Parent Club in all financial matters
- Maintain all banking relationships of the Spartan Parent Club
- Make him/herself familiar with the New Jersey Administrative Code (N.J.A.C. 13:47) governing legalized games of chance
- Maintain documents of importance relating to the office of the Treasurer and pass documents onto his/her successor; and
- Make him/herself familiar with *Robert's Rule of Order (Revised)* as it pertains to meeting procedures and presenting business of the Spartan Parent Club.

#### **D. Assistant Treasurer**

The Assistant Treasurer shall mentor under the Treasurer. Specific duties are as follows:

- Learn all aspects of Treasurer duties
- Maintain Spartan Parent Club permits, contracts, licenses, committee reports and event committee folders
- Make him/herself familiar with the New Jersey Administrative Code (N.J.A.C. 13:47) governing legalized games of chance
- Make him/herself familiar with *Robert's Rule of Order (Revised)* as it pertains to meeting procedures and presenting business of the Spartan Parent Club

## **E. Secretary**

The Secretary shall maintain the records of attendance and written minutes of the meetings of the Spartan Parent Club and perform other such functions as usually pertain to the office of the Secretary. Specific duties are as follows:

- Ensure written notification for all Spartan Parent Club related meeting dates and/or changes thereof is sent to all necessary parties
- Record minutes at each monthly Spartan Parent Club meeting and any special meetings called by the President
- Serve as Spartan Parent Club meeting timekeeper
- Ensure meeting minutes are completed and posted to the Spartan Parent Club website as well as distributed for review at the following Spartan Parent Club meeting
- Prepare and maintain attendance lists from each meeting
- Maintain the custody of past Spartan Parent Club meeting minutes
- Maintain documents of importance relating to the office of the Secretary and pass documents onto his/her successor
- Ensure Spartan Parent Club Website is updated, inclusive of meeting minutes
- Make him/herself familiar with *Robert's Rule of Order (Revised)* as it pertains to meeting procedures and presenting business of the Spartan Parent Club.
- Maintain the correspondence of the Spartan Parent Club
- Check the Spartan Parent Club mailbox at weekly and distribute as needed
- Coordinate life event correspondence with Office of Advancement
- Maintain Spartan Parent Club volunteer file
- Maintain Spartan Parent Club email and field inquiries to the appropriate parties

## **G. Social Events Coordinator**

The Social Events Coordinator will lead and organize promoting awareness attendance to all Immaculata events. This will be achieved through use of social media, working with internal IHS stakeholders, and engaging the Spartan Parent Club Executive Board in all tasks:

- Assign tasks to Social Events standing committee
- Create and maintain Spartan Parent Club Instagram page
- Liaison with Immaculate Conception School
- Ensure weekly announcements at Immaculata Conception Church and that any correspondence (fliers) are placed in the Narthex
- Full knowledge of Immaculata High School calendar and events
- Execute Immaculata High School Daily Announcements
  - Pre-Event note for “daily announcement” (example: Good morning students, only one more week until Casino Night. Please remind your parents to come out for this fun event!). Timeline/frequency TBD
  - Post-Event: “daily announcement” (example: So exciting to see over 250 Spartan families and friends enjoy our Casino Night. Some of our big winners walked away with.....)
- Spartan Event Communication Management:
  - Ensure Event Chairs film “event promotion” Timeline/frequency TBD (post on both social media and Spartan News Network)
  - Work with each Event Chair to determine e-blast timelines and key messages
  - Ensure fliers for homerooms are approved, timeline/frequency TBD
  - Ensure fliers are distributed by volunteer students at both pickup and drop off
  - Leverage venues for event promotion:
    - Fall: Football announcements, utilize scoreboard (bottom of scoreboard at home football games), tables for ticket sales
    - All Other Sporting events: announcements & tables for ticket sales
    - All Other Events: tables for ticket sales
  - Leverage auto-call and/or text option available through Immaculata High School
  - Local free media sources: Bridgewater Township, Patch, TAP

## **Article VI. Dues**

No formal dues are necessary to become a member of the Spartan Parent Club. Any change must be by a majority vote of the members present at a regular monthly meeting, with one month advance written notice to the membership of intention to hold such a vote for this purpose. Publication in the Spartan Parent Club Newsletter issued immediately following the meeting prior to meeting in which the vote is proposed shall be deemed proper notice.

## **Article VII. Meetings**

The Spartan Parent Club shall hold its regular meetings at such time as shall be prescribed by the Executive Board; such meetings are to be held at the school and are open to all members. The meeting schedule will be published in the School calendar. They are, however, subject to change if needed. Membership shall be provided advance notice via school communication processes if scheduled meeting dates/times are changed.

The Annual Election Meeting of the Spartan Parent Club shall be held in conjunction with the regular monthly meeting in April or May. The membership shall be given advance notice of the date of the meeting. Members in attendance at meetings shall constitute a Quorum.



## **Article VIII. Nominations and Election of Officers**

### **Section 8.01 Nominations**

A Nominating Committee shall be appointed by the President at the February meeting, to consist of from three to five members not seeking elected office. The President shall not be a part of the Nominating Committee. Prior consent of all nominees must be received before considered a candidate. The candidates for elected office must be published prior to the election. Write-in nominations will be accepted at the election meeting. An elected officer cannot hold more than one board position at a time. The only exception to this is the positions of secretary. Terms of office will run for one year, commencing with July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. The Treasurer shall assume his/her duties at the closing of the Spartan Parent Club's books for the current fiscal year. The books are deemed closed when all pending invoices are paid, the June bank accounts have been reconciled, and the annual financial report is prepared. No officer may hold the same office consecutively for more than two terms unless the office would otherwise remain vacant. If a member fills an unexpired term for less than six months, it shall not be counted for purposes of limitation of future succession to the same office. In case of unexpected vacancy in the Office of President during the term, the Vice-President shall succeed to the office until a special election can be held. Other vacancies in the ranks of officers will be filled by vote of the Executive Board until the normal term expiration.

### **Section 8.02 Election**

Officers shall be elected at the Annual Election Meeting in April or May. Election to office will be by members in good standing attending the Annual Election Meeting, by a majority vote in closed ballot, except by acclamation if there is only a single candidate for an office. Voting will be by private ballot process

## **Article IX. Rules of Order**

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws.

## **Article X. Amendments**

These by-laws may be amended by at least a two-thirds vote of the Club's membership present at any regular meeting, provided that such amendments have been presented at a preceding meeting and the entire membership is advised in writing that such amendment will be offered for adoption.

## **Article XI. Dissolution**

Upon the dissolution of the Spartan Parent Club, the Executive Board shall after payment of all liabilities, dispose of all assets of the Spartan Parent Club, exclusively for the (benefit of the) students of Immaculata High School for one or more exempt purposes within the meaning of Section (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.