



### Article I – Name

The name of the organization shall be the Transfiguration School Parents' Guild.

### Article II – Purpose

The Transfiguration Parents' Guild is organized for the purpose of supporting the Catholic education of children at Transfiguration School through fundraising efforts to benefit the school and by fostering relationships among the school, parents, and teachers.

### Article III – Members

**Section 1.** All parents and legal guardians who have children enrolled in Transfiguration School are required to join the Guild. Each member family in good standing will have one vote.

**Section 2.** Membership dues are established by the Executive Board. A member must have paid his or her dues at least 1 calendar day before the meeting to be considered a member in good standing with voting rights. Members have two payment options: (1) pay \$75 annual dues, payable in September of the current school year with the obligation to participate in the two major fundraisers: selling/buying \$150 worth of fall calendar raffles and \$200 worth of spring raffle tickets; or, (2) pay \$475 in September without any further fundraising obligation.

### Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be a president, co-president, vice president, co-vice president, treasurer, assistant-treasurer, secretary, president ex-officio and school principal. Any full-time faculty member, other than the principal, is excluded from holding any executive office.

**a. President Ex-Officio.** The past president shall be available to assist the president, especially with details pertaining to their time served as president. Act as an advisor to the president should new questions or issues arise. Will have executive board vote. Be eligible to hold another Executive Board office concurrent with their term as past president but will only have one vote in total.

**b. President.** The president shall preside over meetings of the organization and executive board, decide all questions of order, set agenda for the meetings, act and judge impartially, declare results of all votes, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, train the co-president, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Only the president has the authority to cast an additional vote in the event of a tie.

**c. Co-President.** The co-president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

**d. Vice President.** The vice president shall assist the co-president and carry out the co-president's duties in his or her absence or inability to serve. Organize and conduct the Fall Calendar Raffle, Teacher Appreciation Luncheon, act as focal point for Spring Fundraiser raffle tickets to ensure all 400 tickets are sold, and serve as liaison for the wrapping paper committee.

**e. Co-Vice President** The co-vice president shall assist the vice president and carry out the vice president's duties in his or her absence or inability to serve. In addition, the co-vice president will facilitate meeting proceedings.

**f. Treasurer.** The treasurer shall keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. Adopt and implement an accounting system which shall include those processes necessary to protect the integrity of the funds entrusted to the Guild. The treasurer will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Make the accounts and books of the Guild open for inspection by any member upon reasonable notice at a place and time convenient to the treasurer. The treasurer shall make disbursements only as directed by the Guild officers and countersigned by the president. The treasurer shall inventory and maintain the budget and reconcile the bank



statement each month and present that reconciliation to the president each month. The treasurer shall give a financial report at each General and Executive Board meeting. The treasurer should not receive/deposit funds or other monies unless the assistant treasurer is unable to do so. The treasurer will make provisions for transacting business at all times..

**g. Assistant-Treasurer.** The assistant treasurer shall receive all dues and other monies, and shall be responsible for ensuring that funds are complete and accurate and they are deposited in the bank account on a timely basis. In addition, the assistant treasurer shall provide the treasurer with a written accounting of monthly deposits, and assist the treasurer.

**h. Secretary.** The secretary shall keep all records of the organization, take and record minutes of all meetings, distribute the agenda, handle necessary correspondence, and send notices of meetings to the membership. The secretary keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary makes available copies of the minutes of regular membership meetings to members within two weeks of that meeting. Minutes must be approved by the executive board and, subsequently, posted on the school website.

**Section 2. Nominations and Elections.** Elections will be held in May, the second to last meeting of the school year. The nominating committee chairperson shall be chosen at the February meeting and will collect candidate nominations for each office in writing. Two weeks before the May general membership meeting, the list of nominees will be sent home to parents. The election will be held at the May meeting. If there is only one candidate for an executive board office, a show of hands will suffice. In the event there are two or more candidates for an executive board office, a ballot vote shall be taken. One vote per family. Members must be present to vote. Newly elected officers shall assume their office with the assistance of the outgoing officers within the first week of June. Transfer of all records shall be completed before the last day of school with the exception of the treasurer who will

transfer records by August 31, the end of the fiscal year.

**Section 3. Eligibility.** Candidates for office must be dues-paying members of the Guild.

**Section 4. Terms of Office.** The president, co-president, vice president and co-vice president may serve no more than a one-year term in the same office, unless the position remains vacant and the current Board approves an additional term. At the end of a one-year term, the current co-vice president will assume the vice-president office, and the current co-president will assume the office of president. The treasurer, assistant treasurer, and secretary will serve two-year terms. The terms for the treasurer and assistant treasurer will be staggered to expire on even and odd years, respectively. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in a Board office, the Board may appoint a candidate to serve out the term. If there are no nominations for a board position, the Board must appoint someone for the position. Appointments must be approved by a simple majority of the Guild members present at the next general session of the Guild before becoming effective.

**Section 6. Removal From Office.** Officers can be removed from office with cause by a two-thirds vote of those present at a general membership meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 7:30 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the September regular meeting. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Attendance.** All Executive Board members, Class Parents and Standing Committee Chairpersons are expected to attend all scheduled meetings.



**Section 3. Special General Membership Meetings.** Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least one week prior to the meeting.

**Section 4. Voting.** A simple majority of the Guild members present and in good standing, shall carry any motion.

#### **Article VI – Executive Board**

**Section 1. Membership.** The administrative body of the Transfiguration Parents Guild shall be known as the Executive Board. The Executive Board shall consist of the officers, principal, and president ex-officio. All Executive Board members will have equal voting rights. Only the president has the authority to cast an additional vote in the event of a tie.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing and temporary committees, prepare and submit a budget to the membership, and prepare reports and recommendations to the membership.

**Section 3. Executive Board Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by the president or upon request by any two board members, with 48 hours notice.

**Section 4. Planning.** The Executive Board shall review the current year's budget and determine needs and costs for the upcoming school year with the goal of completing it by the end of the current school year. The budgets will be completed and presented for review by the Guild members at the regularly scheduled September membership meeting.

**Section 4. Voting.** All board members are required to vote in order to carry a motion.

#### **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following are standing committees: Membership, Hospitality, Fall Dinner Dance, Wrapping Paper, Christmas Tree/Wreath Sale, Book Fair, Spring Fundraiser, Cultural, Spiritual, Playground, Food Coupons, Community Service, Parish Council, and Nominating. The chair of each committee shall recruit others to serve on the committee. Each committee chair should report at the regularly scheduled monthly meeting of the Guild. Chairpersons not able to attend a regularly scheduled meeting should provide a report regarding the current status of their duties/projects for the meeting.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

#### **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted by the end of the current school year for the next fiscal year. The final budget will be approved by a majority vote of the members present at the September meeting.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on all checks. Authorized signers shall be the president, treasurer, and principal. Board approval is required for expenditures exceeding \$200.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

**Section 6.** In the event of the dissolution of the Guild, after all bills have been paid the



remaining funds will be transferred to the school operating budget.

**Section 7.** The fiscal year shall coordinate with the school year beginning annually on Sept.1 and ending on Aug.31.

**Section 8.** At the end of the fiscal year, the budget shall be closed out on the books and any funds above and beyond the prudent reserve, an amount to be agreed upon annually, may be used to fund additional items on the school wish list. The exception: when there is an account payable or capital item has been ordered during any fiscal year, the monies to pay for that item shall be carried forward into the next fiscal year's capital budget account, if necessary, as a separate and specific line item in order to pay for that item.

**Section 9.** Only the principal will have signing authority on contractual agreements.

#### **Article IX – Fundraising**

**Section 1.** The Guild will promote and coordinate fundraising activities for the benefit of Transfiguration School.

**Section 2.** By June of each year, the Guild and the principal shall identify special needs that will benefit the school and students. These needs may be either capital or operating budget items. The Committee Chairs shall be notified about these needs to facilitate the printing of tickets and promotional items and to allow them to inform potential contributors of our intended fundraising goal(s) for the next school year. The needs will be identified with input from the principal of the school. Once a list of needs has been identified, the Guild shall vote, by simple majority of those present at the meeting, on those items that it will work towards funding.

**Section 3.** Proceeds from the Guild fundraising events will be used first to provide support for the School operating budget. The amount of the school budget support will be agreed upon annually during the budget setting process. Excess funds raised beyond goal will be distributed to funding the identified special needs and wish list item(s).

#### **Article X – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

#### **Article XI – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules in the Executive Board Handbook, for future reference.

#### **Article XII – Dissolution**

The Guild may be dissolved with previous notice (14 calendar days) and half of the membership must be present at a general membership meeting and a simple majority of those present need to vote in favor to carry the motion.

#### **Article XIII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the Guild by the secretary. Amendments will be approved by a simple majority of the Guild members present.

#### **Article XIV. Review**

**Section 1.** These Bylaws shall be reviewed by the Executive Board at a minimum, every two years on the even year, and at least two months prior to the regular membership meeting where elections of officers/board members takes place.

**Section 2.** Results of this review shall be documented in the meeting minutes of the Executive Board meeting. These minutes shall be sent to each member in advance of the next regularly scheduled meeting of the membership. After the results of the review have been presented and a discussion occurs, if any, a simple majority of the Guild members present at the meeting in which the review of the bylaws by the Executive Board is presented, shall constitute approval.

*These Transfiguration School Parents Guild Bylaws are hereby reviewed and approved on this 6th of May, 2008.*