

**By-Laws of St. Catherine of Siena**  
**School Co-Operative Club**  
**Last Updated June 2018.**

**I. NAME**

The name of this organization shall be the St. Catherine of Siena School Co-Operative Club (Co-Op Club, for short).

**II. OBJECTIVE/PURPOSE STATEMENT**

“We are a volunteer organization of women, mainly mothers of students of St. Catherine of Siena School, whose purpose is to support the school administration, faculty and parish by uniting ourselves, combining our efforts and pooling our resources in the interest and cause of the education of our children.”

In so doing, the officers and members of this organization shall keep in mind the following objectives of a Catholic parent group:

- A. The self-sanctification of its members as reflected in integrated Catholic living and faithful adherence to religious duties as part of both parents and children.
- B. The strengthening of home-school-parish-community ties.
- C. The promotion of friendly parent-teacher relations intended to ultimately foster better understanding between teacher and pupil and to stimulate reciprocal appreciation.
- D. The sponsorship and carrying to a successful end of all undertakings and projects, that are approved, jointly by the spiritual director or pastor, the principal and teachers, and this organization.

- E. The fuller understanding of the plans and goals of Catholic education and how these goals and plans can be realized.

### **III SPIRITUAL DIRECTOR**

The Spiritual Director, Principal and/or Pastor, shall advise and direct the Co-Op Club concerning church and school activities, according to Archdiocesan policies.

### **IV MEMBERSHIP AND DUES**

- A. Active membership of this organization shall be the mothers or maternal guardians of children attending St. Catherine of Siena School. Organization dues are included in the annual Tuition fees, thereby all mothers and maternal guardians are automatically members of the organization.

All members will be eligible to vote and hold office. Fathers of students, upon approval of the Registrar, may represent the maternal guardian for attendance purposes only, but may not vote or hold office.

- B. Associate members shall be those who have no children in school, but are interested in being affiliated with the club and who attend General Co-Op meetings. They will not have the right to vote, may not hold office and may not enter into any yearly prize drawing when applicable.
- C. Honorary members shall consist of the priests, Principal, and faculty of St. Catherine of Siena School. These members will not be able to vote or hold office.

- D. The Finance Committee, in consultation with the Principal, will make recommendations to the Executive Board as to the amount of annual dues to be included in Tuition fees.

## V. MEETINGS

The General Co-Operative Club meetings of this organization shall be held as scheduled by the President during her term.

- A. The order of business of the Co-Op Club meetings may be conducted as follows:

1. Call Meeting to Order
2. Opening Prayer
3. Pledge of Allegiance
4. President's Report
5. Reading of the Minutes
6. Report of Executive Officers
7. Report of Standing Committees
8. Unfinished or Old Business
9. New Business
10. Program or Speaker (as occasion warrants).
11. Report of Registrar (Attendance)
12. Awards/Door Prizes (If Applicable)
13. Closing Prayer
14. Adjournment

- B. Notification

The President or her designee shall notify members in writing or through electronic notices, in a timely fashion, of scheduled Board and General meetings.

### C. Special or Emergency Meetings

The President may call special or emergency meetings of the Executive Board, Board, Finance Committee, or Co-Op Club when she deems it in the best interest of the organization. Notice of such meeting shall state the reason that a meeting has been called and the business to be transacted. Notice may be written or electronic. No other business but that specified in the notice may be transacted without the unanimous consent of all present at such meeting.

### D. ELECTRONIC MEETING/VOTING BY E-MAIL

Circumstances may prevent members of the Executive Board, Board, Finance Committee, and General Co-Op from meeting in person. Electronic meetings and voting by email are then allowed. For a vote to proceed by email, all correspondence must clearly state a reasonable time to reply. A quorum will be the same as stated in the bylaws under Section 14.B. Electronic meetings and voting by email will be reported at the Board and General Co-op meetings.

## VI. FISCAL

- A. The fiscal year shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.
- B. The books and accounts of the SCS Co-Op shall be kept on a modified cash basis and shall be subject to an annual review, by an auditor who is appointed by the Finance Committee.
- C. The treasurer is the chair of the Finance Committee, which may consist of the President, the Immediate Past President (or, if unable to serve, by a board member appointed by the President),

the Immediate Past Treasurer, President–Elect, and Treasurer–Elect. The Treasurer or the President may call a meeting of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, and preparing the annual budget. The budget should be approved at the first General Co–Op meeting of the school year. The budget must be made available to the membership.

- D. The Executive Board shall have authority to vote on unbudgeted expenditures up to \$2,500. The President, along with the Treasurer, has the authority to approve unbudgeted expenditures up to \$500. All expenses greater than \$2,500 shall be taken to the entire Co–Op membership for a vote. All such expenditure will be reported at the following Board meeting.
- E. The treasurer shall present a summary of the previous year’s financials at the first Board meeting of each school year. The Board has the authority to vote on the disposition of any surplus funds. The vote should be reported to the Membership at the following General Co–Op meeting.

## VII OFFICERS

- A. The Executive Board of this organization shall be the following:

- President (or Co–Presidents)
- President–Elect (or Co–Presidents–Elect)
- Vice–President
- Vice–President of Technology
- Vice–President of Technology–Elect
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Treasurer–Elect

Registrar  
Parliamentarian  
Immediate Past President (or Co-Presidents)

- B. Only members in good standing are eligible to hold office.
- C. Officers shall be nominated and elected by plurality vote.
- D. No elected officer shall hold the same office for more than two (2) consecutive terms. The President, President-Elect, Treasurer and Treasurer-Elect shall serve one term only. Offices are filled on a yearly basis by election.
- E. All officers shall submit a written report of all work undertaken, notes and instructions to their successors by June 1 after leaving office.
- F. New officers shall be installed in May and shall assume their respective duties on June 1.
- G. Any and all resignations of officers must be submitted in writing to the President.

## **VIII DUTIES OF OFFICERS**

- A. The President shall preside at all meetings, appoint all committees, countersign all checks (greater than \$1000) issued by the Treasurer, and serve on the Finance Committee. The President is an ex-officio member of all standing committees of the organization and she shall perform such duties as are incumbent upon this office. She shall have the power to create or eliminate committees she deems necessary to promote the welfare of the club.

- B. The President–Elect shall assist the President in presiding at meetings, appointing committees, serving on the Finance Committee, and performing duties as are incumbent upon the office of President–Elect. In the absence of the President, the President–Elect shall perform any such duties as President requests.
- C. The Vice–President shall assist the President and President–Elect in the performance of designated duties. The Vice–President also is chairman of the Special Events committee.
- D. The Vice–President of Technology is responsible for governing the SCS e–shop and managing the online directory. She coordinates with the Treasurer on all financial matters related to the e–shop and serves as the chairman of the Technology committee **for one year.**
- E. **The Vice–President of Technology–Elect shall shadow and assist the VP of Technology in all duties for one year and shall become VP of Technology at the end of one term.**
- F. The Recording Secretary shall keep minutes of all General Co–Op Club and Board meetings and shall report any correspondence as received by the club, as necessary. She shall keep a record of attendance at all Board meetings, compile and issue a roster for the organization.
- G. The Corresponding Secretary shall compile and issue the school bulletin (Gator Gazette) twice per month, on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
- H. The Treasurer shall chair the Finance Committee, may call meetings of the Finance Committee, keep an accurate record of the financial books of the Co–Op Club, pay all bills, present

monthly/bi-monthly statements to the President and Board, and issue a report of finances at the final General meeting.

- I. The Treasurer-Elect shall assist the Treasurer in all duties for one year and shall become Treasurer at the end of one term. She is responsible for coordinating the 50/50 raffle and any other monetary prizes at Co-Op General Meetings.
- J. The Registrar, with the approval of the school administration, shall be coordinator for the Confirmation of Registration held annually. She shall keep a record of attendance at all General Co-Op meetings.
- K. The Parliamentarian shall assist the membership in abiding by parliamentary procedure at all meetings. She shall provide ballots for voting/election, as needed, at all Co-Op and Board meetings. She shall provide each new member of the Board with a copy (printed or electronic) of the By-Laws by the first meeting and she shall assist the Registrar with attendance records at Co-Op meetings.
- L. The Immediate Past President is a member of the Finance Committee. If she no longer has children at St. Catherine, is not a parishioner, or serves in another Board position, the President may appoint a representative from the Co-Op Board.

## **IX DUTIES OF THE EXECUTIVE BOARD**

- A. The Executive Board may be called into closed session at any time to discuss and make recommendations to the Board or any other action necessary for the good of the organization.

- B. The Executive Board shall fill any office vacancy, except President, as the President-Elect shall succeed to the vacancy of the President for the remainder of the term. Vacancies to the Executive Board shall be filled by appointment with consensus of the Executive Board. The member appointed to fill a vacancy will finish the term of office and shall be eligible for nomination for that position during the next annual election.
- C. An Executive Board member shall be asked to resign her position due to conduct contrary to the By-Laws by a vote of two-thirds of the Board.
- D. The Executive Board shall have authority to vote on unbudgeted expenditures up to \$2,500. The President, along with the Treasurer, has the authority to approve unbudgeted expenditures up to \$500. All expenses greater than \$2,500 shall be taken to the entire Co-Op membership for a vote. All such expenditure will be reported at the following Board meeting.
- E. The Executive Board, at a minimum, in even numbered years, shall review the By-Laws.

## **X CO-OP BOARD**

- A. The Co-Op Board shall consist of the Principal, Pastor, all Officers, members of Standing Committees, and all Past Presidents who are active members.
- B. General members wishing to attend Board meetings may request permission from the President, as the Board meetings are considered "closed."

C. The President and Recording Secretary of the Co-Op Club shall act as chairman and secretary of the Board.

D. The Board shall have power to conduct affairs of the Co-Op Club between scheduled General Co-Op meetings and will hold at least one meeting per semester and additional meetings at the discretion of the President and according to the school year calendar.

## **XI STANDING COMMITTEES**

A. The Standing Committees of the Co-Op Club shall be those designated by the President at the beginning of her term of office. Committees shall be added or deleted by the President as circumstances warrant.

B. The President will appoint the Chairmen of Standing Committees yearly. A chairman may not be appointed as chairman to more than one standing committee. As a general rule, a Co-Op board member shall only serve as Room Captain as a last resort.

C. Standing Committees shall make their own plans, but plans must be presented to the President and/or Board for approval of new activities.

D. The chairman of each Standing Committee shall submit a written report at the expiration of their term to the successors.

## **XII FAIR COMMITTEES**

A. Fair Executive Committee shall consist of:

Fair Chair  
Fair Chair elect  
Immediate past Fair Chair (if she/he no longer has children at St. Catherine, the Fair Chair may appoint a representative from the General Membership)  
Fair Treasurer  
Fair Treasurer Elect  
Co-Op Presidents  
Sponsorship Chair  
Confetti Egg Booth Chair  
Basket Booth Chair  
Games Chair  
Ticket Chair  
Food Chair  
Tshirt Chair  
Pastor  
Principal  
Men's Club Representative  
Parish Representative (if desired)

B. Fair Financial Committee shall consist of:

Fair Chair  
Fair Chair elect  
Fair Treasurer  
Co-Op Presidents  
Pastor  
Principal  
Men's Club Representative  
Parish Representative (if desired)

C. Duties of the Fair Executive Committee include:

1. Plan, organize, and execute a parish-wide, 3-day fair.

2. Elect subsequent Fair Chairs. Beginning in the 2017–2018 school year, nominations will be taken for incoming Fair Chair and incoming Fair Treasurer at the first Co–Op meeting in September, and the chairs will be chosen by the Fair Executive Committee.
- D. Duties of the Fair Financial Committee include:
1. The Committee will make recommendations to the Pastor and Principal how the Fair proceeds will be allocated each year.
- E. The Fair shall be held in the month of October.
- F. A \$10,000 reserve is to be left in the SCS Fair account each year. The money is to be used for deposits on bands, games and unexpected expenses, etc. and must be made whole at the end of each fair cycle.
- G. The fair proceeds check will be presented at the January Co–Op meeting each year to allow time for all outstanding credits and deposits to clear.
- H. On a yearly basis, a financial report will be presented to show fair proceeds, expenses, and allocation of funds.
- I. The Co–Op is to continue to loan the start up cash to the fair; amount to be determined as needed depending on the finances of the fair account at the time of the fair.

### **XIII NOMINATIONS AND ELECTIONS**

- A. The Nominating Committee consists of five (5) persons: the chairman, who shall be a current Board member elected at the March Board meeting (or appointed, if necessary), one person

appointed from the Board, one person appointed from the General Membership (not serving on the Board), and two (2) persons nominated and elected from the membership at the March General meeting.

- B. Nominating Committee members may not present themselves as candidates for office; however, they may be nominated from the floor, except for the offices of President, President-Elect and Treasurer.
- C. Nominations from the floor are in order at the March General meeting. The persons nominated for the offices must give their consent and must be approved by the Principal and/or Pastor prior to the April meeting of elections.
- D. The Nominating Committee shall present a slate of nominees for each office at the April General Co-Op meeting. Additional nominations may be made from the floor at this time, after which nominations will be closed.
- E. Voting Process: (The following items shall be read to the General membership at the March and April meetings by the Parliamentarian).
  - 1. Voting shall be by secret ballot.
  - 2. A plurality shall constitute an election.
  - 3. Absentee voting is not allowed.
  - 4. Voting will take place only when all nominations from the floor are complete at the April general meeting.

#### XIV QUORUM

- A. The quorum of the St. Catherine of Siena Co-Op Executive Board meeting shall be a majority (one more than half) of the Executive Board members participating.
- B. The quorum of the St. Catherine of Siena General Co-Op meeting shall be a majority (one more than half) of at least 40 members participating.

## **XV PARLIAMENTARY AUTHORITY**

All meetings of this organization shall be conducted according to Robert's Rules of Order, Newly Revised, to which they are applicable, unless otherwise specified.

## **XVI USE OF DIRECTORY AND CONTACT INFORMATION**

Any unauthorized or commercial use of the St. Catherine of Siena directory, Board and Committee lists, Email addresses, and/or other sources of student/family/volunteer data are prohibited.

## **XVII AMENDMENTS**

If, at any time, it is necessary to make amendments to the By-Laws of this organization in order to accomplish the purpose, such changes may be made. Any and all amendments must be proposed in writing or orally to the General Membership and approved by a quorum.

Standing Rules may be amended at any time by recommendation of the President and a consensus of the Executive Board if previously discussed with the committee(s) involved.

*St. Catherine of Siena Co-Op Club By-Laws amended and adopted March 2018.*

## **STANDING RULES**

### **Meetings**

The Co-Op Club will meet a minimum of five (5) times per school calendar year. It is recommended that nominations for office be held during a General meeting in March, followed by an election during a General meeting in April. An Installation Ceremony for officers is held in May.

The Board will hold at least one meeting per semester and additional meetings at the discretion of the President and according to the school year calendar.

### **Awards and Prizes**

The Presidents, with the approval of the Financial Board, may determine Meeting Attendance Award Raffle(s) at the General Meetings and/or Installation Ceremony up to the amount of the annually budgeted amount of Co-op Attendance Awards. These awards may be given in one lump sum, for example in the amount of tuition or in smaller increments throughout the year. Current Co-op Presidents, with approval of the Finance Committee, may determine how and when to distribute the prize(s). Co-op Club members who have attended the General Meetings

and/or Installation Ceremony will be eligible for a chance to win the Attendance Award(s).

### **Committees**

Committees of the Co-Op Club board include, but are not required or limited to: Book Fair, Campus Beautification, CCSCC, Community Partnership, Curriculum Connection, Fair, Family Fun, Gala, ~~Gator Time~~ ~~After School Enrichment~~, Healthy Kids, Hospitality, Meals in Ministry, Open House, Playground, Prayer Line, Publicity, Room Captain Coordinator, SCS Cares, SCS Parties, School Supplies, SCRIP, Sick and Fraternal, Special Events, Swap Shop, Technology, Tennis Tournament, and Trunk or Treat.

*St. Catherine of Siena Co-Op Club Standing Rules last amended September 2018.*