



**CHRIST KING HOME & SCHOOL ASSOCIATION
BY-LAWS AS OF September 2016**

We believe the mission of Christ King School is to be a witness of Christ, as we educate our children to recognize, accept, and respect Jesus in ourselves and others.

ARTICLE I. NAME

The name of this association shall be the Christ King Home and School Association, (hereinafter referred to as "CKHS").

ARTICLE II. OBJECTIVES

The objectives of CKHS shall be:

- a) to promote the spiritual and educational foundation of Catholic development
- b) to be strong advocates of open communications and support between the school, its teachers, administrators and families;
- c.) to raise funds for curriculum, educational materials, classroom perks and necessities (included but not limited to, rugs, smart-boards, laptops), updates and small remodel/repair projects to the school building with the sole purpose of benefiting the CK students, staff and families to promote the academic experience of the Christ King students and enhance the community of Christ King school and Parish;
- d) to foster the relationship between home and school, parents, and faculty so that all may cooperate intelligently toward the better education and development of the students of Christ King School;
- e) to support and encourage respect, a Catholic faith-filled environment, school spirit and pride.

ARTICLE III. BASIC POLICIES

Section 1: The objectives of CKHS shall be promoted through educational programs and social events directed toward students, families, teachers and the general public.

Section 2: CKHS shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 3: In the event of dissolution of CKHS, the assets belong to Christ King Parish, the governing entity of Christ King Parish School.

ARTICLE IV. MEMBERSHIP and DUES

Section 1: Membership in CKHS shall be composed of the parents and/or legal guardians of the current students of Christ King School and Parish.

Section 2: Membership entitles each parent and/or legal guardian to the rights and privileges of CKHS, including the right to participate in meetings.

Section 3: Honorary members of CKHS are the Principal and Pastor of Christ King School and Parish.

Section 4: The dues of the organization shall be determined annually and will be communicated in August, included with the various communication leading up to Back to School Open House. Dues will be collected and made part of book and supplies fees due during Christ King Open House in August. Fees collected will be used for various start up costs to supplement CKHS sponsored events such as Christ King Open House, Boo Fest and Lenten Dinner, to name a few.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The elected officers of CKHS shall be (1) President, (2) Vice President and (3) the Principal. These officers, with the exception of the Principal, shall be elected annually in the month of May by vote of the Principal and Pastor at the May meeting. No person shall serve more than two (2) consecutive terms in the same office unless the office remains open. Notwithstanding the above, the Principal, at its sole and reasonable

discretion, may elect an Officer(s) to maintain its position beyond the regulated term OR terminate an Officer's position at anytime during its term.

Section 2. A vacancy occurring in any office shall be filled for the unexpired term by the appointment of the President. If a vacancy occurs in the office of the President, the Vice President shall serve as President for the remainder of the term.

Section 4. Election of officers shall be held at the May meeting of CKHS. The installation of officers will occur at the May meeting with said officers to become effective August 1st of that year.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

- a) preside at all meetings of CKHS and of the executive committee, and shall be ex-officio member of all committees that are funded by CKHS and shall have the general power and duties of supervision and management usually vested in the office of President;
- b) perform such duties as may be prescribed in these bylaws or assigned to him/her by CKHS or by the executive committee;
- c) coordinate the work of the officers and committees, in order that the objectives may be promoted; and
- d) represent CKHS at the Christ King School Committee, via in person or through communication to a member of Christ King School Committee.

Section 2. The Vice-President shall:

- a) be vested with all the powers and shall be required to perform all the duties of the President in his/her absence, and shall assist the President in the supervision of committees when required;
- b) be ex-officio member of all committees that are funded by CKHS;
- c) collect the final reports from each committee within one month of the conclusion of the event or assignment; and
- d) act in capacity as Treasurer and perform all related duties
- e) maintain meeting procedure.

Section 4. The Treasurer shall receive and disburse all money of the Association in a timely manner and shall keep an accurate record of receipts and expenditures. The Treasurer's responsibilities include:

- a) present a statement of account at every meeting of the Association and at other times when requested by the Executive Board and/or the President;
- b) present the budget for approval at the first meeting of the school year;
- c) have accounts examined annually at the end of the school year by Christ King Parish's Treasurer/Accountant, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report; and
- d) be responsible for collecting all deposits and reimbursement requests for CKHS. A CKHS Reimbursement Form, approved by the President, itemized, legitimate receipt is required for all reimbursement requests.

Section 6. All officers shall:

- a) perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time; and
- b) deliver to their successors all official material by August 1st.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of (1) the officers of CKHS and (2) the principal of the school or a representative appointed by him/her. The members of the executive committee shall serve until their successors are elected or appointed.

Section 2. The duties of the Executive Committee shall be:

- a) to transact necessary business in the intervals between CKHS meetings and such other business as may be referred to the organization;
- b) to create standing committees;
- c) to approve and oversee the plans of work of the standing committees;
- d) to present a report at the regular meetings of CKHS;
- e) to appoint an auditor or auditing committee if necessary;
- f) to prepare and submit to CKHS for approval a budget for the fiscal year; and
- g) to approve routine bills within the limits of the budget.

1. The President/Co-Presidents, together with the Treasurer and Executive Committee, must approve bills submitted to CKHS.
2. The President/Co-Presidents will explain the previous month's non-budget expenditures over the amount of \$100.00 in the President's Report at each monthly meeting. ****The CKHS Executive Committee may deny expenditures over the approved budget or outside the scope of the CKHS Objectives.***

Section 3. Special meetings of the Executive Committee may be called by the President or by the majority of the members of the committee. A majority shall constitute a quorum.

ARTICLE VIII. EVENT PLANNING COMMITTEES

Section 1. The Event Planning Committee will be Members of CKHS and will herein be referred to as EPC Members. Examples of these committees would include Boo Fest, Fish Fry and Movie Night events.

Section 2. The EPC Member's position will not require a mandatory length of term.

Section 3. The installation of a EPC Member will be in September and said member will serve a minimum of a 1 year term.

ARTICLE IX. DUTIES OF OFFICERS

Section 1. The EPC Member's shall:

- a.) plan, organize and recruit volunteers to execute a successful event for the CK Community
- b.) must be in attendance during their event and be a team player in sharing the responsibilities as delegated to him/her when hosting a CKHS event; and
- c.) be a positive voice, advocate and representative of the event.

ARTICLE X. COMMUNICATION AND MEETINGS

Section 1. Meetings of CKHS shall be held at a day and time selected by the executive committee or another day and time otherwise provided by CKHS or by the executive committee. Any meetings scheduled will be communicated via Christ King website (the "Website") along with a proposed agenda and minutes, after said meeting is held.

Notice shall be given of the change of date/time.

Section 2. The executive committee may call special meetings of CKHS.

Section 3. The majority of the executive committee shall constitute a quorum.

Section 4. The President and Vice President will share pertinent information regarding Home & School, such as By-Laws, Mission Statement, school events, and financial updates via the Website.

ARTICLE XI. SUB COMMITTEES

Section 1. The Executive Committee, as may be required to promote the objectives and interest of CKHS, shall create such sub committees. As of the date of this Agreement the CKHS Sub Committees include the following: Spirit Wear, Book Fair, Room Parent Coordinator, Discovery Day Committee, Ice Cream Social Committee, Teacher Appreciation Lunch Committee and the Welcome Committee (collectively, the "CKSC").

Section 2. The chairperson(s) of the sub committees shall present plans of work to the Executive Committee for approval and no committee work shall be undertaken without the consent of the Executive Committee or the President. All CKSC funding must be approved by the Executive Committee or President. The chairperson will present a report to CKHS, as appropriate.

Section 3. The power to form special committees and appoint their members rests with the Executive Committee. When a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received. If funds are to be disbursed by the committee, all funding must be approved by the Executive Board.

Section 4. The President and Vice President shall be ex-officio a members of all CKSC.

Section 5. All outgoing correspondence must be approved by the Executive Board.

Section 6. The chairperson(s) of the committee shall hand over to the Vice President all notes, samples, budgets, and anything relating to the chaired event within one month of the conclusion of the event.

ARTICLE XII. REIMBURSEMENT OF EXPENSES

Section 1: All money collected for the purpose of the CKHS activities must be deposited to the CKHS Treasurer who will surrender to the Parish Director of Finance in a timely manner, but no more than 2 business days.

Section 2: A reimbursement is permitted for approved expenses for CKHS activities. A CKHS Reimbursement Form, approved by the President, along with an itemized, legitimate receipt must be given to the CKHS Treasurer. The CKHS Treasurer will audit submitted documentation. If deemed appropriate and proper, the Treasurer will recommend approval to the Vice President. Ultimately the Vice President must approve and pass to Principal and/or Pastor. If a given, single expenditure is over \$1,000, approval is required by both Principal and Pastor. Upon completion of full approval, reimbursement request passes to Parish Director of Finance for release from Home & School Fund.

XIII. PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised govern the business and meetings of this association, meetings which are not governed by these by-laws shall be governed by Robert's Rules of Order Newly Revised.

ARTICLE XIV. AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of CKHS by a two-thirds vote of members present and voting, provided the proposed amendment has been submitted in writing at the previous meeting.