

SAINT JOHN THE EVANGELIST SCHOOL COUNCIL

BY-LAWS

amended and restated as of September 26, 2007

Article I *NAME.*

The name of this organization shall be the St. John the Evangelist School Council (the "Council").

Article II *PURPOSE.*

The purpose of the Council shall be to unite students, their parents, teachers, and friends of the Saint John the Evangelist School (the "School") in a cooperative effort to maintain a special atmosphere of freedom and charity; to help students grow in their intellectual faculties and their ability of right reasoning; to foster the sense of Christian values and an awareness of Judaeo-Christian heritage and responsibility shared by student, teacher, parents, and the human community; and to provide practical means of attaining these ends through the development and continued growth of the School.

The object of the Council is to facilitate the academic and spiritual development and growth of the members of the School community. This objective is to be accomplished by means of the following types of activities:

Provision of support, as requested, to the faculty, staff and students of the School, in the operation of the School program;

Initiation and financing of new activities that are consistent with both the Council's and the School's objectives; and

Development and expansion of financial support for the School.

Article III *MEMBERSHIP.*

All parents and/or guardians of students of the School, clergy of St. John the Evangelist Church (the "Parish"), and faculty and staff of the School shall be members of the Council.

Article IV ORGANIZATION.

Section 1. *Officers.* The elected Officers of the Council shall be: President, Vice-President, Secretary, Treasurer, Recruitment/Enrollment Officer, Marketing Officer, and immediate past President.

Section 2. *Executive Board.* The executive board of the Council shall consist of the six elected Officers of the Council; the immediate past President; any Coordinators appointed pursuant to Article IV, Section 8; and the Pastor and the Principal of the School (or his or her appointed representative) (the "Executive Board"). The Executive Board has general responsibility to direct the affairs of the Council, including the powers necessarily incident thereto, including, with limitation, authority to order such disbursements of Council funds as may seem necessary or suitable to execute Council activities.

Section 3. *Duties of the President.* The President of the Council shall preside at all meetings of the Council and the Executive Board and is an *ex officio* voting member of every committee. The President or any substitute presiding officer will cast a vote when necessary to break a tie at any meetings of the Council or Executive Board. The President is empowered to appoint a committee to act in emergency. The President conciliates conflicting points of view in carrying out the Council's programs and appoints any Coordinators and appropriate committee chairs.

Section 4. *Duties of the Vice-President.* The Vice-President shall perform the duties of the President in the absence of that officer. In the absence of both, at any duly called meeting, the presiding officer shall be chosen by majority vote of those present. The Vice-President assists the President in carrying out the year's program to assure its continued progress.

Section 5. *Secretary.* The Secretary shall keep a record of the proceedings at all meetings of the Council and of the Executive Board. If the Secretary is absent from any such meeting, a temporary Secretary shall be chosen by the presiding officer. The Secretary shall oversee the preparation and distribution (via printed or electronic media) of correspondence, notices, agendas, and minutes of all official business as directed by the President. This shall include coordinating/providing typing, reproduction, and distribution resources in support of correspondence needs of the Officers, Coordinators, and any Committee Chairs.

Section 6. *Treasurer.* The Treasurer shall collect, hold and disburse all Council monies as approved in a budget adopted by vote of the Council or Executive Board or as otherwise directed by vote of the Council or Executive Board. The Treasurer shall maintain the financial records of the Council and shall submit annual, monthly and other financial reports as the Executive Board may direct. The Treasurer shall prepare the annual budget of the Council and, in consultation with the business manager of the Parish, prepare the annual budget of the School.

Section 7. *Recruitment/Enrollment Officer; Marketing Officer.* The Recruitment/Enrollment Officer shall be directly responsible to the President for initiating and implementing programs and activities that provide a continuing flow of applicants to the School. The Marketing Officer shall be directly responsible to the President for marketing, public relations, and publicity.

Section 8. *Coordinators.* The President may appoint one or more coordinators of Council programs or activities (the "Coordinators"). Each of the Coordinators shall serve for the term of one year and shall report to the Executive Board and assist in carrying out the work of the Council. Each Coordinator may be required from time to time to substitute for a Committee Chair and to assist Committee Chairs in recruiting personnel, improve communication, and represent committee thoughts at Executive Board meetings.

Section 9. *Committee Chairs.* The President may form one or more committees and appoint chairs thereof ("Committee Chairs"). Committee Chairs shall serve for the term of one year, shall carry out specific tasks relating to his or her committee; shall work with Coordinators to avoid overlap and duplication with other committees; and shall keep records and comments relating to the year's programs as it pertains to his or her committee. Each Committee Chair shall recruit committee members and shall be responsible for the committee's success and budgeting.

Article V *MEETINGS.*

Section 1. *Meetings.* The Executive Board shall meet monthly, September through June of each year.

Section 2. *Annual Meetings.* An annual meeting of the Council (the "Annual Meeting") shall be held in May of each year. Election of Officers shall take place at each Annual Meeting. All annual reports shall be read or received at the Annual Meeting.

Section 3. *Special Meetings.* Special meetings of the Council may be called by order of the Executive Board on five days notice to the Council by publishing notice of such meeting in the School bulletin. Special meetings of the Executive Board may be called by order of the President on three days notice to the members of the Executive Board.

Section 4. *Quorum.* Nine members present at a regular Council meeting, a meeting of the Executive Board, or the Annual Meeting, shall constitute a quorum for the transaction of business.

Article VI *ELECTIONS.*

Section 1. *Nominating Committee.* There shall be a Nominating Committee of seven members, including the immediate past President as Chair and six additional members appointed by the President.

Section 2. *Election.* Voting for all Officers shall be by oral or written ballot on nominations made by the Nominating Committee or from the floor of the Annual Meeting. The person receiving the highest number of votes for a particular office shall be deemed to be elected to such office. By unanimous vote of the members present at the Annual Meeting only, the Secretary may cast one ballot to elect the entire Executive Board as nominated by the Nominating Committee. Officers shall hold office from June 1 to May 31 of each year.

Section 3. *Eligibility.* No person shall serve for longer than two successive years in any one office. A person shall be eligible for re-election to an office after the lapse of one year from the last date he or she held such office.

Section 4. *Vacancies.* A vacancy in office during the Council year shall be filled until the next Annual Meeting by vote of the Executive Board.

Section 5. *Resignations.* Any officer or person appointed to any position by the President may resign by filing with the President or Secretary a written resignation addressed to the Executive Board. No resignation shall take effect until it has been accepted by the Executive Board, which shall consider every resignation submitted at the first Executive Board meeting held after receipt thereof by the President or Secretary.

Article VII *CONDUCT OF MEETINGS.*

The meetings of the Council shall be conducted according to Robert's Rules of Order as then in effect.

The following order of business is suggested:

1. Call to order and opening prayer.
2. Roll call.
3. Presentation of minutes of previous meeting.
4. Report of the Principal.
5. Treasurer's report.
6. Parent/faculty comment.
7. Reports of any Coordinators.
8. Old business.
9. New business.
10. Adjournment and election prayer.

Article VIII *TUITION COLLECTION.*

Section 1. *Tuition Monitor.* An individual from the budget committee (the "Tuition Monitor") may be assigned by the President, with the consent of the Pastor, the task of monitoring tuition collection. The Tuition Monitor shall ensure an independent relationship is maintained between the collection of tuition and the education of the student. The Tuition Monitor shall maintain the confidentiality of the identity of those parents who are delinquent in payment of tuition and shall not divulge the identity of such persons except to the Pastor and the Principal.

Section 2. *Policy.* When tuition is over 30 days past due date, the Tuition Monitor shall send a letter to the affected parent(s) via US mail informing them of the outstanding balance and next due date. Such letter shall be a form letter. When tuition is over 60 days past due date, the Tuition Monitor shall (a) make personal contact with the affected parent(s), and (b) send them a letter informing them of: (i) the amount in arrears (and of how prior payments, if any, have been applied), (ii) the payment policy schedule as to amount and due date, and (iii) the school policy that the child will not be allowed to apply for admission the following year if the arrears are not made current. When tuition is over 90 days past due date, the Tuition Monitor shall send the affected parent(s) a letter via registered mail informing them of: (i) the School policy that the child will not be allowed to apply for admission the following year if the arrears are not made current, (ii) the School policy that the child's records will be retained, and (iii) the school policy that other actions that seem appropriate to collect the debt in justice will be pursued.

Article IX *CAPITAL RESERVE FUND.*

There shall be a capital reserve fund (the "Fund") maintained to protect the School against unexpected or calamitous financial events that might put pressure on the annual budget of the School, and to protect the Parish against the School becoming an unsustainable burden due to such an event. The Fund is intended neither to supplement the annual budget of the School, to replace annual fundraising, nor to fund any special programs. Any appropriation from the Fund, and any change in the investment policy with respect to the Fund, shall be approved by a two-thirds majority of the Council and shall be subject to the consent of the Pastor, in his sole discretion.

Article X *AMENDMENTS*. These By-Laws may be amended in any respect and in any manner at any meeting of the Council by a majority of the members of the Council present and voting, provided advance notice of such meeting shall specify the subject matter of the proposed amendment.