



**Mother of Our Redeemer Catholic School  
Parents Assisting our Loving Students (PALS)  
A Parent-Teacher Organization**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I  
NAME**

The organization is to be known as the Parents Assisting Our Loving Students (PALS) Organization.

**ARTICLE II  
OBJECTIVE**

- To foster, promote, encourage, and increase the appreciation of ideals of a Catholic education.
- To advance the interest of the membership by promoting activities that will enhance the spiritual and educational growth of the children and families.
- To increase awareness of responsibilities, and methods for improving communication between the home and the school.
- To support Staff and Faculty by raising funds for school related needs.

**ARTICLE III  
SCOPE**

This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

**ARTICLE IV**

**MISSION STATEMENT**

"Mother of Our Redeemer Catholic School's mission is to be a Christ-centered school that instills excellence in learning, Catholic values, and service to the community within the framework of the Gospel."

## **MEMBERSHIP AND VOTING ELIGIBILITY**

Section 1: The PALS Organization shall be composed of parents and guardians of students attending Mother of Our Redeemer Catholic School, as well as teachers, school administrators and parish members who have an interest in the well-being of the school and its students.

Section 2: Voting privileges will be extended to all school families present at the general PALS meetings. One vote per family shall be counted. Teachers and school administrators are not eligible to vote, unless they have children in the school for that academic year.

Section 3: No dues shall be collected.

## **ARTICLE V OFFICERS AND THE EXECUTIVE BOARD**

Section 1: The officers of the organization shall make up the executive board.

Section 2: The PALS Executive Board is the entity charged with the management and responsibility for the organization. The board shall establish the objectives of PALS and determine the policy for the development of the objectives.

Section 3: The order of succession for the PALS Executive Board shall consist of:

Past Chairperson (ex-facto member)  
Chairperson  
Co-Chairperson  
Treasurer  
Secretary  
School Principal (ex-facto member)  
Teacher Representative (ex-facto member)

All ex-facto members have a voice but no vote on the Executive Board.

Section 4: There will be three Director positions:

Festival Director  
Fundraising Director  
Volunteer Director

Director positions shall be present at all Executive Board meetings

Section 5: Executive Board members must be elected or re-elected in order to hold consecutive terms, with the exception of the Chairperson.

Section 6: Vacancies in the board will be filled by the Chairperson.

### **MISSION STATEMENT**

“Mother of Our Redeemer Catholic School’s mission is to be a Christ-centered school that instills excellence in learning, Catholic values, and service to the community within the framework of the Gospel.”

Section 7: The Chairperson may remain on the board for one year after completion of the term as an ex-facto member (Past Chairperson).

## **ARTICLE VI DUTIES**

### Section 1: Duties of the Executive Board

- a. The Executive Board will generally manage the affairs of the PALS Organization.
- b. Prepare the yearly budget subject to the approval of the general membership to be presented no later than the second meeting.
- c. Shall approve expenditures within the budget limits.
- d. The Executive Board will be given the annual 20 volunteer hours as long as their duties are fulfilled.

### Section 2: Duties of the Chairperson

- a. Shall preside at all regular, special, and Executive board meetings.
- b. Shall coordinate the work of the officers and committees in order that the objectives and policies may be promoted.
- c. Shall serve a term of no more than 2 consecutive years.

### Section 3: Duties of the Co-chairperson

- a. Shall act as an aide to the Chairperson, represent him/her upon request, and assume the duties of the Chairperson in the absence or inability of that officer to serve.
- b. Shall automatically become Chairperson if that position is vacated for any reason.
- c. Shall organize the Room Parents and meet with them regularly to ensure information is distributed to all the parents.

### Section 4: Duties of the Treasurer

- a. Shall receive all monies of the organization; keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets and receipt of Vouchers.
- b. Shall present a written financial report at each business meeting during the school year.

### Section 5: Duties of the Secretary

- a. Shall record and email the minutes of all meetings of the PALS and the Executive Board, within one week after the meeting.
- b. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes, meeting agenda and other legal documents.
- c. Shall be responsible for providing information to school administration to publish in church bulletin.

## MISSION STATEMENT

"Mother of Our Redeemer Catholic School's mission is to be a Christ-centered school that instills excellence in learning, Catholic values, and service to the community within the framework of the Gospel."

d. Shall be responsible for providing information about PALS sponsored events to be published with the school administration's approval.

#### Section 6: Duties of the Past Chairperson

a. Shall assist the Chairperson in the coordination of the work of the officers and committees in order that the objectives and policies may be promoted.

Section 7: If any Executive Board member or Committee Director ceases to fulfill the duties of the position, they may be removed from the board by a resolution adopted by the Executive Board. The general membership may make a motion at a general meeting to request the Executive Board review the level of participation of an Executive Board Member or Committee Director. Only a majority vote of Executive Board members can remove an officer or Committee Director from their position.

Section 8: In the event of a tie, the School Principal shall cast the deciding vote.

### **ARTICLE VII COMMITTEES**

Section 1: Committees may be created by the Executive Board as may be deemed necessary to promote the objectives and policies and carry out the work of the Organization.

Section 2: These committees shall report directly to the Chairperson/Co-Chairperson, and shall perform such duties as delegated and approved by the Board.

Section 3: Written progress reports may be presented at the general meetings by the Committee Director.

Section 4: Project monies. All individual committee/event/project monies must be counted and verified by the Treasurer and the Committee Director.

Section 5: Election of the Committee Directors shall be held in the general meeting in May of every year. Committee Directors will be given the annual 30 volunteer hours as long as their committees meet regularly and accomplish their goal.

### **ARTICLE VIII MEETINGS**

Section 1: General meetings of this organization shall be held quarterly on the first Tuesday of each month at 7:00pm. Parents in attendance will receive one volunteer hour.

Section 2: Executive board meetings will be held prior to the general meeting monthly.

Section 3: The Chairperson with prior notice may call special meetings.

#### MISSION STATEMENT

"Mother of Our Redeemer Catholic School's mission is to be a Christ-centered school that instills excellence in learning, Catholic values, and service to the community within the framework of the Gospel."

Section 4: The Chairperson may cancel or postpone a general or Executive Board meeting due to circumstances that can place any member in undue danger, i.e. Hurricanes.

## **ARTICLE IX ELECTION**

Section 1: Any current member of the Mother of Our Redeemer PALS Organization shall be eligible for elective office for the subsequent school year. Nominations for Chairperson must be for a current Executive Board member.

Section 2: Nominations for the officers will be accepted, via email, prior to the April general meeting. If any officer positions remain vacant, a nominating committee appointed by the Executive Board will seek out interested nominees through any and all means possible.

Section 3: Nominees will be presented at the election prior to the May general meeting.

Section 4: Voting shall be done by ballot at the May general meeting; a majority vote shall rule. Only one vote per family.

Section 5: One member of the family must be present to vote.

Section 6: A term of office shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.

Section 7: Any vacancy in an elective office shall be filled as indicated in Article V, Section 6.

## **ARTICLE X AMENDMENTS**

Section 1: These By-Laws and/or Constitution may be amended at any regular meeting by two-thirds vote of its members present and voting, provided amendment has been presented at a previous general meeting and communicated to all parents.

Section 2: Approved amendments are to be enacted immediately.

Approved: (Date) April 21, 2015

By: PALS Board

### MISSION STATEMENT

“Mother of Our Redeemer Catholic School’s mission is to be a Christ-centered school that instills excellence in learning, Catholic values, and service to the community within the framework of the Gospel.”