

St. Paul's Lutheran School  
PALS By-Laws  
Last Amended May 2015

**Article I: NAME**

The name of this organization shall be Patrons Association of St. Paul's Lutheran School (PALS).

**Article II: ARTICLES OF ORGANIZATION**

PALS is a support organization of St. Paul's Lutheran Church and School. It functions under the supervision of the Board of Christian Education and the Principal of St. Paul's Lutheran Church and School. PALS exists as a nonprofit, unincorporated organization. These by-laws, as amended from time to time, shall be deemed to be the governing articles of the organization. It is anticipated that various rules and regulations may be enacted, from time to time, by the PALS Board. In the event of any conflict between these by-laws and any rules and regulations so enacted, these by-laws shall govern.

**Article III: MISSION**

The mission of PALS shall be:

- To enhance the educational ministry of the Christian day school of St. Paul's Lutheran Church and School.
- To promote a close relationship among the teachers, families and the congregation.
- To support all worthy efforts of the school, the teachers, and the Board of Education.

**Article IV: BASIC POLICIES**

The following are basic policies of PALS:

- A. The organization shall be noncommercial and nonpartisan.
- B. The name "PALS" or "Patrons Association of Saint Paul's Lutheran School" or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of PALS.
- C. PALS shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, a candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- (1) PALS shall not interfere with the administration of the school and shall not seek to control its policies.
- (2) PALS may cooperate with other organizations and agencies concerned with child welfare, but persons representing PALS in such matters shall make no commitments that bind the organization.
- (3) PALS fiscal year shall be July 1 through June 30.
- (4) Each of the officers, chairmen of the standing committees, and chairmen of appointed committees shall maintain a notebook that will be made available for future committee chairs by July 25.
- (5) A copy of these by-laws shall be included in the file of each officer and chairman, and be made available to any member upon request.
- (6) PALS Board members that show a blatant disregard for responsibilities of their office may be removed by the Executive Board.
- (7) Two or more family members may not serve on the PALS Executive Board during the same term.
- (8) A past President of PALS may not hold or run for any PALS office for a period of one year.
- (9) All checks written on the PALS checking account shall be signed by two authorized signers. The authorized signers on the PALS checking account will include all members of the PALS executive board. Executive Board members cannot sign checks for their own personal disbursements. These disbursements can be signed by the other board members.

**Article V: MEMBERSHIP**

Any parent or guardian, of a currently enrolled student, teacher, or staff member of St. Paul's, interested in the purposes of this association may become a member. Every member shall be eligible to serve the association. Every member shall be eligible to vote.

**Article VI: MEETINGS**

Section 1. Regular meetings of PALS shall be held once a month during the school year with an annual meeting held in May for the installation of officers for the upcoming year.

Section 2. The Principal or the Principal Representative shall be present for all meetings.

Section 3. Special meetings may be called by the Executive Board.

Section 4. A majority vote by voting members in attendance shall govern any business transaction in any PALS meeting. Voting by proxy is not permitted.

Section 5. The privilege of introducing motions, debating, and voting shall be limited to members of PALS.

**Article VII: EXECUTIVE BOARD AND THEIR ELECTION**

Section 1. The officers of PALS, President, Vice-President Elect, Secretary, Treasurer and financial secretary will make up the Executive Board.

Section 2. The President shall serve a term of one year.

Section 3. The Vice-President Elect shall serve a term of one year. At the end of said term the Vice-President Elect shall assume the office of the President for the following year.

Section 4. The Secretary shall serve a term of one year.

Section 5. The Treasurer shall serve a term of one year.

Section 6. The Financial Secretary shall serve a term of one year.

Section 7. The President is a non-voting member of the executive board, and will only cast a vote in the case of a tie.

Section 8. No person shall serve more than two (2) consecutive terms in the same office. A person who has served more than one-half of a term shall be credited with having served that term.

Section 9. There shall be a Nominating Committee appointed by the Executive Board in February.

The PALS Vice President shall serve as the chairman of the Nominating Committee.

A. The President shall not serve on the Nominating Committee.

B. The Nominating Committee shall be responsible for keeping a slate of all those interested in running for the upcoming PALS Executive Board.

C. The slate shall be presented at the March PALS meeting.

D. Following the report of the Nominating Committee an opportunity shall be given for acceptance of nominations from the floor.

E. The slate shall be voted on at the April PALS meeting.

F. In the event that more than one person is interested in serving on the PALS Executive Board, voting will be done by secret ballot, with the Nominating Committee counting the ballots.

G. The newly elected Executive Board and Standing Committees will be voted in place at the May meeting with the advice and consent of the Principal. If there are any vacancies at that time, the chair will be filled at the September meeting.

H. If there is a vacancy on the PALS Executive Board prior to the start of the school year the principal will appoint a person.

H. Installation of Officers and Standing Committee Chairpersons shall take place in May.

Section 10. All officers shall assume their elected offices on July 15.

Section 11. PALS Board members have an obligation to attend all monthly organizational meetings.

Section 12. The Executive Board shall fill vacancies occurring during the year by a majority vote of the Board. In the case of a vacancy in the office of President, the Vice-President-Elect shall assume the office of President.

**Article VIII: DUTIES OF OFFICERS AND DELEGATES**

Section 1. The President shall preside at all meetings of PALS and of the Executive Board and shall perform such other duties as required in accordance with these by-laws. The President shall be responsible for the collection of all keys issued to PALS officers upon the completion of their terms. The President will make certain that the committee chairs have the support they need to fulfill their responsibilities. The President shall meet regularly and coordinate PALS activities with the Principal.

Section 2. The Vice-President-Elect shall act as an aid to the President, serve in his/her absence and shall become the President the following year. He/she shall perform such other duties that may be delegated to him by the President or the Principal.

Section 3. The Secretary shall complete the minutes and forward them to the Executive Board for approval in a timely manner. The Secretary shall be responsible for keeping an accurate attendance record for each PALS meeting.

Section 4. The Treasurer shall:

- A. Have custody of all of PALS funds and keep a full and accurate account of receipts and budget, as authorized by PALS Executive Board, or a special committee.
- B. Present a financial statement at every meeting of PALS and at other times when requested by the Executive Board.
- C. Have accounts examined by an auditor (pro bono if possible) upon the change of the treasurer or at least every two years. If satisfied that the Treasurer's annual report is correct, the auditor shall sign a statement of that fact at the end of the report. The auditor shall submit the report to the Executive Board at the next organizational meeting and shall provide a copy of the report to the Board of Christian Education.
- D. Be given all bills by the end of the school year for reimbursement so expenses can be paid out of the operating budget from which the item was approved.
- E. No amount exceeding one hundred (\$100) dollars per expenditure, over and above the annually approved PALS budget, shall be disbursed by the Executive Board without prior approval of those PALS Board members present at the next presiding or special meeting as determined by a majority vote.
- F. PALS is a non-profit organization, at least \$6,000.00 shall be held in the PALS bank account at the end of each school year as reserve for the startup of the following school year.
- G. The year end funds above and beyond \$6,000.00 will be designated for school use by the principal. The principal will present proposed uses for these funds for the PALS board to be voted on.
- G. In the event that the Treasurer shall be unable to continue, or resigns from his/her post prior to the end of his/her term, no other Executive Board member shall assume his/her duties. Every attempt should be made to fill the vacancy by special election. In the event that the Executive Board is unable to secure a replacement in a timely manner, the Executive Board shall request the assistance of the Principal.

Section 5. The Financial Secretary shall:

- A. Be responsible for retrieving, recording and processing any and all items deposited into the PALS box. All checks received must be deposited on a weekly basis.
- B. Be the sole person with possession of the key to the PALS box. In the event that the Financial Secretary is unavailable for a period of more than three days, the Financial Secretary will temporarily give the key to the PALS box to another PALS Executive Board member, who will immediately surrender the key upon the Financial Secretary's return. A spare key to the PALS box will be kept in the school office.
- C. Shall work in direct cooperation with the Treasurer to insure that all checks are processed and deposited in a timely fashion.

## **Article IX: PALS BOARD**

The PALS Board shall consist of the Executive Board members, the chairpersons of the Standing Committees, the Principal of the school or a representative appointed by him, The members of the PALS Board shall serve until their successors are elected and assume office.

Section 1. The duties of the PALS Board shall be:

- A. To transact necessary business in the intervals between PALS meetings.
- B. To approve the plans of work of the Standing Committees.
- C. To present a report at the regular PALS meetings.
- D. To prepare and submit to PALS for approval an annual budget.
- E. To approve routine bills within the limits of the budget.

Section 2. The regular meeting of the PALS Board shall be held each month during the school year unless otherwise authorized by the Executive Board. If said change is to be made, it must be presented at the monthly meeting, with a simple majority vote ruling. Special meetings of the PALS Board may be called by the President or by a majority of the members of the Board.

#### **Article X: STANDING AND SPECIAL COMMITTEES**

Such Standing Committees shall be created by the PALS Board as may be required to promote the purposes and interests of PALS.

Section 1. The Chairperson of a Standing Committee shall present plans of work to the Executive Board. No committee project shall be undertaken without the approval of the PALS Board.

Section 2. Special Committees may be appointed or deleted by the President with the approval of the PALS Board.

Section 3. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 4. All committees should operate within their given budget. Any amount to exceed budget must have prior approval from the Executive Board.

Section 5. All Chairpersons and committee members shall fill out a Disbursement Request Form when being reimbursed for operating costs associated with their committees event, to be handed in to the Treasurer with their receipt attached. This should be done in a timely manner, before or upon the completion of their committee's event.

Section 6. All Teachers and staff seeking reimbursement for out of pocket expenses associated with items purchased within their budgeted amount as stated in the annually approved PALS budget, should fill out a Disbursement Request Form. This should be done in a timely manner, not extending past May 31<sup>st</sup>.

Section 7. All fundraising events need to be approved by the Principal.

Section 8. All contracts must be signed by the Principal as the legal representative of St. Paul's Lutheran School.

Section 9. Anyone seeking funds for items or events not included in PALS operating budget should fill out a Request for Funds Form to be handed in directly to the PALS Board for review and approval.

#### **Article XI: GOVERNING PROCEDURE**

Robert's Rules of Order Newly Revised shall govern PALS in all cases in which they are applicable.

#### **Article XII: AMENDMENTS**

Section 1. The by-laws may be amended at any regular PALS meeting by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the monthly meeting prior to voting.

Section 2. The by-laws shall be reviewed every two years by a committee appointed by the President. The by-laws shall be revised by the committee if the committee deems it necessary. The revised by-laws will be presented at a monthly meeting. Voting for acceptance of the revised by-laws will occur at a subsequent monthly meeting. A majority vote of voting members present will rule.