



SAINTS IN ACTIONS Bylaws

Article I– Name

The name of the organization shall be Saints In Action (SIA).

Article II – Mission Statement/Purpose

The Saints In Action organization has been organized for the purpose of supporting the educational needs of the children at St. John School by fostering relationships among the school, parents, and teachers and by running and maintaining the fund raisers to enhance the financial needs of the programs offered and the general needs of the students and teachers at St. John School.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student, alumnus, or community member may be a member. The principal and any teacher employed at the school may be a member.

Section 2. Dues and fees will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 days before the meeting to be considered a member in good standing.

Article IV- Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, prepare the agenda for regular meetings, handle correspondence, send notices of meetings, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president’s duties in his or her absence or inability to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.



d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer will also be the liaison between the school accountant and the members.

Section 2. Nominations and Elections. Elections will be held at the last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken and winner determined by majority vote.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for two year terms alternating the President and Secretary on even years and the Vice President and Treasurer on odd years. Officers are not limited to a maximum term in any office but cannot hold any one office for more than one consecutive term at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Thursday of each month during the school year at 6:30pm, or at



a time and place determined by the executive board at least 14 days before the meeting. The annual meeting will be held at the May meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, email or phone calls.

Section 3. Quorum. Half the number of board members plus one constitutes a quorum.

Article VI. Executive Board

Section 1. Membership. The executive board shall consist of the officers, the principal, a teacher representative, the athletic director and two members at large.

Section 2. Duties. The duties of the executive board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the memberships.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by The Executive Board. Special meetings maybe called by any two executive board members within 24 hours notice.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. A standing committee is assigned to each fund raising event and each program that the Saints In Action organization



sponsors annually. These committees will consist of a chair person who will be responsible for gathering the committee members and following through with executing the program or fund raiser. The Standing Committees are listed in Schedule A. The success of these committees/events will be reviewed at the last meeting of each school year and are subject to change. This is determined by the executive board.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the Spring for the following school year and approved by a majority vote of the executive board members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization. The money raised by this organization shall be used for the purposes stated in Schedule B.

Section 4. Two authorized approvals shall be required on each check over the amount of \$100. Authorized approvals shall be the president, treasurer and principal.

Section 5. All check requests or deposits shall be accompanied by the proper Saints in Action check request or deposit form attached as Schedule C. These forms and any checks or receipts will be placed in the treasurer's box in the school office.

Section 6. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 7. Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and with the executive board's approval, spent for the benefit of the school and students as originally determined in Schedule B.



Section 8. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for the future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice maybe given by postal mail, email, or fax, Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the Conflict of Interest Policy is to protect this tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with executive board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:



- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. “Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate executive board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with executive board-delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the executive board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

- i. An interested person may make a presentation at the executive board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, that transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the executive board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the executive board or committee shall determine whether the organization can obtain, with reasonable efforts, a more



advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the executive board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the executive board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the executive board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Section 4. Records of Proceedings. The minutes of the executive board and all committee with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the executive board's or committee's decision as to whether conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the executive board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.



b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the executive board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with executive board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

This statement can be duplicated from the copy in Schedule D, signed by each director, principal officer and member of the executive committee. These documents shall be held by the secretary.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purpose and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.



Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the executive board of its responsibility for ensuring that periodic reviews are conducted.



Schedule “A” Standing Committees

The following committees are currently in place at St. John School and are run by the volunteers of the Saints In Action organization. Each program represented below shall be reviewed periodically at the request of the principal, school board or SIA executive board. These reviews shall be conducted by a special committee organized by the executive board at the time of request. The special committee shall report back to the executive committee at the next monthly meeting.

A description of each item below is available from the secretary of the Saints In Action organization.

Fund Raisers

- School participation in the Fall Festival
- Pancake Breakfast
- Golf Scramble
- Box Tops*
- Kroger Cards*
- Scrip
- Turkey Trot
- Santa’s Workshop
- Bingo*
- Coke Money
- Magazine Sales*
- Double “S” Stampede
- Pasta Dinner
- Book Fair*
- Flea Market*
- Market Day*

* The proceeds from these fund raisers will continue to contribute to the general operating fund of the school. All funds can be reallocated as the board deems necessary.

Social Gatherings and Community Programs

Homeroom Parents

Spring Field Day

Crossing Guard

Barn Dance

Health Fair

Festival of the Horse Parade (Float and beverage and popcorn sales)

Christmas Parade

Catholic Schools Week

St. John Sports Ceremony

Thanks for the Memories Luncheon



Schedule B – Financial Distribution of Funds Raised

The fund raisers sponsored by the Saints In Action organization are for the purpose of extending funding to the following programs:

All Athletic Programs – 100% coverage. During the school year, these programs shall run at a deficit if necessary and the balances will be brought back up to zero on any negative balance programs at the end of the school year. This will include any charges incurred by each program for the trophies/awards presented to the players at the annual spring banquet. These programs are subject to change but currently consist of basketball, cross country, soccer, golf and cheerleading. Any sports programs added to the curriculum are at the discretion of the principal and athletic director. All registration fees are set by the principal and athletic director as stated in the athletic department handbook and are deposited directly to their respective programs.

General Operating Fund – All money earned through from the designated fund raisers which are marked with an asterisk (*) in Schedule A, will be used to supplement the operating funds as needed. If any of these specific fund raisers are deemed unworthy by the SIA executive board at any time, they will be replaced by fund raiser efforts that equal funding.

Anna Maria Evans Scholarship Program - \$1000.00 per year. The Anna Marie Evans Scholarship is an honorary one, and awarded to two students who best demonstrate the spirit and attitude of Saint John School. This will be awarded in the amount of \$500.00. The scholarship is not applied for, but rather nominated. Each classroom teacher, grades 4 through 7, will nominate no more than two students from his/her class; and the principal and two non-school connected persons will make the final decision.

For more information on the criteria consult the St. John School Handbook.

Teacher and Administrative Supplies - \$2,000.00. This money will be set aside for additional costs not in the annual school budget that would help the teachers to provide the best education possible for our children. Teachers are required to take continuing education hours (12 per year), attend conferences, and retreats that are available for the faculty up to 12 hours per year per teacher. This money will be given to the principal upon her/his request to pay



for credit expenses. This money can be used for classroom supplies such as printer ink, paper, and writing utensils. A request must be made to the principal by the teacher and the principal can use her/his discretion regarding use. If the full amount has not been used at the end of the school year, the money will be held for the following year and continue to roll into every year after that.

7th and 8th Grade biannual Washington DC Trip: Every other year the 7th and 8th grade travels to Washington DC, \$500.00 will be set aside each year to help deferred the costs of this trip allowing for \$1,000.00 to be donated per trip.

Curriculum Updates: In the event a course curriculum is more than \$30 a child the Saints In Action organization would like to contribute as much as possible to meet the needs of the students. When this need arises the details will be discussed between the Principal, pastor and executive board.

General Maintenance of the Building - \$1,000.00. While the school annual budget should allocate for the general maintenance and upkeep of the facilities, The Saints In Action organization would like to provide an additional \$1,000 maximum should there be a need beyond the school budgeted amount. This money may be used to fix unexpected issues that arise pertaining to the school campus or the upkeep and safety of the parking and walk way areas. All requests for this money will be submitted to the board for approval prior to use.

Annual Teacher Bonus – A maximum of \$2,000 will be set aside to be distributed as Christmas bonuses for our teachers. Generally we take up a cash fund before Christmas to provide this amount. In the event we do not collect the appropriate amount, up to \$2,000 will be used to supplement the bonuses.

Left Over Fund - 90% of the money left over at the end of the school year once all required payments have been made shall be invested in an interest bearing account and the interest will be added to a Teacher Fund to help with the next year salaries. The remaining 10% will be left in the account for emergency use and the following year expenses. Emergency uses must be approved by the executive board.



In the event that the Saints In Action fund raising efforts do not meet the budget requirements for all the needs listed above, the money will be used for the items in the order that they appear on this schedule.



Schedule C – Forms

The deposit ticket and check request forms are a separate document that can be reviewed at any point upon request from either the secretary, treasurer or office administrative assistant.



Schedule D – Conflict of Interest Statement

Each director, principal officer, and member of a committee with executive board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Statement of _____ its _____
Name Title

I have received a copy of the Conflict of Interest Policy as stated in Article XIII of these bylaws. I have read and understand the policy. I agree to comply with this policy and I understand that the Saints In Action organization is a charitable organization assemble under the non-profit federal identification number of St. John School and that in order to maintain federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Signature

Date

Printed Name of Signee

Witness Signature

Witness Printed Name