

# **ST. PAUL PARENT ORGANIZATION**

**The name of this organization shall be the St. Paul Parent Organization; hereafter referred to as SPPO**

## **MISSION STATEMENT:**

To foster mutual support and communication among all members of the community, parish, and school. To provide a positive Christian spirit to all students of St. Paul School by focusing on social and educational activities.

## **PURPOSE:**

It is our belief that a child's academic achievement is a direct result of a combined effort of faculty, staff and parents. With communication being a vital component of this effort, we wish to become a communication bridge between St. Paul School and all other members of St. Paul Parish. Another purpose of SPPO is to be an intricate part of supporting St. Paul School financially through fundraising efforts.

## **OBJECTIVES:**

SPPO will act as an informational league, providing academic progress, extracurricular activities and youth related community projects which directly relate to the students at St. Paul School.

SPPO is primarily a fund raising organization. It will be determined by the officers and principal each year as to how many fundraising events will be held. All funds raised shall be allocated at the regular meetings by the organization.

SPPO will attempt to bring in various guest speakers to inform its membership of current events and issues.

**MEMBERSHIP:**

Membership shall include the following:

- 1) All parents and guardians of students at St. Paul School.
- 2) The pastor, principal and faculty of all educational programs.
- 3) Any interested, registered parishioner who upholds the objectives of SPPO.

**OFFICERS:**

The officers of the SPPO will be as follows:

President  
Vice President  
Secretary  
Treasurer

## **DUTIES OF OFFICERS:**

The President shall preside over all meetings of the SPPO and perform such other duties as his/her office may require. The President shall serve a term of one full year. In the event the President cannot fulfill his/her term of office, the Vice President shall finish the term and continue as President the following year.

The Vice President will act as an aid to the President and preside over all meetings in the absence of the President. The Vice President shall be elected to a two year term, one year as Vice President and second year as President. A new Vice President will be elected every year.

The Secretary shall record the minutes of all meetings of SPPO and of the Executive Committee meetings and perform such other duties as may be delegated to that office. The Secretary shall have a two year term in office. The Secretary may serve consecutive terms only with a 2/3 majority vote of those members present.

The Treasurer shall have charge of all money of the SPPO, an accurate account of all receipts and expenditures and make disbursements as directed by the membership or executive committee. The Treasurer shall submit a report at each regular meeting and report to the Parish Council and School Board as needed. The Treasurer shall abide by the Parish guidelines concerning depositing and expenditure of organizational funds. The Treasurer shall serve a two year term of office. A Treasurer may serve consecutive terms only with a 2/3 majority vote of those members present.

Two members of the same immediate family may not serve as officers of the SPPO at the same time.

## **ELECTIONS:**

Elections and voting for SPPO officers will take place at the last regular meeting of each school year.

Nominations will be taken one month prior to the last scheduled meeting.

If more than one nomination is submitted for an officer position, then voting shall be done by ballot. If only one person is nominated for an officer position, then voting will be done by acclamation.

The incoming President must be approved by acclamation to take office. In the event the incoming President is not approved, nominations will be taken and voted on with the elected President serving a one year term.

Other than President, if an officer cannot fulfill their term of office, the Executive Committee shall appoint a replacement.

## **EXECUTIVE COMMITTEE:**

The Executive Committee shall consist of the current officers and Principal. The committee will be responsible for agendas, accepting committee reports and calling special or emergency meetings. The Executive Committee cannot be a decision making body except for is above stated duties. An explanation of any executive session must be part of the agenda for the next scheduled meeting.

## **COMMITTEES:**

The President shall appoint special committees as deemed necessary in keeping with the objectives of the SPPO and with the approval of the Executive Committee.

## **MEETINGS:**

SPPO shall meet every other month during the school year in the school gymnasium. Meetings will begin at 7:00p.m. and should be structured to last no longer than 90 minutes.

Special meetings may be called by the Executive Committee.

Meetings shall be open to all members comments but comments should pertain to the agenda topics.

No personnel issues will ever be discussed at SPPO meetings.

Those present shall constitute a quorum with decisions made by simple majority unless otherwise provided for herein.

The agenda shall be set by the President and Vice President and must be reviewed by the Executive Committee before it is made public. The agenda will be publicly posted and made available at each meeting. Any member of the SPPO can request items to be placed on the agenda by contacting any member of the Executive Committee.

Meetings will be of informal nature but must stay within agenda topics. Once an issue has been discussed at a meeting, that particular issue shall be tabled until next meeting for a

vote. Any motion must have a second to be voted on and a vote must be taken.

Voice vote or a show of hands will be sufficient unless a ballot is requested due to the closeness of the vote.

### **AMENDMENTS:**

This document may be amended at any regular meeting by a majority vote of those present, provided the proposed amendments have been previously submitted at a prior meeting or delivered to the membership at least thirty days prior to vote.