

By-Laws of  
**ST. MARY'S CATHOLIC SCHOOL  
TEACHERS AND PARENTS (TAPs)**

**ARTICLE I: NAME**

The name adopted by this organization is **St. Mary's Catholic School, Teachers And Parents** herein referred to as **TAPs**.

**ARTICLE II: PURPOSE**

The purpose of TAPs is to enhance and support the educational and extracurricular experiences at St. Mary's Catholic School, to develop a closer connection between school and home by encouraging parent involvement, and to assist in promoting the school's Mission and Vision Statements.

***Mission Statement:** As part of the evangelization mission of St. Mary's Parish, St. Mary's School is dedicated to teaching children to know, love, and serve God, to developing their spiritual, academic, social, and physical gifts, and to promoting responsible Catholic Christian citizenship.*

***Vision Statement:** St. Mary's School is a religiously devout community committed to enriching the lives of students through knowing, loving, and serving God. The students will achieve academic success through creative teaching strategies, increased technology, and an up-to-date curriculum based upon the National Common Core Standards of Learning. The school will offer a wide range of extracurricular activities that support social interactions, physical development, and creative expressions. The students will also continue their commitment to the service of others within our community and surrounding areas. St. Mary's School will challenge each family to live faithfully through participation in weekly Mass, daily prayers, and the sacramental life of our universal Church.*

TAPs will serve as a guide and forum for constructive communication on issues related to St. Mary's Catholic School in which the Pastor and Principal can ask for advice and assistance to school and extracurricular issues. Any matters arising pertaining to school policy, discipline, coaching personnel, or scholastics are not under the jurisdiction of TAPs and will be referred to the proper authority-namely, the Principal.

Extracurricular activities, namely sports, Student Council, Scholastic Bowl team, Speech team, Chorus and Band, are designed to provide St. Mary's Catholic School students with opportunities to develop skills and talents beyond the scope of those that are provided through their academic coursework. These extracurricular activities are intended to complement the academic program, but never supersede it in importance. Students will be allowed to participate in these activities as long as their academic work and behavior standards meet eligibility requirements as determined by the Illinois Elementary School Association, St. Mary's Catholic School, and/or the Principal.

**ARTICLE III: MEMBERSHIP and MEETINGS**

**Section 1: Membership.** Membership shall be automatically granted to all parents and guardians of students currently enrolled at St. Mary's Catholic School, plus all teachers, aides, clergy, administration, coaches, and sponsors.

**Section 2: Meetings.** Meetings will be held six (6) times per year, typically during the months of September, October, November, January, February and April; or at the discretion of the Executive Board. The first meeting of each year shall be held no later than September 30 and shall include approval of the TAPs current year budget.

**Section 3: Agenda.** Anyone wishing to place items on the agenda should contact an officer at least one week prior to a scheduled meeting.

**Section 4: Quorum and Proxies.** A majority vote of the members in attendance during a meeting shall constitute as a quorum for the transaction of business.

#### **ARTICLE IV: EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of Officers, Committee Chairpersons, Business Manager (acting as Treasurer), Athletic Director, Pastor, Principal, and any other Principal-appointed member. The duties of the Executive Board shall be to transact business of TAPs, create standing rules and policies, create committees, prepare and submit a budget to the membership, approve expenditures, and prepare reports and recommendations to members.

**Section 2: Officers.** Officers consist of a President, Vice President and Secretary. They shall be elected by a majority vote of the members at the final TAPs meeting of the school year and will take office at that time. Nominations may also be made on the floor. Voting shall be by voice vote if no opposing persons are running for office. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3: Term.** Secretary is elected for a term of one (1) year with the option to renew. Vice President is elected for a one (1) year term immediately followed by a one (1) year term as President.

**Section 4: Removal.** Officers can be removed from office with or without cause by a two-thirds vote of those present at a meeting where previous notice has been given. If an officer's child no longer attends St. Mary's Catholic School, the officer is no longer eligible for membership and therefore will be removed from office. Final approval from the Principal and Pastor is also required.

**Section 4: Vacancies.** The Pastor or Principal will appoint an officer in the instance of a vacancy in any office because of death, resignation, removal, disqualification, or otherwise for the unexpired portion of the term.

#### **Section 5: Duties.**

- A. The President shall preside over meetings of TAPs and the Executive Board, serve as the primary contact for the Principal, and coordinate the work of all the officers and committee leaders so that the purpose of the TAPs is served.
- B. The Vice President shall assist the President and carry out the President's duties in his/her absence or inability to serve.
- C. The Secretary shall prepare meeting agendas and see to it that they are distributed to the membership via School Secretary and/or Social Media Director at least one (1) day prior to the meeting. He/She shall record meeting minutes and distribute to the membership via the School Secretary and/or Social Media Director for distribution in a timely manner. The Secretary shall keep a copy of all TAPs records and will be responsible for receiving and writing correspondence pertaining to TAPs activities.
- D. The Business Manager will act as Treasurer and shall receive all monies collected by TAPs and pay out funds as authorized by TAPs. He/She shall keep an accurate record of all income, expenditures, and receipts, and present a financial report for approval at each meeting. He/she shall inform the Executive Board of special financial problems and budget considerations.

- E. The Developmental Director shall identify and steward to prospective donors, and create solicitation materials for sponsorships. He/She will create the marketing materials from sponsorships to be used during fundraising events.
- F. The Athletic Director(s) shall coordinate coaches and IESA activities. He/She shall schedule all sporting events, determine officials, and work with coaches to ensure scorekeepers and timers are scheduled for all home events. The Athletic Director will keep inventory of all equipment and supplies and will oversee the purchase of equipment as needed.

## **ARTICLE VI: FINANCES**

**Section 1: Use.** TAPs funds shall be divided into two (2) accounts; School and Boosters. Funds shall be used for programs, events, and items that directly benefit the students of the school.

**Section 2: Receipts.** All funds raised for TAPs must be documented and submitted to the Business Manager within seven (7) days of receipt. All funds received by the Business Manager must be deposited in a TAPs bank account within seven (7) days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** A “Funding Request Form” should be completed and turned into an Executive Board member at least two (2) weeks prior to the request deadline. Requests exceeding \$500 will be reviewed/approved at the next regularly scheduled meeting. In the event that approval is needed prior to the next week, two (2) Executive Board members and the Principal or Pastor may approve funding exceeding \$500.

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the Business Manager. Reimbursement requests should be submitted within 30 days of incurred expense or not later than three (3) weeks prior to the end of the fiscal year, whichever comes first. A receipt is required! Coaches/sponsors will receive their yearly stipend following the conclusion of their season.

**Section 4: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to TAPs at a regular meeting by any member in good standing. If the amount requested is greater than \$500, a vote for approval of the monetary disbursement shall be taken at the next scheduled meeting.

**Section 5: Reporting.** The Business Manager shall prepare a monthly financial report for review by the Executive Board. On an annual basis, the Business Manager shall prepare a consolidated End of Year financial report of each TAPs account for review and approval by the Executive Board.

**Section 6: Carry-Over.** TAPs is authorized to carry-over funds for the following fiscal year as recommended by the Commission on Education. The annual carry-over amount shall not exceed \$10,000. Additional monies may be held in a Certificate of Deposit in order to accommodate board approved requests made by the Principal to be dedicated toward expenses for the upcoming school year. Should excess Booster funds be available in any given year, funds may be distributed to the school for operating costs.

**Section 7: Fiscal Year.** The fiscal year shall begin on the July 1<sup>st</sup> and end on June 30<sup>th</sup>.

## **ARTICLE VII: COMMITTEES**

**Section 1: Purpose.** The Principal, Pastor, or Officers of TAPs may establish such committees to assist in the performance of its duties (primarily fundraising) as appropriate.

**Section 2: Chairpersons.** TAPs may designate committee chairpersons from among the members of the TAPs. The chairperson or co-chairperson, and any other members of each committee shall have such duties as the President prescribes. The chairperson of each committee shall keep record of the activities of his/her committee in a manner that would allow these records to be passed along to future chairpersons. These records should be turned over to the Secretary who will maintain the records and make them available to future chairpersons. Regular (verbal) reports should be made available to TAPs members during regularly scheduled meetings.

**Section 3: Vacancies.** Vacancies in the role of chairperson or co-chairperson of any committee shall be filled by seeking volunteers from TAPs. In the absence of volunteers, a vote to end the committee will be taken with a quorum needed to disband the activity. Officers of TAPs should provide every support to the committee members.

**Section 4: Rules.** Fundraisers must be approved by the Principal and Pastor, and a schedule of fundraising events must be turned in to the Principal. Each committee may recruit members to assist in completing task and duties. There is currently no fees to participate in any extracurricular activities. In place of a fee, it is expected that parents work concession shifts to pay for necessary costs.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in Robert's Rules of Order, shall govern TAPs in all cases in which they are applicable and in which they do not conflict with these by-laws.

**Section 2: By-laws Review.** By-laws will be reviewed by the officers as needed or when an amendment is requested. If no changes are needed, the current by-laws will be posted for public viewing of TAPs members.

**Section 3: By-laws Amendment.** These by-laws may be amended under the following conditions:

- At least five (5) TAPs members shall submit the revision request to a TAPs officer.
- A notice shall be given to the TAPs membership that a vote will be taken at the next scheduled meeting.
- The revision request must be approved by a majority vote of those present as well as approved by the Principal, Pastor, and the Commission on Education.

All approved amendments shall become effective immediately and recorded.

THESE BY-LAWS WERE ADOPTED ON: Wednesday, October 5, 2022