

# **GAP - Guardian Angels Parents**

## **Bylaws for Guardian Angels Parents (GAP)**

### **ARTICLE 1 - NAME**

The name of the organization shall be Guardian Angels Parents (GAP) of Guardian Angels Parish.

### **ARTICLE 2 - OBJECTIVE**

1. To advance the welfare of the school children of this parish through a coordinated effort of the parents.
2. To assist in funding items or events which would otherwise not be provided.
3. To foster a Christian family atmosphere through adult and family social activities.

### **ARTICLE 3- POLICIES**

1. This Group is organized and operated with the consent of the Pastor of the Parish and shall be under his jurisdiction or one delegated by him.
2. The program of this Group shall be educational and social and shall be implemented through meetings and committees.

### **ARTICLE 4- ELIGIBILITY**

1. All parents, or those who act as parents, of students attending the Parish Education Programs.
2. Pastor of the Parish, his Associates, and the Principal of the School
3. Members of the Parish interested in advancing the objectives of the Group.

### **ARTICLE 5- EXECUTIVE BOARD**

1. The Officers shall be: President, Vice President, Secretary, and Treasurer.
2. The President shall preside at all General Meetings, call the Executive Board into session, and be responsible for all activities of the organization
3. The Vice President, in the absence of the President, shall perform all the duties of the President.
4. The Secretary shall keep the minutes of all General Meetings of the Group, notify the membership of the time and place of meetings, to carry on such correspondence as is necessary for the orderly functioning of Group business.
5. The Treasurer shall receive monies of the Group, keep an accurate record of these, and submit all bills for payment and reimbursement requests to the parish office bookkeeper for check request/payment.
6. At the request of the GA Principal, the Executive Board may approve a reasonable and appropriate amount for a GAP function when a general meeting vote cannot be held prior to the event.

The term of office of the President, Vice President, Secretary, and Treasurer will be for one year, with the right of re-election.

These persons shall:

- a. Prepare agenda for meetings
- b. Hear reports of Standing Committees
- c. Transact necessary business between meetings
- d. Review plans of work of Standing Committees.

#### **ARTICLE 6- NOMINATIONS AND ELECTIONS**

1. Any person wishing to fill office or persons wishing to nominate persons for office must submit said name to the Vice President by the April general meeting to be presented to the membership for election.
2. All newly elected officers take office at the conclusion of old business at the May meeting. The sitting Treasurer will maintain duties until the fiscal closing report is done in August, while training the newly elected Treasurer from May through August.
3. Elected officers shall preside from July 1 through June 30.

#### **ARTICLE 7- COMMITTEES**

1. The Standing Committees shall be: any committees operating under the current school year.
2. Special committees may be appointed by the President
3. The chairperson of all Committees shall report their plans and recommendations to the elected members of the Executive Board, and if approved, report them to the General Membership, as set in the GAP Committee Chairperson Guidelines attached.

#### **ARTICLE 8- MEETINGS**

1. The Group will meet regularly at a time set by the Executive Board.
2. Meetings of the Executive Board should be held prior to each General Meeting or at the call of the President
3. General Meetings are open to all members of GAP
4. All General Meetings will be held at the Guardian Angels School. Board Meetings will be held at the discretion of the Board Members.

#### **ARTICLE 9- ORDER OF BUSINESS**

1. Call to Order
2. Opening Prayer
3. Introductions
4. Treasurer's Report
5. Committee Reports - Committee reports shall be a progress report as to how the committee stands at the present time. Any committee meeting may be held at the discretion of the committee head.
6. Old Business
7. New Business
8. Principal's Report
9. Adjournment

## **ARTICLE 10- AMENDMENTS**

Any amendments contrary to these By-Laws are to be drawn up by the Executive Board, and submitted to the membership for voice vote.

## **ARTICLE 11- ATTACHMENTS**

### **Attachment A: COMMITTEE CHAIRMEN GUIDELINES**

Following are a few items we would like you to follow when running your particular program. Hopefully, by doing these procedures, it will make it easier for all the people who have volunteered their services or who will be taking over after you.

1. Please plan on attending the GAP meetings, or send a representative of your project, once planning starts and continuing until the meeting following your event, to keep the members informed.
2. Please pay close attention to last year's budget for your event. Any increases or additions must be presented for the board for approval
3. Please make sure that you call all the people who have signed up to help on your particular program. Even if you have too many helpers please call everyone and explain to them that you will not be needing their services since so many people have volunteered to help. You may choose to eliminate phone calls by stating very clearly on your sign up flyer that you will not be calling and volunteers should just show up.
4. All janitorial services, including setting up tables and chairs must be made in writing to the Principal, two weeks prior to the event.
5. Please make sure that on the day of your program is to be run that you or your co-leader or representative greet all the volunteers and introduce yourselves. Please provide name tags so that everyone will feel more comfortable, especially if this is their first time working with GAP. A signup sheet is also necessary.
6. After your particular program has been held, please hand in a written report including subcommittee reports to the GAP President explaining how and when all the details were handled. Make sure it includes all the phone calls that were made (to whom and when you make them and the phone number).
7. You must submit a list of all volunteers that will be published in the GAP News. Give a short paragraph concerning how the program went (ex: the children enjoyed it, it was very successful) to the President for the news. All subcommittee heads are responsible for their list of volunteers as well.
8. All event funds should be documented (a deposit accounting sheet of the cash and checks) and are to be verified by the committee chair and one additional person, who will sign the written documentation and submit same to treasurer within 3 business days after the close of an event.
9. All event funds are to be reconciled to the attendee count
10. The event chair or designee shall be financially responsible for the requisition of funds from the Treasurer and the submission of funds to the treasurer.

### **Attachment B: GAP TREASURER GUIDELINES**

1. A receipt is needed for every expenditure, whether paid by cash, check or credit card.

2. Requests for checks or the cash box must be communicated to the Treasurer at least one week before required. When a cash box is required, a check will be issued for the amount of change required. It is the event coordinator's responsibility to obtain the correct change.
3. Expenditures must be authorized before any funds are disbursed.
4. No overruns are authorized. Overruns must be brought before the GAP group and authorized before payment.
5. All supplies, goods, and merchandise must be received in full before payment will be made.
6. All fundraising proceeds will be turned over to the church bookkeeper for deposit by the GAP Treasurer.
7. All bills paid on behalf of the school should be approved by the Principal.
8. Each year prior to finalization of the Budget, the Principal should provide list of items needed by the school. These items will then be considered for the Budget.
10. A financial report including an accounting of all GAP funds/expenses shall be posted on the GAP webpage monthly and discussed at GAP meetings.
11. GAP year end financials will be presented at the first GAP meeting after the closing of the financial year

#### **Attachment C: FUNDRAISING GUIDELINES**

1. Any fundraising ideas should be put in writing by the recommending party and presented to the GAP President to be placed on the upcoming GAP agenda for new business. All fundraising ideas will be discussed and voted on by the GAP committee. Once approved by the GAP committee, a chairperson will be named and the fundraising plan will be presented to the Principal and Pastor in writing for final approval.

#### **Attachment D: DISTRIBUTION OF GAP RAISED FUNDS GUIDELINES**

1. Distribution of all funds raised by GAP will be done with a committee vote. At GAP's final school year meeting, the next year's GAP Budget and Allocation Recommendations will be forwarded in writing to the Principal and Pastor for final approval. Allocation recommendations shall include strategic planning budget items as approved by the committee, Principal, or Pastor.
2. Throughout the school year, fund distribution requests in excess of \$500.00, not already included in the approved budget, will be voted upon in the same manor and forwarded to the Principal and Pastor for approval. Fund requests under \$500.00 may be approved by a GAP board vote.

#### **Attachment E: FUNERAL GOODWILL GUIDELINES**

On behalf of all the parents at GA, GAP will provide flowers or a donation in honor of deceased staff or students or their immediate family members.

1. Based on family wishes/needs or the obituary, GAP will purchase flowers or make a donation to the family or a charity of their choice.
2. Gift or flower purchase will generally be in the amount of \$50.00.
3. Family members to include staff spouses, children and parents.

#### **Attachment E: FIELD TRIP FUNDS**

GAP wishes to encourage educational field trips and help offset parent costs.

1. Each year, GAP will set aside \$25 per student in each homeroom (based on enrollment numbers.)
2. Field trips must have educational value – not available for class picnics, trips to the Dairy Bar, etc.
3. Funds are available for both admission and bus costs.
4. Teachers must request a check or reimbursement from GAP Treasurer.

#### **Attachment F: RETIREMENT GIFTS FOR STAFF**

GAP would like to recognize and thank retiring staff members for their service and care for our children.

1. Principal will notify GAP board of pending retirement.
2. GAP will gift retiring staff members \$10.00 per year of service to be presented at final GAP meeting of the year or during retirement celebration

#### **UPDATES**

18SE2002 Article 5 Item 6 added.

18SE2002 Committee Chairman Guidelines – Items 8, 9, and 10 added

18SE2002 GAP Treasurer Guidelines – Items 10, 11, 12, and 13 added

15LS2013 Article 6 – Items 1, 2, and 3

15LS2013 Article 11A – Item 3, 11B – Item 4

15LS2013 Article 11C – GAP Fundraising Guidelines – Item 1 added

15LS2013 Article 11D – GAP Distribution of GAP Raised Funds Guidelines – Item 1 added

Article 5 – Items 1 and 3 updated

Article 6 – Item 3 updated

Article 9 – Order of Business updated

Article 11A – Items 8 and 10 updated

Article 11E – Funeral Goodwill Guidelines – Items 1, 2, and 3 added

Article 11F – Field Trip Funds Guidelines – Items 1, 2, 3, and 4 added

Article 11G – Retirement Gifts for Staff – Items 1 and 2 added

GAP Treasurer Guidelines – Items 6-11 updated

CJSept. 2018 Article 5-Item 5 updated.

CJSept. 2018 Attachment B-Items 6 and 10 updated; Item 9 removed

CJMay 2019 – Funeral Goodwill Guidelines, Item 3 updated

