

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 and School.

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- MEMBERSHIP ELIGIBILITY

1. All parents, or those who act as parents or guardians, of students attending the Parish Education Programs are automatically a member and have voting rights. Members have one vote per household.
2. Pastor of the Parish, his Associates, and the Principal of the School are members and have voting rights.
3. Members of the Parish interested in advancing the objectives of the Group.

ARTICLE 5- EXECUTIVE BOARD OFFICERS

1. The Officers shall be: President, Vice President, Secretary, and Treasurer.
2. Officer positions can only be held by K-8 parents/guardians.
3. The President shall preside over all General Meetings, call the Executive Board into session, serve as the primary contact for the principal, represent the organization at meetings outside of the organization, and be responsible for all activities of the organization. The President shall also oversee the committees of this organization.
4. The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve.
5. The Secretary shall keep all records of the organization, take and record the minutes of all General Meetings of the Group, prepare the agenda, handle correspondence, and notify the membership of the time and place of meetings as is necessary for the orderly functioning of Group business. The secretary also keeps a copy of minutes, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.

6. The Treasurer shall receive monies of the Group, keep an accurate record of receipts and expenditures, and submit all bills for payment and reimbursement requests to the parish office bookkeeper for check request/payment. He or she will present a financial statement/report at each meeting and other times during the year as requested by the executive board and make a full report at the end of the year. And should closely work with the parish office to ensure the tracking of proceedings and expenses of the organization.
7. 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. Members are eligible for office if they are members in good standing with the school at least 14 calendar days before the candidate slate is presented at the March general meeting.
2. Any person wishing to fill office or persons wishing to nominate persons for office must submit said name to the Vice President 7 calendar days before the March general meeting to be presented to the membership for election. This includes current officers of the executive board who intend to run for re-election.
3. Candidates will provide an overview of their background and desire to serve the organization in an officer role at the March general meeting.
4. 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 on June 30th, while the sitting officers will train the newly elected officers from May through July 31st.
5. Elected officers shall preside from July 1 through June 30.
6. The term of office of the President, Vice President, Secretary, and Treasurer will be for one year, with the right of re-election.
7. Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notices has been given.
8. 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.
9. Elections will take place via a paper ballot if there is more than one candidate for the position and results tabulated prior to the end of the May general meeting by a parent appointed by the Principal. Ballots will be prepared in advance by the Secretary. A majority vote signifies the election of a candidate to an officer position. If there is only one candidate, a voice vote will take place.

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. General meetings will occur at minimum, five times a year with meetings held in March and May for purpose of executive board nominations and elections.
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. The quorum shall be at least 15 members of the organization.
4. The secretary will notify the members of the meeting via email at least one week prior to the meeting.
5. 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. Principal's Report
5. Treasurer's Report
6. 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.
7. Auction Report
8. Old Business
9. New Business
10. Open Forum
11. Adjournment

ARTICLE 10 - FINANCES

1. A tentative budget with input from GAP membership, school leadership, and the executive board shall be outlined and recorded to include the fundraising objectives and goals for membership vote and approval for the following school year at the May GAP meeting of the current school year.
2. The treasurer shall keep accurate records of any disbursements, income and bank account information.
3. All expenses exceeding \$500 shall be approved by a majority voice vote during a general meeting. See attachment D point 2.

4. The fiscal year shall coordinate with the Parish fiscal year that runs from July 1st to June 30th.
5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with membership's approval, spent for the benefit of the school.
6. Any budget overages must be pre approved by the GAP Board. Unapproved overages are not guaranteed for reimbursement.

ARTICLE 11- 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 12- ATTACHMENTS

Attachment A: COMMITTEE CHAIRMEN GUIDELINES

Below are guidelines-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. In addition to K-8 parents/guardians, events may be chaired by preschool parents/guardians who have completed "Protecting God's Children" workshop and have a completed background check form on file with the school.
2. Please plan on attending the GAP meetings, or send a representative of your program, once planning starts and continuing until the meeting following your event, to keep the members informed.
3. Please pay close attention to last year's budget for your event. Any increases or additions must be presented for the board for approval.
4. Please make sure that you contact all volunteers who have signed up to help on your particular program
5. All janitorial services including setting up tables and chairs should be communicated to the executive board and Principal at least two weeks prior to the event.
6. Please make sure that on the day your program is to be run, that you or your co-chair 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.
7. Within 14 calendar days after your particular program has been held, please provide a written report including subcommittee reports to the GAP President explaining how and when all the details were handled.
8. You must submit a list of all volunteers for purposes of tracking volunteer hours.
9. Requests for checks or the cash box must be communicated to the Treasurer at least one week before required via email. 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.
10. All event expenses must be paid for by the Chair or Chair's delegate and receipts kept for reimbursement or an invoice submitted to the Treasurer for direct payment to the vendor or

business. Cash will not be issued to the Chair. Should the Chair wish GAP or the parish to pay directly for event expenses, they should contact a board member for assistance.

11. 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 co-chair and be submitted to the treasurer within 3 business days after the close of an event along with any reimbursement request if needed.

12. All event funds are to be reconciled to the attendee count.

13. 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, said receipt should include any tips if applied.

2. Expenditures must be authorized before any funds are disbursed.

3. No overruns are authorized. Overruns must be brought before the GAP group and authorized before payment.

4. All supplies, goods, and merchandise must be received in full before payment will be made.

5. All fundraising proceeds will be turned over to the GAP Treasurer for deposit by the parish bookkeeper.

6. Each year prior to finalization of the Budget, the Principal and GAP Executive Board should communicate and collaborate on a list of items needed by the school. These items will then be considered for the Budget.

7. A financial report including an accounting of all GAP funds/expenses shall be posted on the GAP webpage monthly and discussed at GAP meetings.

8. 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. GAP Budget and allocation of all funds raised will be determined by a general meeting 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 a general meeting quorum, 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 manner and forwarded to the

Principal and Pastor for approval. Fund requests under \$500.00 may be approved by a GAP board vote.

3. Members will be notified of any board approved budget increases at the next general meeting through the Treasurer's report.

4. Any remaining funds from the fiscal year would be used to the discretion of the parish bookkeeper in agreement with the school principal for improvements or maintenance of the school and school building and will be reported to the treasurer, so its use can be reported to all members of GAP.

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 \$100.00.

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 and their accompanying teacher (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 Article 5 - Item 2 updated May
2021 Article 11 - Item 1 updated May 2021
KDSept. 2024 - Bylaws were refreshed and adopted on 9/10 at general meeting