

**ST. IRENE SCHOOL  
WARRENVILLE, ILLINOIS  
DIOCESE OF JOLIET**

**PACE ORGANIZATION BYLAWS**

**ARTICLE I-NAME**

**St. Irene School  
Parents Active in Catholic Education (PACE)**

**ARTICLE II-MISSION STATEMENT**

**United as Parents Active in Catholic Education (PACE), we strive to create a spiritually rich, emotionally healthy and academically excellent learning environment for the children of St. Irene School by promoting effective communication between parents, faculty, and administration; facilitating fundraising activities to meet school goals; providing academic enrichment and social programs; and encouraging school spirit and pride.**

**ARTICLE III-AUTHORITY**

**Section 1.** PACE is not a policy making body.

**Section 2.** The Principal and Pastor have ultimate and final decision making authority, therefore, all decisions of this organization are subject to their approval.

**ARTICLE IV-MEMBERSHIP**

**Section 1.** All parents/guardians of children enrolled in St. Irene School, faculty and clergy are members of St. Irene School PACE.

**ARTICLE V-ELECTED AND APPOINTED OFFICERS**

**Section 1. a.** The elected and appointed officers of PACE shall consist of the President, Vice President, Treasurer, Secretary, Fundraising Coordinator, Student Activity Coordinator, Special Program Coordinator, School Board Liaison and Athletic Board Liaison.

**b.** Each elected officer shall serve a term of one year.

**c.** The term of office shall begin with the May PACE meeting in the year of election and shall terminate on the last day of school of the next academic year.

**d.** Officers shall be designated and assume responsibilities at the May meeting of each year.

**e.** Unexpired terms of Executive Board members shall be filled by appointment from the general membership with approval of the Executive Board.

## **PACE BYLAWS, P. 2**

### **Section 2. President**

- a. The President shall preside over all meetings and shall perform the duties pertaining to his/her office as defined in this section.
- b. The President shall be responsible for preparing all meeting agendas.
- c. The President shall be responsible for preparing a yearly calendar of events including scheduling all space requirements for PACE events.
- d. The President shall be responsible for the coordination and completion of all activities and events in the absence of a Coordinator.
- e. The President shall be an ex-officio member of all committees and sub-committees.
- f. The President shall hold meetings with the Principal when warranted.
- g. The President and Vice President may mutually agree to share the responsibilities of the presidency, thus creating a co-presidency and eliminating the vice presidency.

### **Section 3. Vice President**

- a. The Vice President shall preside at meetings in the absence of the President.
- b. The Vice President shall act as an assistant to the President.
- c. The Vice President shall assume the office of President in the event the office of the President becomes vacant, and shall remain in this position until the next election.

### **Section 4. Secretary**

- a. The Secretary shall record the minutes of all Executive Board meetings.
- b. The Secretary shall furnish all Executive Board members and members at large in attendance with copies of the minutes on a monthly basis.
- c. The Secretary shall make available meeting minutes to the general PACE membership upon request.
- d. The Secretary shall be responsible for coordinating PACE newsletters, general correspondence, notes of appreciation and website notices.
- e. The Secretary shall maintain meeting minutes for the current year as well as minutes for 3 years prior to the current year.

### **Section 5. Treasurer**

- a. The Treasurer shall be responsible for all monies and transactions.
- b. The Treasurer shall submit all PACE generated funds to the St. Irene school bookkeeper for deposit in the PACE account.
- c. The Treasurer shall submit all PACE generated expenses to the St. Irene school bookkeeper for reimbursement or vendor payout from the PACE account.

### **PACE BYLAWS, P. 3**

- d. The Treasurer shall be responsible for maintaining current financial reports and providing monthly financial reports to the Executive Board.
- e. The Treasurer shall make available all financial reports to the general PACE membership upon request.
- f. The Treasurer shall be responsible for reconciling all PACE revenue and disbursements with the St. Irene parish bookkeeper on a monthly basis.

#### **Section 6. School Board Liaison**

- a. The School Board Liaison shall be responsible for representing PACE at monthly School Board Meetings.
- b. The School Board Liaison shall give a report of pertinent School Board activities to the PACE Executive Board on a monthly basis.

#### **Section 7. Athletic Board Liaison**

- a. The Athletic Board Liaison shall be responsible for representing PACE at monthly School Board Meetings.
- b. The Athletic Board Liaison shall give a report of pertinent Athletic Board activities to the PACE Executive Board on a monthly basis.

#### **Section 8. Student Activity Coordinator**

- a. The Student Activity Coordinator shall be the executive chairperson for all PACE-sponsored student activities including but not limited to: Halloween Dance, Santa's Workshop, Catholic Schools Week activities and end of the year school picnic.
- b. The Student Activity Coordinator shall oversee the Accelerated Reader and Art Appreciation Programs.
- c. The Student Activity Coordinator may solicit a chairperson for each event or program, however, shall remain as executive chairperson. The Coordinator is responsible for obtaining a written summary from the chairperson of each event or program and presenting the summary to the Executive Board on a monthly basis.

#### **Section 9. Fund-Raising Coordinator**

- a. The Fundraising Coordinator shall be the executive chairperson for overseeing all fundraising activities including but not limited to Fun Fair, Market Day, Boxtops for Education, Campbell Soup Labels, Target, Dominicks, wrapping paper sales, Dine-Out Nights and Spring Flower Sale.
- b. The Fundraising Coordinator may solicit a chairperson for each activity, however, shall remain as executive chairperson. The Coordinator is responsible for obtaining a written summary from the chairperson of each event and presenting the summary to the Executive Board on a monthly basis.

## PACE BYLAWS, P. 4

### **Section 10. Special Program Coordinator**

- a. The Special Program Coordinator shall be the executive chairperson for all PACE-sponsored special activities including but not limited to: teacher appreciation luncheon, Catholic Schools Week hospitality, Back to School Night hospitality, and Grandparents Day hospitality.
- b. The Special Program Coordinator shall oversee the assignment of room parents, back to school classroom clean-up, bimonthly hot lunch program, and used uniform sales.
- c. The Special Program Coordinator shall oversee the New Family Fellowship Ministry.
- d. The Special Program Coordinator may solicit a chairperson for each activity or program, however, shall remain as executive chairperson. The Coordinator is responsible for obtaining a written summary from the chairperson of each event and presenting the summary to the Executive Board on a monthly basis.

**Section 11.** Specific events or activities may be added to or deleted from the responsibilities of any of the above officers with the vote of a simple majority of the Executive Board.

**Section 12.** All officers shall deliver any official PACE materials to their successors or to the PACE President at the May meeting.

### **ARTICLE VI-BOARD**

**Section 1.** The PACE Executive Board shall consist of the officers of the organization, the Pastor and Principal.

**Section 2.** Regular board meetings shall be held throughout the school year as determined by the Executive Board.

**Section 3.** In matters of voting, a majority of the Executive Board constitutes a quorum. Each officer shall have one vote.

**Section 4.** The Executive Board shall have the authority to create standing committees as deemed necessary.

## **PACE BYLAWS, P. 5**

### **ARTICLE VII-FUNDING**

- Section 1.** PACE operates under the financial policies and guidelines of the Diocese of Joliet.
- Section 2.** PACE shall be self-funded through fundraising efforts in order to sponsor programs, activities and events.
- Section 3.** All revenue and disbursements must be processed through the school office. No disbursement may be made without the approval of the Principal. All PACE funds are to be maintained in the school account.

### **ARTICLE VIII- ELECTIONS**

- Section 1.** Invitation to serve on the PACE Executive Board shall be extended to all PACE members. Any member interested in serving on the Board shall Submit his/her application to the school office on or before April 10.
- Section 2.** In the event there are more applicants than available positions, an election will be held. Election ballots will be sent to the membership no later than April 15 and must be returned to the school office on or before April 25.
- Section 3.** Returned ballots shall be counted by members of the PACE Executive Board and a plurality of votes shall determine those elected.
- Section 4.** Newly elected members of the Executive Board will be notified by the PACE President on or before May 1. The election results will be announced in the Principal's weekly letter.
- Section 5.** The term of office shall begin with the May PACE meeting in the year of the election.
- Section 6.** The Executive Board shall meet in June to revise and approve the PACE Bylaws, Mission Statement, calendar of events, annual goals and budget.

### **ARTICLE IX-PARLIAMENTARY PROCEDURE**

- Section 1.** The rules contained in Robert's Rules of Order Revised shall govern this Organization in all cases not otherwise specified in these bylaws.

### **ARTICLE X-AMENDMENTS**

- Section 1.** Amendments to these bylaws shall be determined by vote of the Executive Board. Amendments must be presented at an Executive Board meeting for a first reading. The PACE general membership shall be given the opportunity to present input in writing prior to the second reading and final vote of any amendment.

**Approved May 24, 2007**