

# Bylaws of St. John's Lutheran School Auxiliary

Approved on

## Article I Name and Headquarters

- Section 1 The name of this organization shall be the St. John's Lutheran School Auxiliary of Orange, California.
- Section 2 The meetings conducted throughout the school year shall be on the campus of St. John's Lutheran School unless otherwise ordered by the Executive Board.

## Article II Purposes and Policies

- Section 1 The purpose of this volunteer organization is to promote Christian fellowship among the faculty, parents and students of St. John's Lutheran School. The Auxiliary is also to engage in missionary work in the school and to assist the faculty when needed through fundraising efforts.
- Section 2 This organization and its functions and activities shall be under the approval of the Council of School Ministries, also referred to as the School Board, and St. John's Lutheran Church, with the guidance of the school principal.

## Article III Membership

- Section 1 Any parent or guardian of a child enrolled in St. John's Lutheran School or Lamb's Lot Preschool is considered a member of the St. John's Lutheran School Auxiliary.
- Section 2 The General Membership consists of the Governing Body and the members of the Auxiliary.

## Article IV Governing Body

- Section 1 The Governing Body shall have the power to act for the Auxiliary between General Membership meetings. The Governing Body shall have general supervision of the affairs of this organization.
- Section 2 The Governing Body consists of the Executive Board, Committee Chairs, and Liaisons.
- Section 3 The Executive Board of this organization shall be composed of the seven elected officers that shall include: *President, 1<sup>st</sup> Vice President - Membership, 2<sup>nd</sup> Vice President - Ways & Means, 3<sup>rd</sup> Vice President - Social, 4<sup>th</sup> Vice President - Programs, Secretary and Treasurer.* The President from the prior term and the Principal shall be ex-officio members of the Executive Board. Ex-officio members will only have voting rights in a tie vote.
- Section 4 A minimum of three members of the St. John's Lutheran School Auxiliary elected to an office of the Executive Board must be communicant members of St. John's Lutheran Church, Orange, California. Four members of the St. John's Lutheran School Auxiliary elected to an office of the Executive Board may be non-members of St. John's Lutheran Church, Orange, California, providing that the office to which they are elected is not the office of President or 1<sup>st</sup> Vice President of St. John's Lutheran School Auxiliary. The Council of School Ministries may approve exceptions to these requirements.

Section 5 Committee Chairs and Liaisons are to be appointed by the incoming President in accordance with the Handbook.

Section 6 Vacancies on the Executive Board may be filled by a majority vote of the Executive Board in accordance with Bylaws Article IV Section 4 and Article VI Sections 2, 3, 4 and 5. Vacancies are defined as: any Officer or Committee Chair who resigns before the term is completed or fails to fulfill the duties of the office. An office may be declared vacant by a majority vote of the Executive Board.

## **Article V Duties of Officers**

Section 1 President

- a. See that all Executive Board, Governing Body and General Membership events are placed on the Church and School calendars.
- b. Preside at all meetings of the Auxiliary during term.
- c. Upon election, appoint Committee Chairs and Liaisons.
- d. Appoint the Nominating Panel.
- e. Be the representative to the Council of School Ministries and be a voting member of that council, consistent with the Church Bylaws.
- f. Shall be an ex-officio member of all committees, except Nominating Panel.
- g. Serve as an ex-officio member of the Governing Body for the year following term of Presidency.
- h. Additional duties as listed in the Auxiliary Handbook.

Section 2 1<sup>st</sup> Vice President, Membership

- a. Perform the duties of the President in the event of absence and succeed in the case of resignation, if qualified under Bylaws Article VI Section 2.
- b. Give an enrollment report at every Governing Body meeting. This shall include names of students who have either dropped or added since last meeting.
- c. Chair the Membership Committee and be responsible for welcoming new school families prior to the first day of school; invite and encourage members to attend functions of the Auxiliary; honor all departing 8<sup>th</sup> grade parents.
- d. Additional duties as listed in the Auxiliary Handbook.

Section 3 2<sup>nd</sup> Vice President, Ways & Means

- a. Recommend to the Governing Body all fundraising events.
- b. Upon approval of events by the Council of School Ministries or Principal, draft and execute all plans necessary to carry out such projects.
- c. Additional duties as listed in the Auxiliary Handbook.

Section 4 3<sup>rd</sup> Vice President, Social

- a. Organize food, beverage and decorations for social activities of the Auxiliary, General Membership meetings, and teacher luncheons as approved.
- b. Additional duties as listed in the Auxiliary Handbook.

- Section 5      4<sup>th</sup> Vice President, Programs
- a. Draft, establish and confirm assembly program dates for the St. John's Lutheran School student body and execute all plans necessary to carry out programs approved by the Principal.
  - b. Report programs and dates to the General Membership.
  - c. Organize programs for General Membership meetings subject to Principal approval.
  - d. Additional duties as listed in the Auxiliary Handbook.
- Section 6      Secretary
- a. Record and post the minutes of the regular and special meetings of the St. John's Lutheran School Auxiliary.
  - b. Make available the current Auxiliary Bylaws, Handbook and standing rules.
  - c. Additional duties as listed in the Auxiliary Handbook.
- Section 7      Treasurer
- a. Receive all monies of the Auxiliary and deposit same in a bank designated by the Governing Body.
  - b. Pay all funds authorized by the order of the Governing Body.
  - c. Coordinate collection and provide accounting of all Auxiliary monies, have a report available for review at all General Membership and Governing Body meetings and present accounting records for audit at the end of term.
  - d. Additional duties as listed in the Auxiliary Handbook.

## **Article VI Nominations and Elections**

- Section 1      The Nominating Panel will consist of two members of the St. John's Lutheran School Auxiliary: the current Parliamentarian and one parent-at-large from the General Membership. The Nominating Panel shall be appointed by the President, with the approval of the Governing Body. One of these two appointments must be a communicant member of St. John's Lutheran Church, Orange, California. In the event one of the Panel members is unable to serve, the Ex-Officio President shall act on their behalf.
- Section 2      Nominees for President must have served on the Governing Body for a minimum of two years, including the year of nomination. Nominees must have served as an elected officer within the previous three years.
- Section 3      Nominees for any other position on the Executive Board must have served on the Governing Body within the previous three years.
- Section 4      Election of Officers to the same office may be sanctioned for no more than two consecutive years.
- Section 5      The Nominating Panel shall provide the Council of School Ministries with a list of qualified candidates. The Principal shall consult with the St. John's Church staff and inform the Nominating Panel of the church membership status for otherwise qualified candidates.

- Section 6 The Nominating Panel shall contact eligible members and discuss interest for open positions they would be willing to serve.
- Section 7 The Nominating Panel shall present a ballot of interested and eligible nominees for Executive Board to the General Membership a minimum of seven days prior to Election Day.
- Section 8 In accordance with Article IV, Section 4 and Article VI, Sections 2, 3, 4 and 5, nominations, suggested by the General Membership, shall be accepted by the Nominating Panel up to 10 days prior to the election. Election shall be by ballot.
- Section 9 Election of officers shall take place prior to the final meeting of the year.
- Section 10 Officers shall be elected by a simple majority of votes cast.
- Section 11 Installation of officers shall take place at the final General Membership meeting of the school year. Newly installed officers shall assume their duties at the close of school in June. The full responsibility of the Treasurer shall coincide with the fiscal year.

### **Article VII Meetings**

- Section 1 The Executive Board meetings of this Auxiliary shall be held prior to the General Membership meetings.
- Section 2 The Governing Body is to meet a minimum of 6 times during the school year. The General Membership may be invited to these meetings. This would count toward the three required General Membership meetings per year.
- Section 3 Special meetings of the General Membership and Governing Body may be called by the President or the Governing Body. Governing Body and Executive Board meetings may be called with a minimum of 24 hours notice. General Membership meetings may be called with a minimum of 7 days notice.

### **Article VIII Financial Policies**

- Section 1 The Executive Board shall have the authority to disburse funds up to 10% of the current Operating Budget once during each fiscal year. A report of the disbursement shall be given at the following Governing Board and Council of School Ministries Meetings. Any single item over 10% of the current Operating Budget must be approved by a simple majority vote at the next General Membership meeting, excluding Ways and Means projects, defined as pre-fundraising expenses.
- Section 2 The Budget Committee shall consist of the out-going and the incoming Executive Board. The current Treasurer shall be the chair of this committee.
- Section 3 The Budget Committee is to itemize all fixed expenditures and proposed expenses for the coming year.
- Section 4 The budget is to be presented to the Governing Body and to the General Membership for approval at a meeting prior to the end of the school year. The budget should be presented to the Council of School Ministries.

Section 5 All fundraising activities shall be subject to the approval of the Council of School Ministries or the Principal.

Section 6 The President shall appoint one person, who has previously served as Auxiliary Treasurer or other qualified individual, as Auditor at the May Governing Body meeting. The Auditor shall issue a report with audit results to the Executive Board by the first meeting of the following fiscal year. Audit results will be reported to the Governing Body and the Council of School Ministries, with copies available upon request.

### **Article IX Property**

Section 1 All property of the Auxiliary is under the jurisdiction of St. John's Lutheran Church.

Section 2 If the Auxiliary should be dissolved, or is no longer recognized as an organization of St. John's Lutheran Church, the Trustees of the congregation shall hold its property in trust until a new organization shall take its place.

### **Article X Amendments**

These Bylaws may be amended at any regular meeting of the General Membership by a two-thirds vote of those present. Any amendment of these Bylaws must be approved by the Council of School Ministries, and made available to the General Membership of St. John's School Auxiliary prior to a General Membership meeting, where the amendment(s) will be presented for approval.

### **Article XI Parliamentary Procedure**

Section 1 Robert's Rules of Order-Revised shall be the authority of all questions of parliamentary procedure.

Section 2 All other questions of responsibility and specific procedure should be referred to the Auxiliary Handbook.

Council of School Ministries - Approved on February 19, 2015  
Auxiliary General Membership - Approved on February 26, 2015

Submitted by Bylaws Committee  
Jolie Harnack, Parliamentarian  
Dee Dee Cole, President  
Lauren Lauderdale  
Dawn Johnson  
Sabrina Schaffer