

**BY-LAWS
FRIENDS OF ST. JAMES**

I. NAME

The name of the organization shall be the Friends of St. James.

II. PURPOSE

The purpose of the Friends of St. James shall be to enhance the interests and endeavors of the St. James Episcopal School mission statement, help improve the school facilities that are not otherwise provided for in the school's budget and promote open communication between the administration, teachers and parents.

III. MEMBERSHIP

All parents or legal guardians of students enrolled in St. James Episcopal School, patrons, teachers, and any person interested in furthering this school shall become a member upon payment of dues.

IV. THE BOARD OF THE FRIENDS OF ST. JAMES

A. Members: The Board of the Friends of St. James shall consist of its officers, committee chairmen and Home Room Parents and shall have the privilege of voting.

1. Executive Committee

- a. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Parliamentarian and as ex-officio members, the Rector and the Headmaster (non-voting).
- b. Duties of the Executive Committee shall be to transact necessary business of the Friends of St. James and between the Friends of St. James and the St. James School Board.
- c. The Executive Committee shall meet as often as necessary.
- d. Regular scheduled meetings of the Friends of St. James will be on Tuesday of the first full week of every month, with the exception of September. There will not be a meeting in January.
- e. Special meetings may be called by the Executive Committee. Appropriate written and verbal notification will be given to the members by the President at least seven (7) days prior.

2. Chairmen

Committee Chairmen shall be the chairmen and co-chairmen of any ~~other voted~~ event as determined by the Executive Committee.

3. Home Room Parents

~~Head~~ Home Room Parents are required to attend the monthly Friends of St. James meetings.

B. Duties

The Board of the Friends of St. James shall have the responsibility to disburse funds earned and to provide committee chairmen and volunteers for each project. Such projects shall be voted on annually in May. The Friends of St. James is also responsible for discussing and voting on a contribution to the year-end project(s).

1. Executive Committee

- a. President: The President shall preside at all meetings and perform duties relating to that office and act as chairman of the Executive Committee. The President shall serve on the St. James School Board as an ex-officio (non-voting) member. The President shall also be an ex-officio member of all committees of the Friends of St. James.
- b. Vice-President: The Vice-President shall preside at the meetings in the absence of the President and shall be in charge of projects that do not have voted chairmen. The Vice-President shall be the liaison to the Home Room Parents. Should the President be unable to complete her/his term, the Vice-President will assume the office of President.
- c. Secretary: The Secretary shall record the minutes of each business meeting and provide copies of minutes from previous meetings. The Secretary shall notify all members of the meeting at least seven (7) days in advance. In the event the President and the Vice-President are unable to attend a meeting, the Secretary shall preside.
- d. Treasurer: The Treasurer shall be responsible for collecting dues and disbursing funds with approval of the Board. The Treasurer shall present a financial statement at every meeting and at other times requested by the Executive Committee and shall make a full financial report at the end of the school year. In addition, the books for the Friends of St. James will be turned in to the school's auditor for a year-end review. The Treasurer will be responsible for maintaining a minimum balance in the Friends of St. James bank account equal to the amount needed to cover the following year's budget expenses or no less than \$15,000 for the next year's Executive Committee.
- e. Assistant Treasurer: The Assistant Treasurer will be responsible for collaborating with the Treasurer and assisting when needed. Should the

Treasurer be unable to complete her/his term, the Assistant Treasurer will assume the office of Treasurer.

- f. Parliamentarian: The Parliamentarian shall be the past-President and shall serve as the President's advisor and consultant on procedural matters. The Parliamentarian shall be chair of the Nominating Committee.

2. Committee Chairmen

Committee Chairmen are the Chairmen and Co-Chairmen of any Friends of St. James event and shall be in charge of that particular event. The Chairmen shall report the plans and activities of each committee to the Executive Committee, which must approve all such reports and shall not enter into any financial or other such obligatory agreement without prior approval of the Executive Committee.

3. Home Room Parents

Home Room Parents shall coordinate all extra activities with the classroom teachers as described in "Room Parent Policies" in the St. James Handbook.

V. NOMINATION AND ELECTION OF OFFICERS

A. Nominating Committee

1. The Nominating Committee shall consist of the outgoing President and Parliamentarian and four additional members nominated by the Friends of St. James Executive Committee and elected in February.
2. The Parliamentarian shall serve as chairman and shall call the first meeting.
3. The committee shall compile a single slate of officers to be presented at the March meeting.
4. Written notice of the proposed slate of candidates shall be given to the general membership two weeks prior to election. Additional nominations to all offices must be submitted to the Parliamentarian three (3) weeks prior to the vote.
5. The election shall be held at the general meeting in April.

B. Election of Officers

Executive Committee Officers shall be elected annually at the April meeting and installed at the May meeting. The duties of the officers shall be assumed at the close of the last day of the school year for the following school year.

VI. VACANCIES AND APOINTEMENTS

- A. Vacancies in office shall be filled by the Executive Committee.
- B. The Executive Committee shall have the authority to make appointments as they deem necessary.

VII. MEETINGS AND ATTENDANCE

- A. The Friends of St. James Board will meet monthly as necessary, and these meetings shall be open to the general membership.
- B. Executive Committee members, Committee Chairmen and Home Room Parents are required to attend the majority of all meetings.

VIII. QUORUM

Two-thirds of the Executive Committee and Committee Chairmen shall constitute a quorum.

IX. DUES

The amount of dues shall be established annually by the Executive Committee of the Friends of St. James, in collaboration with the Head of School as part of the tuition payment and dispersed to the friends operating account yearly. Membership to the Friends of St. James entitles the member to vote at regular meetings and to have access to the school directory. Hard copies are available upon request.

X. AMENDMENTS TO BY-LAWS

The By-laws may be amended by a majority of the members in attendance at a general meeting of the Friends of St. James providing there has been two weeks notification, in writing, of the proposed change. Copies of proposed changes will be made available two (2) weeks in advance of a ratifying vote, on the school website.