

Bylaws of St. John's Lutheran School Auxiliary

Approved March 25, 2010

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 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.
- Section 2 This organization and its functions and activities shall be under the approval of the Council of School Ministries 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 Lambs 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, 1st Vice President - Membership, 2nd Vice President - Ways & Means, 3rd Vice President - Social, 4th Vice President - Programs, Secretary and Treasurer.* The President from the prior term serves as an ex-officio member and the Principal shall be an ex-officio member of the Executive Board.
- Section 4 A minimum of five members of the St. John's Lutheran School Auxiliary nominated or elected to an office of the Executive Board must be communicant members in good standing of St. John's Lutheran Church, Orange, California. Two members of the St. John's Lutheran School Auxiliary nominated or 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 nominated or elected is not the office of President or First Vice President of St. John's Lutheran School Auxiliary.

- Section 5 Committee Chairs are to be appointed by the incoming President in accordance with the Handbook.
- Section 6 Liaisons are to be appointed by the incoming President with input from the Principal in accordance with the Handbook.
- Section 7 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 3, 4 and 5. Vacancies are defined as:
- a. Any Officer or Committee Chair who resigns before term is completed.
 - b. Any Officer or Committee Chair who fails to fulfill the duties of the office may have the office 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 **1st 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 3)
 - 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.
 - d. Contact all new families to St. John's School prior to opening day.
 - e. Invite, welcome and encourage members to attend all functions of the Auxiliary.
 - f. Honor all departing eighth grade parents.
 - g. Additional duties as listed in the Auxiliary Handbook.
- Section 3 **2nd Vice President, Ways & Means**
- a. Recommend to the Governing Body all fundraising events.
 - b. Upon approval of events by the Council of School Ministries, draft and put into execution all plans necessary to carry out such projects.
 - c. Additional duties as listed in the Auxiliary Handbook.
- Section 4 **3rd 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 **4th 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 the minutes of the regular and special meetings of the St. John's Lutheran School Auxiliary.
- b. Keep on file all the communication received and copies of letters sent during term.
- c. Make available the Auxiliary Bylaws and standing rules Handbook annually as amended.
- d. 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. Have a report available for review at all General Membership and Governing Body meetings and present accounting books for audit at the end of term.
- d. Chair to the Budget Committee, whose report will be made at the final General Membership meeting of the year.
- e. Coordinate the collection of all Auxiliary monies.
- f. Provide accounting for all Auxiliary accounts.
- g. Order supplies, checks, etc...as needed.
- h. 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 in good standing of St. John's Lutheran Church, Orange, CA.

Section 2 In the event one of the Panel members referred in Section 1 above is unable to serve, the Ex-Officio President shall act on their behalf.

Section 3 Nominees for President must serve 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 4 Nominees for any other position on the Executive Board must have served on the Governing Body within the previous three years.

Section 5 Election of Officers to the same office may be sanctioned for no more than two consecutive years.

Section 6 The Nominating Panel shall provide the Principal with a list of qualified candidates, and ask for input. The Principal shall consult with the St. John's Church Senior Staff and inform the Nominating Panel of the church membership status for otherwise qualified candidates.

- Section 7 The Nominating Panel shall contact every eligible member asking for their input on which positions they would be willing to serve.
- Section 8 The Nominating Panel shall present a slate of preferably two eligible nominees per office to the General Membership a minimum of seven days prior to Election Day.
- Section 9 In accordance with Article IV, Section 4 and Article VI, Sections 3, 4 and 5, nominations shall be accepted from the floor prior to the election. Election shall be by written ballot.
- Section 10 Election of officers shall take place at the meeting of the General Membership prior to the final meeting of the year.
- Section 11 A simple majority of members present constitutes election to the specified office or offices.
- Section 12 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 General Membership meetings of this Auxiliary shall be held at least three times during the school year.
- Section 2 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.
- Section 3 The Governing Body is to meet a minimum of 6 months of the school year.
- Section 4 A meeting of the Governing Body shall be held at least 1 week prior to the General Membership meeting.

Article VIII Financial Policies

- Section 1 The Governing Body shall have the authority to disburse funds up to 10% of the current operating budget. Any single item over 10% of the current working 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 should be presented to the Council of School Ministries. This budget is to be presented to the Governing Body and to the General Membership for approval at the last meeting of the school year.

- Section 5 The Ways and Means pre-fundraising expenses shall be under the discretion of the Governing Body.
- Section 6 All fundraising activities shall be subject to the approval of the Council of School Ministries in accordance with the Council of School Ministries guidelines.
- Section 7 The President shall appoint one person who has previously served as Auxiliary Treasurer or other qualified individual as Auditor at the May meeting. The Auditor shall give its annual report at the initial Governing Body meeting and General Membership meeting of the school year.

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 and voting. Any amendment of these Bylaws must be approved and accepted by the Council of School Ministries, and presented in writing 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 Schools- Approved March 18, 2010
Auxiliary General Membership-Approved March 25, 2010

Submitted by Bylaws Committee
Andrea Dabrow, Parliamentarian
Andrea Jensen, President
Lara Lei Bailey
Dawn Johnson
Trish Ponder