

**SAINT IGNATIUS HIGH SCHOOL
FATHERS' CLUB CONSTITUTION
Revised March 2014**

PREAMBLE

In the interest of the Roman Catholic Church, the Society of Jesus, and Saint Ignatius High School, a Fathers' Club (The "Club") shall be operated in association with the school to promote the mission of the school, its students and their parents. This constitution shall serve as the governing document of the Club and supersede all previously written constitutions and by-laws.

ARTICLE I. OBJECTIVES

The objective of the Fathers' Club is to promote the mission of the school and to help build a close and beneficial relationship among parents, students, faculty and the community of Saint Ignatius High School, by activities and programs which:

- a) advance the mission of the school as an institution of faith formation and college preparatory learning,
- b) promote public acceptance of the values of a Catholic and Jesuit education,
- c) encourage parents and fathers to attend and participate in service and spiritual activities, informational meetings, and other sponsored activities,
- d) promote beneficial relationships among the fathers of young men,
- e) celebrate and promote the father-son relationship.

ARTICLE II. AUTHORITY

It is the obligation of the Club, its members and officers, jointly and severally, to discharge their duties and conduct business in strict compliance with the general and specific policies adopted by the Board of Regents of Saint Ignatius High School.

The President of Saint Ignatius High School has designated a representative of the school to serve as the Moderator to assist with the accomplishment of the Club's objectives and to assure compliance with the Constitution.

ARTICLE III. ACTIVITIES

The Club shall conduct various activities to assist in accomplishing its objectives. An activity calendar will be prepared by the moderator, the Coordinator of Parent Programs (COPP), and the Fathers' Club President to be presented to the school administrators for inclusion on the school activity calendar.

ARTICLE IV. MEETINGS

Sec. 1. Order of Meeting: Meetings shall be conducted in accordance with Robert's Rule of Order.

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Sec. 2. Business Meetings: The President of the Fathers' Club shall conduct monthly meetings with the moderator, Fathers' Club officers, and committee and event chairmen for the purpose of planning activities and reviewing business matters during the academic year and whenever considered necessary. All members are invited to these meetings. Additional working session meetings will occur as needed. These meetings may be conducted by committee chairs or the President.

ARTICLE V. VOTING

A vote will not be taken unless two-thirds of the Fathers' Club officers and committee chairmen are present.

Voting will be by ballot or voice vote as determined by the Fathers' Club President. Fathers' Club officers, committee and event chairmen, and members of the Fathers' Club in attendance will have one vote each per agenda. All items requiring a vote, the type of vote used, and those voting will be stated in the meeting minutes.

The moderator will not have a vote, except that voting issues ending in a tie will be resolved by the moderator.

ARTICLE VI. MEMBERSHIP

Any man who is the father of a student attending Saint Ignatius High School or who is responsible for the education of a young man attending Saint Ignatius High School is a member in the Fathers' Club. He is welcome to attend any Fathers' Club meeting or sponsored event. All past Presidents of the Club are ex officio members.

ARTICLE VII. OFFICERS

Sec. 1. The elected officers of the Fathers' Club shall consist of a President, Vice President (President Elect), Secretary and Treasurer.

Sec. 2. Officer ranking will be as listed in Sec. 1 above. The President shall convene and preside over all regular and special meetings of the Fathers' Club. In the event of his absence, his position will be filled by the next ranking officer present.

President

The President shall be the Chief Executive Officer and be charged with the enforcement of the constitution, resolutions and motions, adopted or approved, to secure the legitimate purpose of the Club. He shall serve as principal liaison between the Club, the COPP and the moderator. He shall convene and preside over all regular and special meetings of the Fathers' Club. He shall oversee all committees deemed necessary for the conduct of the Club. The President of the Fathers' Club will appoint event and committee chairmen as needed and when required. The President will sign all official documents adopted by the Club.

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Vice-President (President Elect)

The Vice-President shall assist the President in the discharge of his duties and shall exercise the authority of the President if the President is absent under circumstances where he would ordinarily be required to act. Upon the death or resignation of the President, or in the event that the office of the President shall become permanently vacant for any reason, the Vice-President shall preside. The Vice President shall assume the office of President upon a determination that a vacancy exists for reasons other than death or resignation. Such determination of vacancy in the office of President shall be made upon a vote at a regularly scheduled meeting of the Fathers' Club officers and committee members. If two-thirds of the voting membership present at such meeting vote in favor of declaring a vacancy in the office of President, the office will be determined vacated and the Vice-President shall assume such office.

The Vice-President shall serve as the President's assistant in ensuring that the various committee and event chairmen carry out their responsibilities. The Vice-President shall chair an activity as assigned by the President, and he shall assist the President in carrying out the observance of the Constitution and the promotion of the Club and its mission.

The Vice-President (President Elect) will assume the office of the President on completion of the President's term.

The Secretary

The Secretary shall be charged with keeping all minutes of regular and special meetings of the Club and will forward them to the President and the COPP for proper storage. The Secretary will compile and submit to the President a quarterly Fathers' Club newsletter. He shall prepare and maintain a record of attendance at all monthly meetings. The Secretary shall chair an activity as assigned by the President.

The Treasurer

The Treasurer shall be the custodian of records of all funds. All expenditures shall be made only with the approval and certification of the President, Treasurer, COPP and Finance office. He shall prepare a monthly financial statement for review by the current officers at the monthly meetings or annual planning meeting or whenever requested by the moderator or President of the Father's Club.

Article VIII: Appointed Chairmen

The Fathers' Club President will appoint committee and event chairmen as needed throughout the year.

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Article VIII: Vacancy

In the event of a vacancy in the office of Vice-President, Secretary, or Treasurer during their tenure, any member of the Club, upon the approval of a majority ballot vote of the current officers and committee members, shall fill such vacancy. The person thus appointed shall serve only until the next regular election of officers.

ARTICLE IX. ELECTION OF OFFICERS

Sec. 1. A nominating committee shall consist of the Fathers' Club moderator, COPP, President and Vice President. The nominating committee will meet as needed, with the outgoing president serving as chairman.

Sec. 2. The officers shall be members of the Club and serve for a term of one year from the date of the installation following their election or until a qualified successor has been elected or duly appointed. No man shall succeed himself in the office of President or Vice-President.

ARTICLE X. FUNDING

At the beginning of each academic year, a voluntary offering will be suggested from all members. All offerings received will be used to fund activities of the Fathers' Club. A voluntary offering is not a requirement for membership in the Fathers Club, for attendance at meetings or to attend Club sponsored events.

ARTICLE XI. CONSTITUTIONAL AMENDMENTS

Sec. 1. At such time as amendments to the Constitution are necessary, the President will convene an ad hoc committee to review the current version and make suggested revisions. Participation in the ad hoc committee will be open to all members and will include the COPP.

Sec. 2. Recommendations from the committee will be provided to all membership and reviewed at the following monthly business meeting. After a second review at a subsequent regular business meeting, a vote shall be conducted according to procedures in Article V. Voting.

Sec. 3. If any part of this constitution shall become invalid, such invalidity shall not affect other parts, which shall continue to be enforced by the officers of the Fathers' Club.

Sec. 4. The COPP will present the member-approved version to the Director of Special Events and will become effective the day following approval by Senior Staff of Saint Ignatius High School.