

ST. MARY'S EDUCATION ENDOWMENT FUND

BY-LAWS

SECTION 1. NAME - This fund shall be known as the "St. Mary's Education Endowment Fund" and hereafter referred to in the By-laws as the "Endowment Fund".

SECTION 2. POWERS – The business, property, and affairs of the Endowment Fund shall be managed by the St. Mary's Endowment Committee. Major investments, withdrawals, or transactions must be approved by the St. Mary's Parish Council.

SECTION 3. COMMITTEE –The Endowment Committee shall consist of five (5) appointed members, all of whom must be members of the Parish of St. Mary's, Melrose, MN. The Pastor and St. Mary's School Principal shall serve as ex-officio members. Term of membership shall be for three years, renewable for a second three year term. No member shall serve more than two consecutive terms. Terms shall be staggered. Committee members shall be appointed by the Pastor, open to recommendation of the Committee, and subject to Parish Council approval.

SECTION 4. VOTING – Each Committee member, excluding ex-officio members, shall have one vote.

SECTION 5. ANNUAL MEETING – An annual meeting of the Committee shall be held in July of each year for the election of a Chair, Secretary, and Treasurer, and for the transaction of any other business that may properly come before the meeting. The Chair, Treasurer, and Secretary shall serve for one year, and are eligible to be reappointed.

SECTION 6. REGULAR MEETINGS –Regular meetings shall be held quarterly, however, the Committee may omit a quarterly meeting if it feels there is insufficient business to warrant it. Special meetings of the Committee may be held when called by the Chair with at least three days notice given to the other Committee members.

SECTION 7. QUORUM – A 3/5 majority of the voting members must be present to constitute a quorum. A quorum is necessary for any affirmative action by the Committee.

SECTION 8. REMOVAL – If a Committee member is absent from three meetings in a one year period, a new member may be appointed pursuant to Section 3 above.

SECTION 9. CHAIR – The Chair shall preside at all meetings of the Committee and shall see that all resolutions on policies are carried into effect.

SECTION 10. SECRETARY – The Secretary shall record minutes of every meeting, and make the minutes available to the Parish Secretary who will send them to Committee members. The Secretary and Parish Secretary will also take care of all Committee correspondence.

SECTION 11. TREASURER – The Treasurer shall keep accurate accounts of all money of the Endowment Fund and present a financial report at each quarterly meeting. The Treasurer shall oversee the deposit of all money, drafts, and checks in the name of and to the credit of the Endowment Fund in such banks and depositories as the Committee shall designate.

SECTION 12. CHECKS AND DISBURSEMENTS – All disbursements from the Endowment Fund shall be approved by the Committee, pursuant to Section 2 above and subject to any policies adopted by the Committee. After approval, the Chair and Treasurer shall direct the execution of all checks and disbursements. The Committee shall not disburse any funds constituting the principal of the Endowment Fund. Only net gain over the principal may be used.

SECTION 13. GENERAL PURPOSES – The Endowment Fund is established for education and religious purposes and to further such purposes either directly or indirectly.

SECTION 14. RESPONSIBILITIES – The Committee shall have the exclusive responsibility to:

- A. Promote, solicit, and accept money and property, which shall constitute assets of the Endowment Fund.
- B. Oversee the investments and assets of the Endowment Fund so as to provide income for the Endowment Fund purposes.
- C. Adopt By-laws and policies for the management of the affairs of the Committee and the Endowment Fund and adopt policies for the governing of disbursement of income from the Endowment Fund so as to carry out the purposes for which it is created.

SECTION 15. CONTINGENCY-SCHOOL CLOSING – In the event St. Mary's School would be permanently discontinued for any reason, then the fund shall be continued for religious and charitable purposes for the Church of St. Mary's, Melrose, MN.

SECTION 16. FUND DISSOLUTION – In the event the Endowment Fund is ever dissolved or discontinued, the proceeds shall be paid to the Church of St. Mary's, Melrose, MN, for the religious and charitable purposes of said institution. Dissolution of the Endowment Fund would require action of the Parish Council and Parish Corporate Board.

SECTION 17. REPORTS – It shall be the duty of the Committee to prepare an annual report describing the activities of the Endowment Fund and said report shall be presented to the Parish Council and the Finance Committee at their January meeting.

SECTION 18. AMENDMENT OF BY-LAWS – The By-laws may be amended by the unanimous approval of the Committee, subject to Parish Council approval.

Amended by the St. Mary's Endowment Committee: April 8, 2014

Amended by the St. Mary's Parish Council: May 8, 2014