

# **BYLAWS OF THE PARENT ASSOCIATION OF CATHOLIC HIGH SCHOOL**

Adopted May 18, 2009

## **ARTICLE I**

### **INTRODUCTION**

#### **Section 1. Name**

This organization shall be known as the Parent Association of Catholic High School (CHS), which is located in Huntsville, AL in the Diocese of Birmingham.

(Hereafter, it is referred to as the PA.)

#### **Section 2. Purpose**

The purpose of this PA shall be as follows:

To encourage and promote a sense of community.

To exist as a forum to address issues and concerns facing school parents, faculty, and students.

To assist in enhancing the quality of education.

To assist in keeping the cost of tuition affordable.

To communicate information from organizations within the school to the parents and faculty.

#### **Section 3. Policies**

The PA is covered under the Diocesan 501(c) non-profit umbrella. The PA itself is not considered a stand alone non-profit but is covered as a restricted subsidiary organization.

Officers of the PA may not engage in activities that may jeopardize its tax status. No member of any committee may solicit or accept funds or services on behalf of the PA for any purpose without prior approval from the PA Board.

## **ARTICLE II MEMBERSHIP**

### **Section 1. Eligibility**

All parents or guardians of students currently enrolled Catholic High School are eligible to be members of the PA. All members are eligible to participate in the general business meetings and to serve in any of the elected or appointed positions.

### **Section 2. Voting Privileges**

Each parent of a child currently attending CHS will be entitled to vote separately on all matters submitted for vote to the General Membership. Members must be present to vote. Voting by proxy is not allowed.

### **Section 3. Dues**

There is a \$10.00 per family yearly dues associated with membership in the PA.

## **ARTICLE III -- OFFICERS AND THEIR ELECTION**

### **Section 1. Officers**

The officers of this organization shall consist of a president, a vice president/president elect, secretary, and treasurer. Officers shall assume their official duties on June 1 and shall serve for a term of one (1) year or until their successors are elected. If any officer, other than the president and vice president/president elect, wishes to serve more than one term, that officer's name must appear on the ballot and presented to the general membership along with all other nominees at the election.

### **Section 2. Election of Officers**

There shall be a Nominating Committee composed of five (5) members. These members consist of a representative from each class and one member at large. The chairperson of the nominating

committee shall be the vice president/president elect.

The Nominating Committee works to secure candidates to serve as officers of the PA. The committee shall nominate at least one eligible person for each office to be filled. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. The committee will prepare a ballot for the election of the PA officers utilizing input from the standing committees and other sources. The names of the candidates will appear on the ballot in alphabetical order under the title of the position for which they are nominated. The ballot will be presented to the PA members by email and/or U.S. Mail at least two weeks prior to the final PA meeting of the school year.

Officers shall be elected by ballot at the final PA meeting of the school year. Ballots will be counted immediately following the election in a public area outside the meeting room. Results will be announced when tabulated. A plurality vote shall elect. Ballots will be retained for six months by the Vice President. However if there is but one nominee for any office, the election for that office shall be by motion and voice vote of the general membership. This action will be included in the minutes.

### **Section 3. Vacancies**

When an officer fails to attend three (3) consecutive meetings without adequate excuse, the PA Board may declare such position vacant without written resignation. The PA Board shall have the power with a majority vote to remove from office any elected officer or chairperson for nonperformance

of duty or conducting business not in alignment with these Bylaws. Such officers and chairpeople shall be notified of the PA Board's actions within 48 hours by letter or phone call.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the PA Board, five (5) days notice of such election having been given to each member of the PA Board. If a vacancy occurs in the office of president, the vice president/president elect shall assume the presidency and serve notice of a vacancy in the position of vice president/president elect.

## **ARTICLE IV -- DUTIES OF OFFICERS**

### **Section 1. President**

The president shall perform the following duties:

- a. The President will be the chief executive officer of the PA and will have the general powers and duties of supervision and management, including authorization to expend PA money, within limits set by the PA Board and these bylaws.
- b. Preside at all meetings of the general organization and the PA board. In the absence of the Secretary at a meeting, the President will appoint a secretary *pro-tem* for that meeting.
- c. Perform such other duties as may be prescribed in these bylaws or assigned by the general organization or its board.
- d. Create and appoint special committees as necessary, except the Nominating Committee, with the approval of the PA board or the general organization.
- e. Attend all Catholic High School Board meetings as the PA liaison.
- f. The President shall consult with the Principal, as needed, on behalf of the PA Board and the general membership.
- g. Maintain awareness of the state of the PA financial situation and be a co-signatory on checks if needed. The president shall pay budgeted expenses when the treasurer is not available.

h. The President shall endeavor to ensure that the PA Board and the general membership are informed of PA business in a timely manner and shall seek advice and counsel from the board and membership regarding PA business.

### **Section 2. Vice President/President Elect**

The vice president/president elect shall perform the following duties:

- a. Act as aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Act as a keeper of the bylaws of the organization.
- d. Preside over the Nominating Committee.
- e. Serve as Parliamentarian, and must be familiar with *Robert's Rules of Order, Newly Revised* and these bylaws. He/she will be the final authority at all meetings when issues of procedure arise.

### **Section 3. Secretary**

The secretary shall perform the following duties:

- a. Attend all meetings of the general organization and PA board.
- b. Keep an accurate and permanent record of all meetings of the PA Board and general membership. This will include notices, agendas, sign-in sheets, and materials distributed.
- c. Prepare the minutes of each meeting in time for review and approval at the following meeting.
- d. Notify appropriate members of PA Board, general or special meetings via email and the school's web site. The draft minutes of any previous meetings should be included with the meeting announcement.
- e. Have custody of the official documents of the organization, including, but not limited to, the bylaws and minutes of all meetings. Provide a copy of all official documents to the school and the PA website for reference. Approved minutes will be maintained for a minimum of four years.
- f. The Secretary is responsible for maintaining the PA calendar.
- g. Perform other delegated duties as assigned by the general organization, the PA board, or the president. Such duties may include correspondence.

### **Section 4. Treasurer**

The treasurer shall perform the following duties:

- a. The Treasurer is responsible for all financial affairs and funds of the PA.
- b. Keep a full and accurate account of receipts and disbursements in books (or electronic files) belonging to the organization.
- c. Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the general organization or by the PA board. All deposits must be made within five (5) banking days of their receipt by the organization.
- d. Make disbursements of PA funds in accordance with the approved budget or as authorized by the president, the PA Board, or general organization. Proper vouchers must be received prior to the disbursement of funds.
- e. Present a financial statement and account of all transactions at every meeting of the general organization, the PA board, and at other times when requested.
- f. Reconcile the PA monthly bank statement with the current records. Initial and date the bank statement. Provide an account reconciliation each month to the principal.
- g. Provide an account of all transactions and of the financial condition of the organization

when requested by the PA board or the general organization.

h. File any required tax forms.

i. Using input from the PA Board and the standing committee chairs, prepare a yearly budget for approval at the first general business meeting of the school year.

j. The Treasurer shall prepare an Interim Financial Report on the financial status of the PA no later than January 31 of each school year, including income, surplus, expenditures, and any unpaid or outstanding financial obligations of the PA. This report must be filed with the principal and disseminated to the general membership.

k. The Treasurer will also prepare a projected or estimated Annual Financial Accounting for the entire school year and present it in the same manner as the Interim Accounting Report at the May general meeting.

### **Section 5. Conclusion of Officers Term**

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

## **ARTICLE V -- STANDING COMMITTEES & DUTIES**

### **Section 1. Standing Committees**

The PA Board shall create the following standing committees to serve the needs of the PA and the school:

1. Fund Raising Committee - Responsible for organizing all PA fundraising events; mainly the annual Draw Down/GALA.

2. Hospitality Committee - Helps with various events requiring serving of food such as PA meetings and teacher appreciation week.

3. Volunteer Committee - Build and maintain a volunteer base who serve the school in various ways.

4. Publicity & Communications Committee - Responsible for facilitating communications regarding PA events, meetings, and other activities.

5. Class Liaison Committee

Responsible for coordinating and conducting specific functions and events for the student body. School tradition has shared the planning and execution of yearly functions among the classes. There shall be a representative selected for each student class within the school. The senior class representative will chair this committee. This committee will work closely with the Hospitality Committee and the Publicity and Communications Committee.

### **Section 2. Duties**

Committee chairs are appointed by the PA Board. The PA Board will appoint an individual or individuals to serve as a committee chair or co-chairs, according to the needs of each standing committee. Chairs of these committees shall serve on the PA Board. Each Chair may appoint members to serve on their respective committee. Upon request, the Chair must be prepared to present an oral report to the PA Board regarding their plans. Each Chair shall submit a written annual report of their activities for the fiscal year no later than the last PA Board meeting of the school year.

## **ARTICLE VI -- PA BOARD**

### **Section 1. Membership**

The PA Board shall consist of the following people:

- a. The officers of the organization.
- b. The chairs of the standing committees.
- c. The principal of the school or a representative appointed by the principal.

### **Section 2. Duties**

The duties of the PA Board shall be as follows:

- a. Govern itself and the PA consistent with these bylaws, the school s bylaws, and applicable law.
- b. To make decisions regarding the regular and normal operations and projects of the PA without first bringing matters to a vote in front of the General Membership.
- c. To create standing and special committees.
- d. To approve the plans of work of the committees.
- e. To present a report at the meetings of the general organization.
- f. To fill vacancies occurring in an officer position as set forth in these bylaws.

## **ARTICLE VII -- MEETINGS**

### **Section 1. General PA Meetings**

There shall be at least four general meetings per school year as deemed necessary by the PA Board. Notice of the upcoming meeting will be posted to the PA web site. Meetings will be held at CHS, except in extenuating circumstances. All members are encouraged to attend and participate at general meetings. Minutes of the general membership meetings will be kept by the secretary.

### **Section 2. PA Board Meetings**

The PA board shall meet at least annually, prior to school. One-third (1/3) of the PA Board shall constitute a quorum for the transaction of business at a PA board meeting. Special meetings of the PA Board may be called by the president or by a majority of the board, five (5) days notice being given to each member of the board. Minutes of the PA Board meetings will be kept by the secretary. All decisions made at PA Board meetings (except for routine administrative matters) are subject to ratification by the general membership at the next general meeting.

### **Section 3. Special Meetings**

The President, in consultation with the PA Board, may call other special meetings of the general membership. Notice of special meetings must specify the agenda for such meeting and must be sent to the entire membership. The meeting may take place no earlier than five days after notice has been made to the membership.

### **Section 3. Order of Business**

All meetings of the PA shall be conducted according to the regular order of business and parliamentary procedure as prescribed by *Robert s Rules of Order, Newly Revised*, adapted as follows:

1. Opening Prayer
2. President s Report
3. Treasurer s Report
4. Standing Committee Reports (upon request)
5. Special Committee Reports (upon request)
6. Old Business
7. New Business
8. Announcements including calendar review of upcoming events

## **ARTICLE VIII -- FINANCIAL AFFAIRS**

### **Section 1. Fiscal Year**

The fiscal year of the PA will be aligned with the fiscal year of the school: from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **Section 2. Signatories**

The treasurer, president, and school principal are check signatories. Checks for less than \$1000 may be written by the treasurer after the check request has been completed and approved by the proper chairperson or board member. Checks over \$2000 require two signatures. No two people related by blood or marriage or from the same household may sign together. A signatory cannot write a check to him/herself without a second signature.

## **Section 3. Budget**

The draft budget shall be approved by the PA Board and the School Board prior to the start of the school year. The PA Board will recommend a budget for adoption by the general membership at the first general meeting of the school year. The budget presentation will include an estimate of anticipated expenses and revenues for the coming year, as well as a comparison of the proposed budget with actual revenue and expenses from the previous year.

The approved budget may be amended by vote of the membership at any General Meeting.

The budget may include a line item, Executive Fund, of no more than \$1000 from which the President can provide money to support school purposes or functions. The President will report any expenditure from the Executive Fund at the next PA Board meeting. The Executive Fund may be replenished by amending the budget with a vote of the general membership.

The PA shall maintain \$3500 reserve in its account from one year to the next.

## **Section 4. Additional Expenditures**

All expenditures not included in the budget at the time of its adoption must be recommended by the PA Board and approved by the membership. The PA Board shall have the authority to make expenditures up to two percent (2%) of the Annual Operating Budget without the meeting of the General Membership.

## **Section 5. Emergency Expenditures**

Emergency expenditures are warranted when 1) the time between discovery of the need and the deadline for action is insufficient for approval through normal procedures, and 2) a majority of the elected members of the PA Board have been notified of the situation and concur with the emergency expenditure. An emergency expenditure may not exceed one percent (1%) of the previously approved total annual budget. A full accounting of the funds used and the emergency need must be given to the membership at the next General Meeting.

## **Section 6. Check Requests**

Check Requests shall be completed for all expenses. Bills, receipts, or proof of payment should accompany any check request. Check Requests shall be submitted to the Treasurer by the Committee Chair or PA Officer. Expenses included in the budget may be paid immediately. Expenses not included in the budget or out of tolerance with the budget must be approved by the PA Board or general membership as per these bylaws.

## **Section 7. Financial Records**

Financial records of the PA will be retained for at least seven years. They may be disposed of only with approval of the school accountant.

## **Section 8. Dissolution**

In the event that this association may be dissolved at some time, all monies accruing to this association shall be deposited with the Catholic High School general fund. All material items accruing to this association shall be dedicated to CHS. Dissolving of this association may only be accomplished by a 2/3 vote of the complete membership.

## **ARTICLE IX -- AMENDMENTS & REVISIONS**

### **Section 1. Amendment Process**

These bylaws may be amended by the membership, after approval by a quorum of the PA Board members, provided the proposed amendment was presented at the previous meeting. Proposed amendments must be posted on the PA web site as early as possible. The approval requires a 2/3 vote of those members in attendance at the PA meeting.

These bylaws shall be reviewed yearly, and if needed, revised.

### **Section 2. Revision History**

Adopted ??

Revision 1. May 11, 2006

Revision 2. December 1, 2008