

Assumption St. Bridget School Parent Association Bylaws

Amended October 14, 2015

These Amended and Restated Bylaws amend and supersede in their entirety all prior bylaws of the Assumption St. Bridget School Parent Association.

ARTICLE I

General

1. **Name.** The name of the association is the Assumption-St. Bridget School (“ASB School”) Parent Association (the “Parent Association”).
2. **Intent.** These Bylaws are meant to govern and otherwise provide guidelines for Parent Association activities. The Bylaws should be read at least annually by all officers, Directors and members to provide continuity and historical background.
3. **Purpose.** The purpose of the Parent Association shall be:
 - a. To promote and support ASB school;
 - b. To keep the parents and guardians of children informed about the school, to provide opportunities for families to get to know each other, and to provide a vehicle of communication among the families, faculty and students of ASB School;
 - c. To provide volunteers for the needs of ASB School and to engage in fundraising activities, thereby assisting in the goals of ASB School;
 - d. To provide a mechanism for communication and education regarding current topics of interest to families with children at ASB School;
 - e. To gather the creative ideas and comments of the parents and guardians of ASB School’s students and present them to the School Commission;
 - f. To promote ASB School and Catholic education (in general) to the Parishes, Archdiocese, Legislature, and other administrative and governmental entities; and
 - g. To assure that all activities of the Parent Association are closely coordinated with the School Commission to ensure commonality of purpose, conformity with established policies, and effective prioritizing of activities.
4. **Scope of Authority.** The Parent Association is consultative with respect to policies at ASB School in that it cannot make decisions binding on the educational program without the approval of the School Commission, and the principal of ASB School.

ARTICLE II

Membership

1. **Members.** Each parent or guardian of all students enrolled in ASB School may be a member of the Parent Association. Members in good standing, who have paid all current dues, shall make up the general membership of the Parent Association (the “General Membership”).
2. **Dues.** Annual membership dues shall be set by resolution of the Board of Directors (as hereinafter defined) prior to the start of each school year and shall be payable by October 1st.
3. **Meeting of Members/Quorum.** General meetings of the General Membership shall be held at least once per school year. Special meetings of the General Membership may be called by the Executive

Committee or any four or more Directors, who shall notify all other Directors prior to giving notice to the General Membership. Notice of all meetings of the General Membership shall be given in the school newsletter not less than eight (8) days prior to the meeting. In order to have quorum at a meeting of the General Membership, no less than twenty percent (20%) of the General Membership must be present, provided, however, that the Parent Association may conduct business at a meeting of the General Membership despite the lack of quorum, and the vote of a majority of the members present at any such meeting shall constitute an act of the Parent Association; provided, however that any decision or action made or taken at any meeting at which a quorum is not present must be ratified by written vote of the General Membership as set forth in Section 5 of this Article.

4. Business of Meetings. Any business may be transacted at a regular general meeting for which proper notice has been given. Only such matters as are stated in the notice of a special meeting may be acted upon at that special meeting. A portion of time at each meeting shall be set aside to address any suggestions and concerns of the General Membership.
5. Manner of Acting Outside Meetings. Decisions and actions of the General Membership (including without limitation decisions or actions made or taken at a meeting of the General Membership at which a quorum for such actions was not present) may be made outside of a meeting by the written vote of a majority of the General Membership. Such vote shall be conducted by electronic ballot. Ballots must be submitted by Friday of the same week to be valid. At least twenty percent (20%) of the General Membership must vote for the validation to be effective.

ARTICLE III **Board of Directors**

1. Powers. The affairs, property and interests of the Parent Association shall be managed by a Board of Directors (sometimes referred to as the “Directors” or the “Parent Board”), which shall be the governing administrative body of the Parent Association and shall be responsible for coordinating the work of the Parent Association. The Directors shall act as representatives of the General Membership.
2. Number of Board of Directors. The Board of Directors shall consist of (a) twelve (12) voting Directors (who must be members in good standing), elected in accordance with Article V below; and (b) the following non-voting ex-officio Directors: the Principal of ASB School, the Past President, and the Faculty Advisor (as hereinafter defined).
3. Meetings. Regular meetings of the Board of Directors shall be held once per month on a date mutually agreed upon by the Directors. Special meetings for any purpose may be called by the President or any four or more Directors upon eight (8) days written notice to the Directors. Meetings shall be conducted in accordance with Roberts Rules of Order. All Board of Directors meetings shall be open to the General Membership.
4. Notice. Notice of all meetings of the Board of Directors, including major agenda items if pertinent, shall be given in the regular school newsletter the week prior to the meeting, except that the eight-day notice requirement for a special meeting of the Directors may be waived in a writing signed by a majority of the Directors.
5. Quorum and Manner of Acting. A quorum for any meeting of the Board of Directors shall consist of any six Directors. At any meeting of the Board of Directors at which a quorum is present, any business may be transacted and the Board of Directors may exercise all of its powers. Only such matters as are stated in the notice of a special meeting may be acted upon at that special meeting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless otherwise specified in the Bylaws.

6. Duties. The Board of Directors shall designate Directors or members of the General Membership to fill the following positions:
 - a. The Officers, as described in Article IV;
 - b. Communications Coordinator, who shall coordinate all Parent Association services provided to the school, including Parish/School Liaison, Family Service Hours, Office Support, Volunteer Forms and Political Action;
 - c. Development Coordinator, who shall coordinate all volunteers for ASB fundraising activities, including Walkathon, the Halloween Carnival, and the ASB School auction.
 - d. Clubs/Enrichment Coordinator, who shall coordinate all Parent Association services provided to the school, including, without limitation, the Math Team, Art Parents and after school clubs.
 - e. Facilities Coordinator, who shall coordinate all Parent Association services provided to the school, including, without limitation Uniform Recycling, Lost & Found, Big Toy Supervisor and Traffic;
 - f. School Services Coordinator, who shall coordinate all Parent Association services provided to the school, including Hospitality, Welcoming, Room Parents, 8th Grade Graduation, 8th Grade Breakfast, Faculty Appreciation and Banking;
 - g. School Commission Representatives (two), who shall serve a two-year term on a staggered basis, with one representative elected each year at the same time as officers are elected, of whom one representative shall have a child in the lower grades (K-5) and the other representative shall have a child in the upper grades (6-8).
 - h. Scrip Coordinator, who shall oversee the scrip team, recruit team members, and report to the Parent Board. This position will look at streamlining the scrip process, maximizing the scrip opportunities, and target future growth opportunities for the program.
 - i. Faculty Advisor, who shall be a member of the faculty, nominated by faculty peers, to serve a two-year term as a non-voting member in an advisory role.
7. Action by Directors without a Meeting. Any action required or which may be taken at a meeting of the Board of Directors, or of the Executive Committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed before such action by all of the directors, or all of the members of the Executive Committee, as the case may be. Such consent shall have the same effect as a unanimous vote.
8. Removal. Directors may be removed, with or without cause, by the affirmative vote of two-thirds of the whole Board of Directors or by majority vote of the General Membership.

ARTICLE IV **Officers**

1. Enumeration. The officers of the Parent Association shall be a President, a Vice President, a Secretary, a Treasurer, and Past President.
2. President. The President shall plan and preside at all meetings of the General Membership and the Board of Directors; shall have general supervision of the affairs of the Parent Association; and shall perform all such other duties as are incident to the office or are properly required by the Board of Directors.
3. Vice President. The Vice President shall assist the President when called upon; shall assist in the coordination of standing committees as assigned by the President; shall exercise all the functions of the President during the absence or disability of the President; and shall have such additional powers and discharge such additional duties as may be assigned from time to time by the Board of Directors. The Vice President shall serve as President in the school year following his/her year as Vice President.

4. Secretary. The Secretary shall issue notices for all meetings; shall publicize them in the school newsletter, and at each meeting shall provide the minutes of the previous meeting; shall provide new Directors with Bylaws and previous year's Minutes/Newsletters; and shall make such reports and perform such other duties as are incident to the office or are properly required by the Board of Directors.
5. Treasurer. The Treasurer shall collect all dues; shall keep regular books of account; shall authorize disbursement of the funds of the Parent Association as may be ordered by the Board of Directors; and shall at each meeting of the General Membership and the Board of Directors, and from time to time as may be requested by the Board of Directors, report on all financial transactions and the financial condition of the Parent Association. The Treasurer shall perform such other duties incident to the office or are properly required by the Board of Directors.
6. Past President. The Past President shall be an ex-officio member of the Board of Directors and an ex-officio Officer.
7. Delegation. In the case of absence or inability to act of any officer of the Parent Association and of any person herein authorized to act in that person's place, the Board of Directors may from time to time delegate the powers or duties of such officer to any other officer or any Director or other person whom it may select.
8. Vacancies. Vacancies in any office arising from any cause shall be filled by the Board of Directors.
9. Other Officers. The Board of Directors may appoint such other officers or agents as it shall deem necessary or expedient, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.
10. Removal. Officers of the Parent Association may be removed, with or without cause, by the affirmative vote of a majority of the whole Board of Directors.

ARTICLE V

Nomination and Election

1. Terms. The Directors of the Parent Association (excluding ex-officio Directors) shall serve two-year terms on a staggered basis, with six Directors elected on even-numbered years and six Directors elected on odd-numbered years. Officers shall serve two-year terms; provided, however that the Director who is initially elected as Vice President shall serve a three (3) year term, and said individual shall serve as Vice President in his/her first year as a Director, President in his/her second year as a Director and Past President during his/her third year as a Director. Terms of office shall be from July 1 through June 30, unless earlier removed as provided in these Bylaws.
2. Nominations. Members in good standing may be nominated for election as Directors as follows:
 - a. By the last Monday in February each year, a committee composed of the out-going Directors shall nominate a slate of candidates for election as Directors. The nominating committee shall use its best efforts to select candidates from each of the following groups: members whose oldest child is in (i) primary grades (K-2); (ii) intermediary grades (3-5); and (iii) junior high grades (6-8). The list of candidates nominated by the committee shall be published in the regularly scheduled newsletter for the last week in March.
 - b. Additional candidates may be nominated by any member of the General Membership by written notice to the nominating committee, which must be received at the school no later than Friday of the first week in April.

- c. The names of all candidates thus nominated shall be published in the regularly scheduled newsletter for the second week of April, along with a short biography or list of qualifications (not to exceed one-quarter page type-written) at the option of each candidate.
 - d. Only members in good standing are eligible for election as Directors.
3. Election of Directors. Election of Directors shall be by electronic vote following the April Board of Directors meeting. All ballots must be returned to the school by the start of school on the following Friday in order to be valid. Each member in good standing shall be entitled to cast one vote, up to a maximum of two votes per family.
 4. Election of Officers. The officers shall be approved by majority vote of the Board of Directors. In order to provide continuity in office, the Vice President shall become the President during the following school year, and the President shall serve as the Past President during his/her third year as a Director; provided, however that in the event the Vice President is unable or unwilling to serve as President, a Director completing his/her first year on the Board of Directors shall be elected President by a vote of the Directors. The election of officers shall take place at the May meeting of the Board of Directors following the election of Directors. The President shall preside over the election of the new officers.

ARTICLE VI

Committees

1. Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and Past President. The Executive Committee shall be responsible for the day-to-day operation and direction of the Parent Association between meetings of the Board of Directors.
2. Coordinating Committees. The Board of Directors will consist of coordinators for the following Parent Association committees: Communication, Development, Clubs/Enrichment, Facilities, School Services, and Scrip Coordinator, as described in Article III, section 6. The Committee Coordinators shall be responsible for maintaining contact between the chairpersons and the Board of Directors, providing committee records to the Board of Directors as necessary, and assisting the coordination of volunteers to fill chairperson positions.
3. Finance Committee. The Finance Committee shall consist of the Treasurer and at least two additional Directors appointed by the Board of Directors. The Finance Committee shall be responsible for the Parent Association budget, as described in Article VII, section 2 below.
4. Nominating Committee. The Nominating Committee shall consist of the out-going Directors of the Board of Directors. The Nominating Committee shall be responsible for nominations and election as described in Article V.
5. Additional Committees. Other standing or temporary committees may be appointed by the Board of Directors from time to time and the Board of Directors may invest such committees with such powers and subject to such conditions as the Board of Directors may see fit. The designation of any such committee and the delegation of authority thereto, shall not relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.
6. Committee Appointments. To the extent possible, the Board of Directors will appoint committee coordinators at the May meeting of the Board of Directors. Coordinators will be given a list of persons who have volunteered to serve on the committee, as soon as possible after appointment.
7. Committee Records. All committees shall prepare a budget in accordance with Article VII, Section 3 below, and shall keep records of all regular meetings of the committee, descriptions of activities and

functions performed by the committee, and accounts of all receipts and expenditures. These committee records shall be available to the Board of Directors from time to time during the year upon reasonable request. At the March or April Board of Directors meeting, each committee coordinator shall submit to the Board of Directors up-to-date records and a summary report for their committee.

ARTICLE VII

Finances

1. **Fiscal Year.** The fiscal year of the Parent Association is from July 1 to June 30.
2. **Parent Association Budget.** In February of each year, the Finance Committee, in partnership with the ASB School business manager shall prepare a budget for the next fiscal year, which shall be reviewed by the Executive Committee, then submitted by the Board of Directors. Copies of the Budget shall be distributed in the school newsletter by the last week in March for discussion and review by the General Membership. The Board of Directors shall vote on approval of the final Budget at the regular April meeting.
3. **Committee Budgets.** As soon as is reasonably practical after approval of the Parent Association Budget and formation of a committee for the coming school year, and in any event prior to expenditure of any funds by a committee, each committee, in response to a request by the Board of Directors, shall prepare and submit to the Board of Directors for approval a budget for all activities and functions to be performed by the committee in the upcoming school year. No expenditures in excess of the budget may be made without the prior approval of the Board of Directors; provided that the Executive Committee may approve expenditures of up to \$100 in excess of budgeted amounts; and further provided that committees may expend up to \$50 in excess of amounts allocated to any one line item in the committee's budget so long as the expenditure does not cause the committee to exceed its overall budget.
4. **Expenditures.** Unless authorized in the Budget, the Executive Committee may not authorize expenditures of more than \$100 without approval of the Board of Directors; provided that higher limits may be authorized by the Board of Directors under specific circumstances if warranted.

ARTICLE VIII

Amendment

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the General Membership if the proposed change was submitted in writing to the Board of Directors at the preceding meeting of the Board of Directors and to the General Membership through the regular school newsletter at least two weeks prior to voting.

Adopted by the ASB School Parent Association on _____.

_____, Secretary.